**STRATEGIC PLANNING AND BUDGET COUNCIL**

**BUDGET AND FINANCE SUBCOMMITTEE**

**MINUTES**

**October 3, 2012**

MEMBERS PRESENT:

|  |  |
| --- | --- |
| Shane TurnerCynthia HooverLiette BohlerNewton CheletteTom O’Neil (proxy for Sharon and Karen) | Maria ClintonDiana KeelenKim FiteJill ZimmermanPamela Ford |

1. Minutes of the September 5, 2012.
2. Hiring Requests

Instructional Assistant – Technical Education (Auto Body). This is a replacement position. Tom O’Neil provided a few additional comments to the justification: 1) The position assists the instructor, 2) The position will help eliminate the possibility of theft, and 3) Risk management is a consideration. There was consensus to recommend the position be filled (10 yes, one abstention).

Research Analyst – Academic Affairs. This is a replacement position. Concern was voiced that the District should wait for the new dean to come on board, but it was also pointed out that with the dean and the analyst position unfilled, this puts a lot of weight on the one remaining analyst. There was consensus to recommend the position be filled (10 yes, one no).

Administrative Assistant – Counseling and Matriculation. The position will not be recommended for hire (4 yes, 4 no, 3 abstentions).

Informational Only

Clerical Assistant III – IRES. Because this position is categorically funded by the STEM Grant, it was brought forward as an *Informational Item Only*; however, the subcommittee asked that additional information be brought forward for discussion.

***Next Budget and Finance Subcommittee Meeting: November 7, 2012, 2:30 pm***