COLLEGE OF THE SEQUOIAS
BUDGET COMMITTEE MEETING
Thursday, August 22, 2013
2:00 p.m.
Sequoia Rm. 18

Committee Members: Christine Statton,-Co-Chair
Administration: Dianna Fauvor, Kristin Hollabaugh, Tim Hollabaugh,
Faculty: Mike Skaff, Matt Bourez (2 additional to be Appointed)
Adjunct Faculty: Anne Leonard
Classified: 2 to be Appointed
Confidential: Omar Gutierrez
Non-Voting Member: Leangela Miller-Hernandez
Students: 2 to be Appointed

AGENDA

1. Approval of the May 8, 2013 Budget Committee Minutes*
2. Election of Officers
3. Set and Publish a Twice-Monthly Meeting Schedule*
4. Take Appropriate Steps to Align Existing By-Laws or Operating Procedures with New GDM Manual
5. Review COS 2013 Institutional Objectives for the Specific Purpose of Aligning Annual Work
6. Establish and Codify the Structure and Timing of Committee Reports (by or from)
7. Date of Next Meeting

(* Indicates attachment)
Budget Committee Meeting Minutes  
August 22, 2013  
2:00-3:00  
Sequoia, Room 18

Members Present  
Christine Statton, Co-Chair  
Administration: Dianna Fauvor, Kristin Hollabaugh, Tim Hollabaugh  
Faculty: Matt Bourez, Marla Prochnow  
Adjunct Faculty  
Classified: Stephen Meier  
Confidential: Omar Gutierrez  
Students:  
Non-Voting Member: Leangela Miller-Hernandez

Members Absent  
Faculty: Mike Skaff  
Adjunct Faculty: Anne Leonard

The Budget Committee meeting was called to order by Brent Calvin at 2:00 p.m.

Brent Calvin led the meeting to assist in transitioning Christine Statton new Vice President of Administrative Services

1. Approval of the May 8, 2013 Budget Committee Minutes  
   Tim Hollabaugh moved to approve the minutes of 5/8/13, and Omar Gutierrez seconded (4 members). Motion passed unanimously.

2. Election of Officers  
   Christine Statton is the administrative co-chair appointed by Stan Carrizosa.
   The second co-chair must be a faculty or staff member and must be voted in by non-administrative committee members. All faculty and staff members have not been appointed, so selection of the second co-chair will occur at the September 12, 2013 meeting.
   Kristin Hollabaugh made a motion to appoint Christine Statton as the representative to the District Governance Senate. Omar Gutierrez seconded the motion. Motion passed unanimously.

3. Set and Publish a Twice-Monthly Meeting Schedule  
   Brent Calvin reviewed the meeting dates set for 2013-2014. There was discussion about the back to back meetings set for November and December. Matt Bourez explained that the practice for Academic Senate is if a normal meeting date falls on a holiday they don’t have the meeting. Academic Senate has only one meeting that month.

   There was discussion about why the Budget Committee is now meeting twice a month as opposed to the once a month it used to meet. Brent Calvin explained that all committees under District Governance Senate are being asked to initially meet twice a month, but meetings can be scaled back if needed.

   Future Budget Committee meetings will be held in the PCR.

4. Take Appropriate Steps to Align Existing By-Laws or Operating Procedures with New DGM Manual  
   A workgroup was established to review the existing by-laws. Christine Statton, Dianna Fauvor, Tim Hollabaugh and Matt Bourez will review the existing by-laws with procedures in the Governance and Decision Making, Planning and Resource Allocation Manuals and build a new set of by-laws. A draft of the new by-laws was requested for the September 12, 2013 meeting.

5. Review COS 2013 Institutional Objectives for the Specific Purpose of Aligning Annual Work  
   Brent Calvin briefly reviewed a copy of the 8 District Objectives. He pointed out when the Resource Allocation rubric talks about aligning with District Objectives these are the objectives it is referring to. When reviewing Above Base Budget Requests these need to be the guiding principles.

6. Establish and Codify the Structure and Timing of Committee Reports (by or from)  
   The committee discussed how to determine what is important enough for the co-chair to report to District Governance Senate. The new by-laws will provide information on what to report and when to report it. It will help create a yearly schedule. Brent Calvin pointed out that a major function of the co-chair is to funnel information up to the District Governance Senate and in some cases bringing information back from District Governance Senate to share with the committee.
Matt Bourez briefly talked about the Evaluation & Assessment piece of the Governance Manual. In its current form it will be a three part evaluation. Goals (initiative) will be set at the beginning of the year, a mid-year update or course correction, if necessary, and an end of year evaluation for overall effectiveness.

Brent Calvin talked about the Resource Allocation Manuals step by step process for budget development in the spring. The committee will be getting updates about the budget development process at each Budget Committee meeting from administrative services staff and asked to provide feedback and input throughout that process. He also discussed the presentations the Vice President of Administrative Services will have each spring at all three sites. Presentations will review any change to the Above Base Funding process, the budget building process and the budget for the next year.

There was discussion about a timeline for the Above Base Resource Allocation. Each fall the committee will use the rubric from the Resource Allocation Manual for allocating Above Base Budget resources. A set month-by-month timeline would determine when the committee sifts through the rubric, assigns scores to things and makes decisions. Program Reviews are due in October of each year and straight out of there come the requests for Above Base funding. Based on previous timing the committee will be expect to fund those requests by early spring so departments/divisions are able to use those funds.

Numerous consultants and accreditation liaisons have recommended that our above-base budget process should always be funded (even in lean years). The thought being that even in tough times, there should be funds set aside for improvement. “Feed the process or it starves” is what Superintendent Carrizosa has said. We need to feed an allocation model like this to keep people engaged in the process of Program Review and making requests.

The committee discussed training for its members. Leangela Miller-Hernandez requested the committee determine what they want to learn about. Dianna Fauvor suggested focusing on the purpose of the budget committee to determine what training is needed.

The Budget Committee still needs one faculty member, one classified member and two student representatives.

7. Date of Next Meeting
   September 12, 2013

The meeting was adjourned at 2:55 p.m.