Members Present: Brent Calvin, Tim Hollabaugh, Jonna Schengel, Omar Gutierrez, Stephen Tootle, Dianna Fauvor
Absent: John Bratsch
Sub-committee attendees: Linda Amaral

I. Reviewed Meeting Minutes from 04/22/13, 04/23/13, 04/24/13 and 04/26/13 for approval and submission to Stacey Nelson/Amy Dwelle.
   -Approved

II. Discussed Accreditation Summit I on 04/27/13 and discussion we had with SubGroups I and IV on Friday, 04/26/13 to rename Budget Allocation to Resource Allocation. During our meeting with SubGropus I and IV, we all determined (with Stan present) the correct title to list on all Models would be "College of the Sequoias District". We will call them "Manuals", not Handbooks. The College should be referred to as "the District" or "College of the Sequoias" throughout the Manuals.

III. Discuss Sub-Subgroup progress:
    Progress with Jonna, Michele Hester-Reyes and Steve Natoli on Pilot Program proposal involving SLO Assessment.
    Follow-Up on Action Steps:
    Action Request on SLO Assessment/Pilot Program from Jonna - Jonna emailed it to our subgroup, and we forwarded the email/Action Request to Amy during this meeting, after review.

IV. Discuss Hiring and Evaluation Policies John e-mailed to everyone. Next steps.
    Hold for next meeting. John was in Arbitration and couldn't make it. These were not emailed to Amy, per Amy. We didn't review policies since John was absent. Must review and concur before submission, per Amy.
    Follow-Up on Action Steps:
    1. Exit Interview Survey
    2. BP/AP on Evaluation Policies.

V. Flowchart/Resource Allocation Model – Many revisions were suggested. Linda suggested separating into two lines/flows, one for Above-Base funding and the other for Base funding. Further revisions suggested by others to add recommendation steps at the bottom for DGS recommending to President and President recommending to the Board of Trustees, then for Above-Base funding to be allocated. Tim will begin working on some revisions. More revisions will be made once Brent, Tim and Dianna meet on Friday morning. Those revisions will be presented to the group on Friday afternoon.

VI. Dr. Eva Conrad’s visit.- Visit scheduled for June 16th and 19th. We will email her our revisions for input before she visits.

VII. Rubric – Added to Agenda – Dianna brought draft, which was emailed to subgroup this week. Linda suggested changes to the bottom, and other group members had other feedback for changes. Revisions will be made and Draft 2 will be emailed to Subgroup this week.

VIII. Powerpoint slide for Recommendation #4 for Accreditation Summit II-May 7th, 5:00-8:00 p.m. – Agreed it was best for Jonna to help prepare slide since she worked with Linda and faculty on SLO Assessment for Pilot Program.

IX. Update on Budget Process.
    Hold for next meeting:
    2. Do we need to revise BP/AP’s 6200, 6250, 6300, 3260, 3262, 3261 and 3263. These BP/AP's pertain to budget development and program review, which tie to the Budget Allocation process.
X. 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?

Hold for next meeting.

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**Meeting Minutes**

Progress on Standards- (This section is on-going to assist with final report. It is updated periodically and not updated in every Meeting Minutes’ submission.):

**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. **COMPLETE**
   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. John emailed revised draft to Subgroup 04/29/13.
   e. Confidential Hiring Policies - John emailed revised draft to Subgroup 04/29/13.
   f. Adjunct Faculty Hiring Policies – Same as 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.

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

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. 04/25/13- Pilot Program agreement, signed by President, COSTA and Academic Senate, was presented at RTF meeting. This fulfills the SLO Assessment piece for the standard.

**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 IIID 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. The Budget committee needs to meet and be involved in developing this process and writing this manual. (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. 05/01/13-Model has been revised and using Draft 3. More revisions to be made to Model and Manual.
2. Brent, Omar, Tim and Jonna developed Version .1 of a Budget Allocation Model Flowchart. Several drafts have been developed in Subgroup meetings, since Version .1. As of 05/01/13, we are on Version .6, with Tim revising another Version.
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. Ensured Budget Committee Membership is comprised of representatives from all constituency groups. Offering forums at different college sites, in order to provide information to all constituencies and allow time for input.

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

Brent, Omar, Tim and Dianna will work on this manual. Worked with SubGroup I and IV on 04/26/13 and 04/19/13 to review over-lap with Governance and Decision-Making Model/Manual and Integrated Planning Model/Manual. 05/01/13-Subgroup has several revisions to Model/Manual. Draft 4 being developed.

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.):

Included Evaluation and Assessment section in Resource Allocation Model/Manual, allowing for continuous/yearly review and improvement.

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

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

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

d. 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.

e. Progress with Academic Honesty BP’s- Jonna/John will work on this when SLO piece has been completed.

f. 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.