Budget Committee Meeting Agenda
December 5, 2013
2:30-5:00
PCR

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

1. Call to Order
2. Approval of the November 14, 2013 Budget Committee Minutes
3. Report to Committee
   a) District Governance Senate Actions
   b) Board of Trustees Actions and Items
4. Action Plan & Initiatives Review
5. First Review – Above-Base Requests
6. Mid-Year Report
7. Budget and Fiscal Items on Board Agenda
8. Information Only – Standing Report to District Governance Senate
9. Date of Next Meeting
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
Budget Committee Meeting Minutes
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2:30-5:00
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Members Present
Administration: Christine Statton, Co-Chair, Kristin Hollabaugh, Tim Hollabaugh
Faculty: Matt Bourez, Marla Prochnow, Linda Yamakawa
Adjunct Faculty: Anne Leonard
Classified: Stephen Meier, Amelia Sweeney
Confidential: Omar Gutierrez, Co-Chair
Students: Andre' Gomez, Michelle Rivera
Non-Voting Member: Linda McCauley, Designee

Members Absent
Administration: Dianna Fauvor
Faculty: Mike Skaff
Adjunct Faculty: 
Classified: 
Student: 

Guests

1. Call to Order
   Omar Gutierrez called the meeting to order at 2:39
2. Approval of the November 14, 2013 Budget Committee Minutes
   Tim Hollabaugh moved to approve the minutes of 11/24/13, with changes, and Matt Bourez seconded the motion.
   Motion passed unanimously.
3. Report to Committee
   Christine Statton reported there was nothing to discuss on the below items.
   District Governance Senate Actions
   Board of Trustees Actions and Items
4. Action Plan & Initiative Review
   There was no input regarding action plans or initiatives. The committee will be reviewing these in their mid-year report.
5. First Review - Above Base Requests
   Christine Statton reviewed the handout that listed each request and the category they were in, based on their service area ranking. The committee determined which requests will be sent to the Facilities and Technology committees to review of the cost and if anything else may be required. Omar Gutierrez will forward the selected requests to the committee chairs. Christine Statton will work with Dianna Fauvor regarding the ATM at the Hanford campus as the request is not feasible to rank. There was discussion about requests with unreasonable cost estimates. Omar Gutierrez explained that we can request additional information, but cannot amend what was originally turned in because that gives an unfair advantage. Kristin Hollabaugh will review the actual program reviews to gather additional information about what is being requested. At the informal meeting on Jan 9th the group can look at what information Kristin Hollabaugh has and e-mail it out to all members before January 23rd.
6. Mid-Year Report
   The mid-year report is a self-evaluation and is due in January. The report is an update to DGS on how the committee is doing with meeting its Action Plans and Objective. Christine Statton and Omar Gutierrez will meet on January 9th to work on the mid-year report and invited all members to attend, if possible. There will be something available for review on the mid-year report at the January 23rd meeting.
7. Budget and Fiscal Items on Board Agenda
   Christine Statton briefly reviewed the working budget. Linda McCauley explained that it’s a summary report that has to be submitted to Tulare County Office of Ed each month to show we are within our budgets for all the expenditures. Christine Statton also briefly reviewed the agreement amendment with TCAG. It’s an increase in the cost for students to use the bus service. Linda McCauley told the committee the District currently pays $8,400 per year and the new cost will be approximately $20,000 per year. Each student pays a student fee of $5 to use the bus, whether they use it or not. TCAG is asking us to raise the fee to $10 per student. Mandatory fees have to be voted on by the whole student body. If it is a fee a student can opt out of then it would only need to be voted on by Student Senate. If
students had to pay the actual going rate it would be over $100 per semester. If anyone would like information about
the number of students that use the bus contact Brent Calvin.
8. **Information Only-Standing Report to District Governance Senate**
Christine Statton reviewed the recommendation as to whether we should be receiving four lists or one list from each
service area. Page 13 of the Resource Allocation Manual says to provide four lists. Would like to take that out and
have each area submit only one list as the Budget Committee finalizes the list into the four categories. The
committee is requesting to DGS to amend the language in Steps 3 & 5 on page 13 of the Resource Allocation Manual.
Matt Bourez suggested a small group work on the re-write of the process and take that to DGS.
There was lengthy discussion about how the committee is prioritizing the lists.
9. **Date of Next Meeting**
There will be an informal meeting on January 9, 2014 from 3:00-5:00 to work on the mid-year report. Next official
meeting is January 23, 2014.
10. **Items for the Next Agenda**
Christine Statton will bring a report back on what she learned regarding the state budget. Tentative dates for spring
budget presentations in Tulare and Hanford will be presented soon.
11. **Adjourn**
The meeting was adjourned at 4:12 p.m.