Jonna
She will no longer invite four faculty reps due to what Stephen Tootle said in RTF meeting that Academic Senate is working on SLO Assessment as part of Faculty Evaluation process. She will now just invite one faculty, possibly from Academic Senate. Another thing for us to remember: when we use term SLO, we should always use term SAO, so we begin thinking about both.

Tim
Pulled up BP’s and AP’s on the overhead. Looked for hiring policies.

Discussed among Jonna, Tim and Dianna, missing BP’s and AP’s. They approved of Task Sheet and Minutes, but want to review Minutes a bit more.

Dianna
Handed out CCLC templates and there are several missing in our BP’s and AP’s on the COS website. The CCLC templates include limited suggestions for content to meet Accreditation Standard III. We need to add our on collective bargaining agreement language, etc. The CCLC templates included: BP 7120, AP 7120, AP 7150, AP 3050, AP 7160, AP 6520, AP 6200 and AP 6300. The templates will give us an idea of what should be included in the BP’s and AP’s so we may begin drafting.

Jonna
Data driven decision-making processes should be part of everyone’s job description. Management level should review it with the people in their groups, faculty have to do it, and even classified need to use data. She will try to have faculty member with us on Monday. She was okay with Minutes and Task Sheet.

Tim and Jonna exited. Brent arrived at 2:00 pm.

Brent and Dianna briefly discussed CCLC templates for BP’s and AP’s. Spent more time discussing Budget Committee and it’s role in Financial Resource Planning, which is Standard IIIID. Discussed need to make Budget Committee stronger, with more recommendations coming from Committee.

Came up with ideas for Financial Resource Planning section. Need to improve and revamp Budget Committee with:

1. Budget Updates
2. Discuss seasonal budget items in Budget Committee: January proposed, May revise, tentative budget, approved budget.
3. Need process for input during budget development. Hold Budget Workshops on campus, twice a year, and ask for input about Budget. Hold one before next year. Pass out a suggestion card for input from crowd and share input in a comprehensive report with Budget Committee.
4. Need process for Above-Based Funding Requests from Program Review.
   a. Budget Committee should establish the available funds for Above-Based Budget.
   b. Give to College Council, CC to Instructional Council, Student Services Council and Management Council.
   c. Recommendations from IC, SSC and MC back to Budget Committee.
   d. Back to College Council with Budget Committees approval.
5. Formally, take Tentative Budget to College Council for review and final input, prior to going to Board.
6. Evaluate and assess how we did for the year and document what we need to improve for next year.

Action Items by next meeting, Monday, 03/04/13:

1. Jonna will not bring faculty member from Academic Senate on Monday to our meeting. She will work to bring a faculty member or more than one this week to work on a hiring policy sub-committee. Jonna mentioned Linda Amaral, Josh Muller and others who assisted with the Faculty Hiring Policy.
2. Dianna will work on drafts of hiring policies and evaluations.