

BUDGET COMMITTEE MINUTES

Nov. 21, 2014, BFL 210, 9:00 – 10:40

Attendance: Laura Burns, Kathleen Costa, April Doty, Toni Fannin, Valerie House, Jackie Jones, Teresa Towers, Virginia Poetry, John Nahlen

Guests: Roshan Dahi, Ted Wieden, Peter Garcia

	Topic/Activity	Presenter	Outcome
1	Public Comment		None
2	Announcements		Towers, Jones and House will leave at 10:30
3	Agenda Review	All	Doty, motions, Fannin, 2nd
4	November 14, 2014 Minutes	All	Committee members revised minutes; the new minutes will be emailed for review. Committee agreed to make additional clarifications to the IT replacement cycle.
5	14-15 Annual Budget Plan submitted to college Council on Nov. 17 th for first review. What is next?		Almaguer presented the Annual Budget Plan to the College Council on Monday, November 17. Peppo/Almaguer went to the Faculty Senate to answer questions. Almaguer explained that CC can make amendments to our proposal before sending the proposal to the president.
6	14-15 Annual Budget Plan debrief. Observations/suggestions an IC and BC on resource allocation process improvements. What would be better?		The committee identified ways to improve the Program Review process, especially with respect to the Budget Committee: <ul style="list-style-type: none"> • IC could use an Excel template • Units should provide cost estimates of all items in Program Review • Key terms—“supplies,” “equipment,” “facilities”—need campus-wide definitions for program review requests. • Participants need more education on the process of program review. Costa suggested that the college create a process to address “off cycle” needs that might not be present in the program review.
7	Back to work on operational budget – Phrase 3		After discussion and agreement to continue with twice monthly meetings, Almaguer agreed to send a spring schedule to the committee.
8	Phrase 3– tentative timeline.		The Committee began to discuss Phase 3. Faculty senate suggested a faculty “task force.” Similar groups could be created for classified staff and students. Costa, Jones and Burns will work to create a charge for each of these groups. We discussed possible approaches to equitable distribution of operating funds for program and instructional units.
9	Other		None

Next Meetings on Dec. 12, 9-11AM, BFL210