Members present: Brent Calvin, Jonna Schengel, John Bratsch, Tim Hollabaugh, Omar Gutierrez, Dianna Fauvor

Discussion/Approval Items:

I. Review Meeting Minutes from 03/22/13 for approval and submission to Amy Dwelle. Approved by all.

II. Tim brought up topic of co-chairs. Issue was discussed previously, via e-mail. Brent and Dianna were nominated as co-chairs. All voted and approved.

III. Discuss Budget Process.
Follow up on previous Action Steps:
1. Brent could ask Dr. Conrad for the Resource Allocation Rubric.
2. Need to get Admin to really embrace the data research piece. – Tim pointed out, this is something Stephen Tootle is really pushing. Wants managerial decisions to be based on data.
3. Brent, Omar, Tim and Dianna to meet after spring break, another meeting time.
Action Steps:
   a. Brent will ask Dr. Conrad for Rubric for Budget Requests.
   b. Brent will prepare Recommendation regarding development of the Budget Allocation Manual/model.
   c. Brent, Omar, Tim and Dianna will meet every Wednesdays from 1-3 pm in PCR regarding Budget (Resource) Allocation Manual, model and flowchart.

IV. Discuss Sub-Subgroup progress:
1. Progress with Jonna, Michele Hester-Reyes and Steve Natoli on Faculty Evaluation Process involving SLO Assessment. – Jonna is still working towards May 1st date of language for SLO Assessment. She will continue to meet with Linda Amaral, Steve Natoli (COSTA Liaison) and Michele Hester-Reyes (Academic Senate President). They are also discussing Tenure Review, which was previously written by Academic Senate and never adopted as policy.
2. Sub-Group meeting attendees. – Per Stan, Subgroup members will not be changed or increased. Stephen Tootle will be the faculty representative to assist our Subgroup. He meets with us on Fridays.
3. Tracdat being reviewed for SLO Assessment completion and Resource Allocation. – Tim gave update of meeting regarding Tracdat, and they recommended the program. We don’t know where the Institutional Learning Outcomes have been housed. We need to have common language and Tim recommends Tracdat. First must get SLO’s in the system. Pacheco will go over the SLO with faculty this Friday, 04/05/13. We discussed attending and some members of our Subgroup will be able to attend.
Follow up on previous Action Steps:
4. Tim wants to see heavy training on Tracdat and the planning cycle.
5. Jonna thinks we can and should submit recommendations. – We have four Recommendations to submit by this Thursday or Friday.
6. Jonna continues to work with Michele Hester-Reyes and Steve Natoli on SLO Assessment, Evaluations and Hiring Policies for Faculty. – Discussed, see #1 above.
7. Dianna will ask Sondra to e-mail minutes of Academic Senate meeting minutes to use as evidence for Faculty Hiring and Evaluation Policies. – Dianna e-mailed Sondra today and requested access to all Academic Senate minutes or for them to be e-mailed to us. Waiting for Sondra’s response.
8. Jonna was going to 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. – Discussed, see #1 above.
   Actions Steps:
   a. Jonna to continue meeting with Steve Natoli (COSTA Liaison), Michele Hester-Reyes (Academic Senate President) and Linda Amaral on SLO Assessment and possibly Tenure Review.
   b. Dianna will follow-up with Sondra Bergren regarding Academic Senate meeting minutes. Need for evidence in the future.
V. Discuss Human Resource Processes:
Follow up on previous Action Steps:
1. Need John Bratsch to e-mail Omar the Confidential Hiring Policies for Confederals to review. – John will e-mail to Omar today. Omar will have forward to a few Confederals for input. We will submit Recommendation this week.
2. Ask John if Interim Management and Management Hiring Policies are ready for Recommendation. – We will submit Recommendations on these this week.
3. Discuss with John the revision of Exit Survey for job interviewees to complete, immediately following interviews. – There are always EEO Reps in Management and Faculty interviews, but not at Classified interviews. That is a finding, per Tim, and part of our data gathering. There aren’t enough people to serve as EEO Reps on all Classified Hiring Committees. John gave us the current Exit Survey that job interviewees complete. John will revise the Exit Survey questions to assess the hiring policies and interviews, then share the revisions with us. Discussed the need for assessing the diversity of hiring. Since Dianna is now the chair of the EEO Advisory Committee, she will work closely with John on data collection and sharing with the EEO Advisory Committee. The EEOAC will work with Human Resources on compiling and reviewing a report to assess data on diversity in hiring. H.R. already has the data, since job applicants complete Demographic forms when they apply. The data just needs to be collected in a report. The EEOAC could then make recommendations to H.R., based on the data. The EEOAC can assess the data once per semester.

Action Steps:
   a. John will revise Exit Survey and share with Subgroup later this week. John will prepare Recommendation on Exit Survey form.
   b. Omar will e-mail Confidential Hiring Policies to Confederals.
   c. John will show Management Hiring Policies to Stan before making Recommendation.
   d. Dianna and John will type three Recommendations for the Confidential, Management and Interim Management Hiring Policies for submission by the RTF meeting this Thursday, 04/04/13.

VI. Future meeting times/dates scheduled:
1. Discuss meeting on Friday with Bob Pacheco, 10:00-2:00 p.m. in Moro Building.
2. Wednesdays 1-3 p.m.: April 4/3 and 4/17/13 on Wednesdays from 1-3 p.m., in EOPS Conference Room
3. April 4/10 and 4/24 on Wednesdays from 1-3 p.m. in PCR
4. All Fridays from 1-3 p.m. are in PCR through end of August.
5. May 1, 15th, 22nd, 29th and all of June-August on Wednesdays from 1-3 p.m. in PCR.

Follow up on previous Action Steps:
   Dianna will prepare calendar. – Dianna prepared calendar and e-mailed Amy prior to Spring Break.

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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 – John e-mailed Omar the Hiring Policies to send to Confederals.
      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.1b 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 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.

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. – Brent to obtain Rubric from Dr. Conrad. Omar e-mailed Rubric from Barstow College. Brent to prepare Recommendation on Budget Allocation Manual/Model.
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.