Members present: Brent Calvin, Tim Hollabaugh, Omar Gutierrez, Dianna Fauvor
Members not scheduled to attend: John Bratsch, Jonna Schengel

I. Review Meeting Minutes from 04/15/13 and 04/17/13 for approval and submission to Amy Dwelle. 
   Approved

II. Update on Budget Process.
   Finished Draft of Budget Allocation Handbook for submission Monday. Will share with entire Subgroup, including Jonna and John, on Monday. Reviewed BP/AP’s 3260 with Budget Allocation language. Need to revise this BP/AP, as well as review BP/AP’s 6200, 6250, 6300, 3260 and possibly 3261, over the weekend to see if they all need revisions. These BP/AP’s pertain to budget development and program review, which tie to the Budget Allocation process.

III. Prepare slides for Accreditation Summit on 04/27/13.
    Hold for next meeting on Monday with entire SubGroup.

IV. Request/Recommendation from our Subgroup for access to a data warehouse, similar to the one MiraCosta (Bob Pacheco) mentioned. Per Tim, we have the EIS Report system. We all agreed that employees are not aware of the system and don’t have access.

   Follow-Up on Action Steps:
   What should we do on the need for accessibility of the EIS system for employees?
   Did not discuss. Hold for next meeting.

V. Discuss Sub-Subgroup progress:

   1. Progress with Jonna, Michele Hester-Reyes and Steve Natoli on Faculty Evaluation Process involving SLO Assessment.
   2. Per Jonna, we should let Academic Senate and COSTA decide about the Tenure Review. It is their work and they completed a Tenure Review process. We can let faculty all decide and agree on whether they want it submitted. Our Subgroup agreed. Something like Tenure Review is not something we are asking for, so if faculty wants it submitted as a Recommendation to fulfill the 2006 Accreditation Report, it’s up to them.

   Follow up on Action Steps:
   Next steps for Jonna on SLO Assessment. Recommendation?
   -Steve, Michele and Jonna will work to get the the SLO Assessment into a Recommendation for submission to RTF next week.

VI. Discuss Human Resource Processes
   Discuss with John where we are with the three Hiring Policies.

   Follow-Up on Action Steps:
   1. John will revise Exit Survey and share with Subgroup later this week. John will prepare Recommendation Request on Exit Survey form. John to do and continue for next meeting.
   3. Status of Confidential, Management and Interim Management Hiring Policies. John worked on these on Friday, while other Subgroup members drafted final Budget Allocation Handbook.

Standards:

III.A.1 and (.a) Hiring Policies:

   1. John has completed much of this work and will continue to work on those issues.
   2. Codifying the Action Plan for g, Action Plan is the next section to be addressed in this standard.
   3. Recommend as part of HR that resources be set aside for Research Director.
   4. Hiring Policies
a. Faculty Hiring Policies – Jonna working on this with Michele Hester Reyes, Steve Natoli and other faculty from Academic Senate. This item relates to Tenure Review, Evaluations and SLO Assessment. They are working on all of these items.

b. Classified Hiring Policies - Dianna gave copies of Policies to Steve Lamar on 03/20/13. He will review and get back to us. Wanted some changes in language.

c. Interim Management Hiring Policies

d. Management Hiring Policies

e. Confidential Hiring Policies

f. Adjunct Faculty Hiring Policies

g. Codify an Action Plan for soliciting minorities in our hiring process, not based solely on ethnicity and sexual orientation.

III.A.1.b Evaluation Policies and connecting Evaluations with improvement:

1. John and Dianna will also work to include the use of Evaluations of each employee with improvement.

2. Some type of systematic employee review system needs to be put in place.

   a. Faculty Evaluation Policies: Jonna working on this with Academic Senate and Steve Natoli.
   
   b. Classified Hiring Policies – Dianna discussed with Steve Lamar on 03/20/13. Per Steve, it is a negotiable item.
   
   c. Interim Management Evaluation Policies

   d. Management Evaluation Policies

   e. Confidential Evaluation Policies

   f. Adjunct Faculty Evaluation Policies

III.A.1.c Include in FT and Adjunct instructor evaluations a provision on SLO’s:

   Jonna is working with Michele and Steve Natoli to coordinate what Senate and COSTA are proposing in this section. She will continue to meet with Michele and Steve as needed.

III.D.1.a Integration of Financial Planning with Institutional Planning:

1. Brent, Omar, Tim and Dianna as part of the Budget committee will work on these IIIID standards. Now that the integrated planning model has been set, the Resource Allocation Process and manual needs to be developed. Tim found the one from Cuesta on line that looks very comprehensive but easy to understand. It was recommended that the committee download or read from the Cuesta website their Resource Allocation process.

2. Once a preliminary process is developed, Brent will present to other subcommittees. Also may need to ask Eva to review.

3. The Budget committee needs to meet and be involved in developing this process and writing this manual.

4. (Via e-mail from Brent, prior to this meeting.) Brent will work to meet with the Budget Committee soon to develop purpose and structure. Brent explained that Resource Allocation is referring to above based budgeting. The manual developed will be relatively short, about 10 pages.

5. Brent, Omar, Tim and Jonna developed Version 1 of a Budget Allocation Model Flowchart.

III.D.1.d Define guidelines and processes for financial planning and budget development, inclusion of constituency groups. Do we have Institutional Process and Institutional Capacity (everyone working together)!!

   The use of the present Budget committee, which is part of College Council, is where the institutional process will be implemented.

III.D.2.d Establish written policy for faculty, staff, admin and students on decision-making process:

1. Brent, Omar, Tim and Dianna will work on this manual.

2. Tim will email everyone a link to Cuesta's Resource Allocation Manual

III.D.3 Implement systematic evaluation of decision-making and budget development processes, use results of evaluations for improvement. (Need Total Cost of Ownership of two new Centers.):

   We need to clarify this at our next meeting.

Included in 2006 Accreditation Report. Verify these were completed AFTER RECOMMENDATIONS ARE FINISHED:

g. Progress with Employee Professional Ethics BP’s- Jonna/John will work on this when the SLO piece has been completed.

h. Progress with Ethics Violation BP’s- Jonna/John will work on this when SLO piece has been completed.

i. Progress with Tenure Review BP’s.- Jonna/John will work on this when SLO piece has been completed.

   a. Jonna is working on this with Michele, Steve Natoli and other faculty from Academic Senate.

j. Progress with Academic Honesty BP’s.- Jonna/John will work on this when SLO piece has been completed.
k. Progress with Accommodations for students and staff BP’s. Progress with boardmanship training and development BP’s- Brent will discuss with Stan and clarify what exact issues need to be addressed. Perhaps this is just a funding issue/resource allocation.