

Budget Resource Committee (Thursday, October 12, 2017)

Generated by Jennifer L Zuniga on Thursday, November 9, 2017

Members present

Al Graves, Bertha Felix Mata, Daniel Tamayo, Melissa Holsonbake, Cherise Griggs, Gina Tollison, Matthew Magnuson, Robert Pimentel

Meeting called to order at 4:24 PM

1. Call To Order & Introductions

Information: A. Meeting Called to Order by:

Information: B. Called to Order by:

2. Information/Discussion/Action items

Action, Discussion, Minutes: A. Review Minutes (from 9.19.17)

Action, Discussion: B. Review and approve Resource Allocation Form

College Council wants to see the form pushed through

- use Program Review form for resource requests
- Program Review is on a 5 year cycle and Budget review is done yearly
- stream line the process
- Tamayo suggested keeping it at two separate forms
- PR to be reviewed every 3 years
- data and analysis
- request forms are used by the different dept. and they reviewed and prioritize during the budget Committee Meeting
- F.Banuelos presented a time chart on the budget cycle
- Budget dev. process and the expenditure timeline
- January- budget worksheets will be distributed to the different areas
- submitted by the last day of January
- November- the planning needs to start on what will be placed on the worksheets (supplies and staffing)
- worksheets will be submitted to the District or approval
- establish guidelines and dollar amounts for a clearer understanding
- worksheet serves as a technical tool
- budget allocation requests are due in January with the worksheets
- create a workshop in February (2nd week) to ask/answer questions in regards to what was submitted- explanation of resources
- area retreats was suggested by the group
- addition of KPI column on the Budget allocation form
- review current budget and check the status (add to the next meeting for review and

discussion) the form Sandy put together

- review the last three years of what was funding and see the spending patterns

Approval with changes

Motion by Melissa Holsonbake, second by Matthew Magnuson.

Action, Discussion, Information: C. Discuss Cycle for Resource Allocation Process

Discussion, Information, Procedural: D. Other Business-Review of new Governance Structure
Governance Structure was approved in May

- post in your areas

- Accreditation wants to know everyone knows the structure

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3. Adjournment

Information: A. Next Meeting-November 9, 2017