Members

Administration: Christine Statton, Co-Chair, Kristin Hollabaugh, Tim Hollabaugh
Facult: Matt Bourez, Marla Prochnow, Mike Skaff, Linda Yamakawa
Adjunct Faculty: Anne Leonard
Classified: Stephen Meier, Amelia Sweeney
Confidential: Omar Gutierrez, Co-Chair
Students: Alex Bony, Michelle Rivera
Non-Voting Member: Leangela Miller-Hernandez or Designee

1. Call to Order
2. Program Review Update – Cindy DeLain and Thea Trimble
3. Approval of the April 10, 2014 Budget Committee Minutes
4. Report to Committee
   a) District Governance Senate Actions
   b) Board of Trustees Actions and Items
5. Draft - Annual Process Review to District Governance Senate
7. Revisions to Rubric
8. Year-End Evaluation
9. Date of Next Meeting – May 8, 2014
10. Items for the Next Agenda
11. 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
Members Present

Administration: Christine Statton, Co-Chair, Kristin Hollabaugh, Tim Hollabaugh
Faculty: Matt Bourez, Marla Prochnow, Linda Yamakawa
Adjunct Faculty: Stephen Meier, Amelia Sweeney
Confidential: Omar Gutierrez, Co-Chair
Students: Alex Bony
Non-Voting Member: Linda McCauley, Designee

Members Absent

Administration: Mike Skaff
Faculty: Anne Leonard
Adjunct Faculty: Michelle Rivera

1. Call to Order
   Christine Statton called the meeting to order at 3:09

2. Program Review Update
   Cindy DeLain and Thea Trimble presented the new program review in TracDat. Christine Statton pointed out that the committees’ main area of interest is the resource allocation request and how it’s structured. Cindy DeLain reviewed the action and resource request pages. She informed the committee that there are instructions under the question marks (?) to explain how to fill out the boxes. Thea Trimble explained that department/division actions have to be tied to either objectives for the college or to their outcomes. The IPRC recommends only having 1-3 actions as it is a one year program review. There was talk about the four column report from TracDat which will provide the program review information. The committee discussed creating an ad hoc report to get more of the information they will need. Christine Statton pointed out that a workgroup would be put together to determine what that information would be (there will be no above-base request forms). It may be possible to do this over the summer. Cindy DeLain told the committee that during an IPRC meeting it was suggested that maybe once a semester budget committee, IPEC and IPRC representatives or the whole groups get together and have discussion to make sure they are not making it harder for each other. She will include the suggestion in her next report to DGS.

3. Approval of the April 10, 2014 Budget Committee Minutes
   Matt Bourez moved to approve the minutes of 4/10/14 and Marla Prochnow seconded the motion. Motion passed unanimously.

4. Report to Committee
   District Governance Senate Actions – Christine Statton presented student accounts receivable to DGS.
   Board of Trustees Actions and Items – Christine Statton briefly talked about the solar study session and the LED retro fit project. The initial solar project would be on the Visalia campus and costs $4 million, which would pay for its self out of savings. The project will go back to the board in June with a more well defined proposal. She explained there will be a budget study session on May 28th and will e-mail the governor’s May revisions to the committee.

5. Draft-Annual Process Review to District Governance Senate
   Christine Statton reviewed a handout of a draft of the above-base allocation process review report. It reviews what went well, what didn’t and what we learned. A workgroup of Amelia Sweeney, Tim Hollabaugh, Omar Gutierrez and Christine Statton prepared the report. Marla Prochnow made a motion to approve the report and Kristin seconded. Motion passed unanimously.

   Christine Statton reviewed a handout of definitions of the above-base categories. She asked members if the definitions should be put into the Resource Allocation Manual or if they should be housed somewhere else. Members
agree the definitions should be added to the manual. There was discussion about teaching stations and if they are considered instructional equipment or technology. Leangela Miller-Hernandez explained that they can cross over. If there are no instructional equipment dollars then the teaching station could fall under technology and be locally funded. She pointed out that we always want to spend instructional equipment dollars first because they are categorical. She also recommended “Instructional Equipment” be the first category on the list of definitions. Additional changes to the above-base categories includes furniture added to “equipment” section of Instructional Equipment and phone systems & fax machines moved from Non-Instructional Equipment to Technology. This was covered during the program review presentation while waiting for the computer to reboot.

Christine Statton reviewed the suggested changes to the Resource Allocation Manual. She pointed out that the page numbers in red represents the page numbers of the manual that is online.

There was discussion about items that were submitted with the incorrect classification and technology being both instructional and non-instructional equipment. Leangela Miller-Hernandez pointed out that technology has its own category because technology requests have to be reviewed by a separate committee. She suggested that “Technology” be a bullet underneath instructional and non-instructional equipment. There was discussion about possibly removing technology as a category and moving to just three (3) categories. Matt Bourez pointed out that a major rewrite of the manuals will take place in the spring of 2015 and said that would be a good time to tackle this issue. There was discussion about desks/chairs and the budget being set aside for them by the VP of Academic Services. Leangela Miller-Hernandez pointed out that the $10,000 was set aside for emergencies and that a whole classroom of desks/chairs still needs to go through resource allocation request.

Matt requested rewrite rubric be added to the list of suggested changes. The committee suggested the definitions be placed on pg. 10 of the Resource Allocation Manual above Step 1. Christine Statton will also add a comment to Technology to note that it can be either instructional or non-instructional equipment.

7. **Revisions to Rubric**
   Matt Bourez recommended spelling out third instead of using the numeral 3 in rows 1, 2 and 3 of the last criteria. Marla Prochnow moved to approve the definitions, rubric and changes to the Resource Allocation Manual. Matt Bourez seconded the motion. There was discussion about the order of the definition categories. The new order will be 1-Instructional Equipment; 2-Non-Instructional Equipment; 3-Technology; 4-Facilities. Christine Statton also went over each change made to the handout. Motion passed unanimously.

8. **Year-End Evaluation**
   Christine Statton reported that she will have the year-end evaluation results to review at the next meeting and that the results will be combined with the End of Year Report. The results will be sent to members, along with the May agenda. Christine briefly discussed the End of Year Report. Tim Hollabaugh pointed out that Alex Bony needs to be added to the report and he explained that TracDat doesn’t always print the entire portion of the results. If this issue can be fixed and the report can be printed, with all of the results, it will be forwarded to the committee.

9. **Date of Next Meeting**
   May 8, 2014

10. **Items for the Next Agenda**
    May revise

11. **Adjourn**
    The meeting was adjourned at 4:25 p.m.