**Members present:** Jonna Schengel, John Bratsch, Tim Hollabaugh, Dianna Fauvor, Stephen Tootle, Omar Gutierrez

**Absent:** Brent Calvin

**Discussion/Approval Items:**

I. Review Meeting Minutes from 03/15/13 and 03/22/13 for approval and submission to Amy Dwelle:
   a. Approved all minutes. Send to Amy.

II. Discuss Budget Process: Review the Flowchart and next steps:
   a. Discussed recent Budget Committee meeting. They created by-laws before this Accreditation happened. We need to rewrite by-laws and have more say in the budget allocation process for funds that are not tied down to something already. 90% of budget is paying for people. It would be nice to have the Budget Process flowchart and discuss it at every meeting. Suggested using Tracdat for faculty to submit requests for resources. They must submit SLO assessment/SLO in Tracdat in order to request equipment, etc. Discussed that at most colleges, the finance staff are part of budget committee. Maybe, we should include that they can be members when we rewrite by-laws. Discussed example of Budget Committee at North Orange County College District, where they have several administrative members. All agreed B.C. by-laws should have balance with members from different constituencies.

   **Action Steps:** Brent could ask Dr. Conrad for the Resource Allocation Rubric. We need to get Admin to really embrace the data research piece. Brent, Omar, Tim and Dianna to meet over this the week after spring break, another meeting time.

III. Discuss Sub-Subgroup: Jonna reported she told Robert Urtecho that she met with Steve Natoli, Michelle Hester Reyes a couple of times. Steve Natoli, Robert Urtecho, Tim Hollabaugh, Michelle and Jonna met. COSTA knows the need for Faculty Evaluation Process involving SLO Assessment. COSTA will research how other colleges perform Evaluations with SLO Assessment. Steve Natoli reviewed the admin and peer faculty evaluation forms and agreed with them. Steve Natoli’s question: Who is using the form? He was concerned that the form didn’t say peer review, but Admin review. Stephen Tootle informed everyone there are three faculty evaluations currently: Admin Evaluation with Dean visiting classroom, Peer Review with other faculty member visiting classroom and writing a paragraph, third is a Self-Evaluation Report. The question is where to put the “this person participated in the SLO’s”, in which of these three evaluations/reviews. Per Jonna, what they came up with was she will contact Foothills De-Anza and ask questions about evaluations. Steve Natoli wants research done on faculty evaluations from other colleges. The SLO's need to be part of contract and evaluations with SLO assessment, per Eva Conrad. Steve Natoli had verbage for evaluations/SLO assessment and believes it will work. Academic Senate unanimously approved Steve Natoli's language of SLO assessment. Jonna will advise Steve Natoli we need language by May 1st, not June 1st, since we have time constraints on getting things approved and to the Board for posting. Standard IIA-Subgroup feels Convocation Day could be used for SLO Assessment workshops from division meetings. Jonna agreed that Tracdat should be reviewed for Resource Allocation. Robert liked idea of SLO Assessment in Self-Evaluation and using Tracdat.

   **Action Steps:** Tim wants to see heavy training on Tracdat and the planning cycle. Jonna thinks we can and should submit recommendations. Dianna will ask Sondra to e-mail minutes of Academic Senate meeting minutes to use as evidence for Faculty Hiring and Evaluation Policies.

IV. Discuss Human Resource Processes:
   a. Omar will show Confidential employees the Confidential Hiring Policies and give them a week to review. After they agree, we can submit the Confidential Hiring Policies for Recommendation to Stan and Jennifer. We can submit Interim Management and Management Policies. Question arose regarding how would we assess hiring policies. Suggested improving/revising the Exit Survey that is completed by job interviewees, immediately following their interviews.
   b. We need revised Hiring Policies from John to send to Management and Confidentialals. Give managers and Confidentialals the Confidential Hiring Policies, then get their input by 4/4/13, then submit Sub-Group Recommendations to Stan and Jennifer for Interim Management, Management and Confidential Hiring Policies.

   **Action Steps:** Need John Bratsch to e-mail Omar the Confidential Hiring Policies for Confidentialals to review. Ask John if Interim Management and Management Hiring Policies are ready for Recommendation. Discuss with John the revision of Exit Survey for job interviewees to complete, immediately following interviews.
V. Future meeting times/dates scheduled:
   a. Dianna will prepare calendar.
   b. Wednesdays 1-3 p.m.: April 4/3 and 4/17/13 on Wednesdays from 1-3 p.m., in EOPS Conference Room
   c. April 4/10 and 4/24 on Wednesdays from 1-3 p.m. in PCR
   d. All Fridays from 1-3 p.m. are in PCR through end of August.
   e. May 1, 15th, 22nd, 29th and all of June-August on Wednesdays from 1-3 p.m. in PCR.

New Business: Can we have sub-meetings and set times and discuss next time on Monday, 4/1/13.

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
   f. 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.
   g. 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.
   h. Interim Management Hiring Policies
   i. Management Hiring Policies
   j. Confidential Hiring Policies
   k. Adjunct Faculty Hiring Policies
   l. 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:
1. 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 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.
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. Brent, Omar, Tim and Dianna to meet over this the week after spring break, another meeting time.

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.