1. Call to Order

2. Approval of the March 27, 2014 Budget Committee Minutes

3. Report to Committee
   a) District Governance Senate Actions
   b) Board of Trustees Actions and Items

4. Annual Report to District Governance Senate

5. Year-End Evaluation

6. New Rubric


8. Fiscal Principles and Procedures

9. Recommendations for the Implementation Task Force-Information Only

10. Date of Next Meeting – April 24, 2014

11. Items for the Next Agenda

12. Adjourn

District Objective #7 for 2013-14: Allocate resources based on an accountable and systematic District-wide planning and budget development process that links this allocation to Institutional Program Review and the Strategic Plan.
1. **Call to Order**
   Christine Statton called the meeting to order at 3:06

2. **Approval of the March 27, 2014 Budget Committee Minutes**
   Tim Hollabaugh moved to approve the minutes of 3/27/14 and Anne Leonard seconded the motion. Motion passed unanimously.

3. **Report to Committee**
   - **District Governance Senate Actions** – Christine Statton briefly reviewed the standing report.
   - **Board of Trustees Actions and Items** – Nothing to report.

4. **Annual Report to District Governance Senate**
   Christine Statton reviewed page 19 of the Resource Allocation Manual (Annual Process Review by Budget Committee). She said her understanding is that this report is different than the true annual report. She handed out and reviewed the survey results for those that participated in the Above-Base process. She also handed out and reviewed the committee member survey results. She discussed the comment about a clear definition of the categories and not being able to add those definitions to the drop down box in TracDat. She informed the committee that Cindy DeLain and Thea Trimble will present the new program review at the next meeting. Christine Statton will bring examples of where items were categorized wrong. Kristin Hollabaugh brought up the meeting with the VP’s (4 lists to 1) and the discussion about not categorizing items if they are being put on one list. Christine Statton pointed out that requests need to be categorized because some instructional equipment and technology can be funded by the state. She informed the committee that in future, requests are going to be funded by priority. There will not be a set amount of money in each pot.
   Christine Statton asked for suggestions on how to draft up the report to DGS. A workgroup consisting of Christine Statton, Tim Hollabaugh, Amelia Sweeney and Omar Gutierrez will put together a draft report to present at the next meeting, if possible.

5. **Year-End Evaluation**
   The year-end evaluation is due after spring break. Christine Statton asked members to complete the evaluation and to include specific thoughts in the text area. She pointed out that the results will be sent to her and Omar Gutierrez to complete the committee’s year-end report.

6. **New Rubric**
   Christine Statton reviewed the draft rubric. She informed the committee that Matt Bourez recommended spelling out the word department. There was lengthy discussion about the wording in all three columns of criteria #2 (demonstrates significant, clear & poor link to). By a vote of 7 to 2 the word weak will be used and poor will be removed. There was also discussion about criteria #5 and the committee recommended using (1/3) as the
measurement of the ranking. Christine Statton pointed out that the new rubric will be submitted with the Resource Allocation revisions and she would like to submit the revisions to DGS by early May.

7. **Revision of Resource Allocation Manual**
   Christine Statton reviewed each of the suggested changes. She asked members to review the Resource Allocation Manual, before the next meeting, to see if there is anything else that needs to be changed. These will be reviewed again and finalized at the next meeting.
   There was discussion about the statement DGS asked to be added regarding the notification of Above-Base application not granted Above-Base allocations. The committee decided the statement will read “The Vice President of Admin Services will notify Above-Base applicants who are not granted Above-Base allocation in a timely manner in order to submit other funding requests. The statement will be added to the bottom of page 14 (pg. 12). To submit these suggested changes to DGS Christine Statton will do a strike-thru on the pages in the manual.
   Kristin Hollabaugh asked about changing dates, etc. on the Sources of Revenue and Expenditures (pg. 4-6). Christine Statton said she doesn’t think there was intent to rewrite that portion every year. When she presents the suggested changes at DGS she will let them know they do not include changes for Sources of Revenue and Expenditures and to let the committee know if the intent was different. She will ask Leangela Miller-Hernandez and Linda McCauley to rewrite those pages to be more generic.

8. **Fiscal Principals and Procedures**
   Christine Statton briefly reviewed the Fiscal Principles and Procedures handout. She said it’s training for how we do fiscal services. She also briefly discussed AP 6300 and pointed out that in the future, fiscally related AP’s will be brought to the committee.

9. **Recommendations for the Implementation Task Force – Information Only**
   Christine Statton discussed base budget augmentations. She shared how she (representing Admin Services) had asked to have this addressed in program review, but the Implementation Task Force has asked that it not be in program review. She felt it should not be added to budget committee, and asked if the committee thought the task of approving requests should fall to them. Marla Prochnow said she would hate to step outside the application of the committee.
   Christine Statton also discussed the Implementation Task Force’s recommendation to AP 3261. They recommend it be updated to remove the program review citation, and a process should be developed for requesting base budget augmentations utilizing elements of program review. Administrative services will follow up on this request.

10. **Date of Next Meeting**
    April 24, 2014 is the next scheduled meeting.

11. **Items for the Next Agenda**
    None

12. **Adjourn**
    The meeting was adjourned at 4:35 p.m.