

Budget Resource Committee (Thursday, May 10, 2018)

Generated by Andrea R Pulido on Thursday, May 10, 2018

Members present

Daniel Tamayo, Melissa Holsonbake, Cherise Griggs, Gina Jason, Matthew Magnuson, Robert Pimentel, Mark Gritton

Meeting called to order at 3:46 PM**1. Call To Order & Introductions**

A. Meeting Called to Order by: R. Pimentel @ 3:01pm

2. Action Items

Minutes: A. Approval of minutes from April 19, 2018

Approval

Motion by Daniel Tamayo, second by Matthew Magnuson.

Final Resolution: Motion Carries

Yea: Daniel Tamayo, Cherise Griggs, Gina Jason, Matthew Magnuson, Robert Pimentel, Mark Gritton

Not Present at Vote: Melissa Holsonbake

3. Discussion Items**A. Review of Geography Program Review**

- R. Pimentel said that these can be reviewed as they come in, score them, etc. How would the committee would like to do this.
- The have already been approved through Program Review
- M. Magnuson said that we do not have a rubric to score these in this format. R. Pimentel said that the rubric that we have is aligned with the Budget Resources Allocation Form.
- D. Tamayo said that this has come in to late to add to this fiscal years budget requests.
- There was discussion that any PR that comes through March through May will be pushed to the next fiscal year. M. Matteson said that the two reasons are that the membership will change and the second reason is that having more than one to review will be better to compare.
- M. Gritton would like to line this process up with College Council - take all of the PR that are presented to College Council can be reviewed in the Fall for Budget
- There was discussion regarding the cycles and when to align this and set cut offs for submitting.
- All Spring 18 PR and Fall 18 PR along with all Budget Resource Allocation Requests will be reviewed in January for the 2019-20 fiscal year.
- D. Tamayo wants to just be sure that anyone going through PR in Spring will know that they will not receive funding (if approved) the following fiscal year - not the next one.

B. Review of POLSCI Program Review

- This is only a review item for this meeting.

- There was discussion regarding modifying the PR forms or Budget Resource Allocation forms to be cross walked and look similar for ease of use.
- R. Pimentel said that the points need to be allocated based on what is being requested in PR.
- There was discussion about the process to understand what things actually cost.
- There was further discussion regarding having evidence to support how they came up with their cost estimates.

C. Review of Handbook

- Reviewed the handbook
- There were changes made to page 9 to include language to request evidence of actual expenses to be included in this document

Approval

Motion by Matthew Magnuson, second by Gina Jason.

Final Resolution: Motion Carries

Yea: Daniel Tamayo, Cherise Griggs, Gina Jason, Matthew Magnuson, Robert Pimentel, Mark Gritton

Not Present at Vote: Melissa Holsonbake

D. Review of Institutional Set Standards & Follow - Up Report

- There was discussion regarding ISS
- The committee went to the WHCC Web page and found the ISS's and all of the Strategic Plans and reviewed the data on these reports.
- Report from CC and IEAC Delegate regarding Follow-Up report status

DI. Discussion of BC Evaluation Survey

- Leslie is not present today, but we are having a meeting on Monday to evaluate the committees work for the year.
- This evaluation will be more specific to internal processes and the survey will be sent out to everyone that utilizes the Budget Committee and their process.
- This survey will help the committee to make a determination regarding the process that they use to process requests etc.

DII. Informational Items

DII. ~~Next Meeting Information~~ Monday at 10am

6. Adjournment

A. At 3:46pm R. Pimentel

B. Minutes Taken By: A. Pulido