

**BUDGET COMMITTEE MEETING
SUMMARY NOTES**

**Friday, February 28, 2014
9:00 a.m. - 11:00 a.m.
Meeting Location: BFL210**

In attendance: Michael Almaguer, Katrina Keating, Teresa Towers, April Doty, Jackie Jones-Castellano, Ray Goralka, Felicia Novia, John Nahlen, Erwin Wirawan.

Note taker: Julie Catalano

Topic/Activity	Outcome
Public Comment	None.
Announcements	Keating announced that her sabbatical leave application was approved for the 2014-15 academic year. She has applied to the Ed.D. program at SFSU. The budget committee will need a replacement co-chair. Keating also gave the committee a heads-up that when the Accreditation Team visits the college in early October the team will likely want to meet with the budget committee members, which will mean that the committee will need to have an off-cycle meeting.
Agenda Review	Jones-Castellano motioned and Towers seconded. Approved.
February 7, 2014 Minutes	One addition made to the notes under Enrollment Management funds with regard to the High School Principal's breakfast outreach. Doty motioned and Keating seconded. Approved.
2013-14 Annual Plan	The committee again went through the 5-page document, making minor edits throughout and adding two sentences under the Facilities heading. Goralka moved and Towers seconded the motion to approve the document. The document was approved and will now be forwarded to the College Council.
Phase III	Almaguer re-introduced and passed out Phase III documents previously shared in the budget committee. Hanecak explained the two goals of Phase III and also shared documents. The committee will continue to work on options/scenarios with which to implement Phase III. At our next meeting we will develop talking points to take to constituent meetings to gather feedback on next steps.
Governance Co-Chairs report	Almaguer & Keating will keep this item as an ongoing agenda item to keep the BC updated on the Co-Chair committee meetings. Almaguer shared that it was discussed whether to institutionalize this Co-Chair Committee or whether to recommend adding a line in the charge/function of each of the governance committees that as co-chair of one governance committee you will meet regularly with all the other co-chairs and report back to your committee. Almaguer shared that the IPC is working on a college-wide master calendar.

**Next meeting will be March 14, 2014
9:00 a.m. – 11:00 a.m.**

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