Budget Committee Agenda

Wednesday, April 27, 2022
Via Zoom Teleconference
2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*
Please Review/Bring: *Agenda, Minutes and Supporting Documents*

Committee Members:

Sarah Miller, Co-Chair	Executive Director of Financial & Fiscal Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair) *Adjunct*
Vacant	*Faculty*
Meiyi Ye	Associated Student Organization
Suzanne Olson	Classified
Angela Musial	Confidential, Management, Supervisory
Duane Rumsey	Dean of Academic Affairs
LaDonna Trimble	Dean of Student Services
Svetlana DePlazes	Enrollment Management Committee
Michael Maher	Facilities
Karen Heinzman	Faculty
Harmony Miller	Human Resources
Rick Shaw	Information Technology Committee
Gary Heaton-Smith	Outcomes Committee
Richard Fleishman	Program Review Committee
Vanessa Gibson	Student Success Committee
Pamela Ford	Classified Union
Kent Moser	Faculty Union

Ex Officios:

Shaminder Brar	VP Administrative Services
Howard Davis	Interim VP Academic Affairs
Ed Knudson	Superintendent/President

	Items	Person	Action / Notes
I.	**Introduction of New Members**	Ms. Miller	Angela Musial – CMS Representative
II.	**Approval of Minutes:** March 23, 2022 Meeting	Ms. Miller	
III.	**Information Items:** Review Scored Requests	Ms. Miller	

| IV. | **Discussion Items:**
Resource Allocation Process
Improvement | Ms. Miller | <u>IT</u>:
• Create a two-state scoring process –
   1) save
   2) submit
• Direct links to all referenced documentation, eg. Program reviews (for one department only), outcomes such as ILO, PLO, etc.
• Provide a way to show both one time and ongoing for requests that have both.
<u>Other</u>:
• Training for entering a request to ensure using the correct type (video)
• Scoring needs to be broken down into more numeric options, e.g. President's goals
• Campus needs a good example on how to write a great request
• Committee review and update instructions – possible agenda item prior to next budget call |

Budget Committee Minutes	Wednesday, March 23, 2022 Via Zoom Teleconference 2:30 p.m. - 3:30 p.m.

Type of Meeting: *Regular*
Note Taker: *Amanda Khatib*

Committee Members:

Sarah Miller, Co-Chair	Executive Director of Fiscal & Financial Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)
Vacant	*Adjunct Faculty*
Meiyi Ye	Associated Student Organization - Absent
Suzanne Olson	Classified
Vacant	*Confidential, Management, Supervisory*
Duane Rumsey	Dean of Academic Affairs - Absent
LaDonna Trimble	Dean of Student Services
Svetlana DePlazes	Enrollment Management Committee
Michael Maher	Facilities - Absent
Karen Heinzman	Faculty
Harmony Miller	Human Resources - Absent
Rick Shaw	Information Technology Committee - Absent
Gary Heaton-Smith	Outcomes Committee - Absent
Richard Fleishman	Program Review Committee
Vanessa Gibson	Student Success Committee - Absent
Pamela Ford	Classified Union
Kent Moser	Faculty Union

Ex Officios:

Shaminder Brar	VP Administrative Services
Ed Knudson	Superintendent/President

	Items	Person	Action / Notes
I.	**Introduction of New Members**	Mr. Mettler	Interim VP of Academic Affairs, Howard Davis – Ex Officio Sarah introduced Howard Davis and read a bio about him.
II.	**Approval of Minutes:** January 26, 2022 Meeting	Mr. Mettler	Minutes for January 26, 2022 were approved as presented. Motion to approve: Karen Heinzman Second: Richard Fleishman
III.	**Information Items:** Demonstration on Budget Request Scoring	Ms. Miller	Sarah demonstrated how to score budget requests in the system.

Budget Committee Minutes	Wednesday, April 27, 2022 Via Zoom Teleconference 2:30 p.m. – 3:30 p.m.

Type of Meeting: *Regular*
Note Taker: *Amanda Khatib*

Committee Members:

Sarah Miller, Co-Chair	Executive Director of Financial & Fiscal Services (Co-Chair)
Ty Mettler, Co-Chair	Academic Senate President or Designee (Co-Chair)
Vacant	*Adjunct Faculty*
Meiyi Ye	Associated Student Organization - Absent
Suzanne Olson	Classified - Absent
Angela Musial	Confidential, Management, Supervisory
Duane Rumsey	Dean of Academic Affairs
LaDonna Trimble	Dean of Student Services
Svetlana DePlazes	Enrollment Management Committee
Michael Maher	Facilities - Absent
Karen Heinzman	Faculty - Absent
Harmony Miller	Human Resources
Rick Shaw	Information Technology Committee
Gary Heaton-Smith	Outcomes Committee - Absent
Richard Fleishman	Program Review Committee
Vanessa Gibson	Student Success Committee - Absent
Pamela Ford	Classified Union
Kent Moser	Faculty Union

Ex Officios:

Shaminder Brar	VP Administrative Services
Howard Davis	Interim VP Academic Affairs
Ed Knudson	Superintendent/President

	Items	Person	Action
I.	**Introduction of New Members**	Ms. Miller	Angela Musial – CMS Representative Sarah introduced Angela Musial and read a bio about her.
II.	**Approval of Minutes:** March 23, 2022 Meeting	Ms. Miller	Minutes for March 23, 2022, were approved as presented. Motion to approve: Rick Shaw Second: Richard Fleishman

III.	**Information Items:** Review Scored Requests	Ms. Miller	Sarah reviewed the budget requests. Total of 21 submitted, 17 scorers, only 14 participated (4 of which were partial scoring). Scott Tuss is working on removing those partial scores from the system. Sarah will send an updated list once these have been removed.
IV.	**Discussion Items:** Resource Allocation Process Improvement	Ms. Miller	Mr. Brar presented Governors' Proposed 2022-23 Budget IT: • Create a two-state scoring process – 1) save 2) submit Sarah mentioned after discussion with IT, this is doable and will be working on implementing this for upcoming years. • Direct links to all referenced documentation, eg. Program reviews (for one department only), outcomes such as ILO, PLO, etc. Sarah suggested possibly adding a text box that pops up with the relevant information. Working on it with IT. • Provide a way to show both one time and ongoing for requests that have both. Sarah mentioned IT needs more time to come up with a solution and evaluate the way the system is set up. Other: • Training for entering a request to ensure using the correct type (video) • Scoring needs to be broken down into more numeric options, e.g. President's goals • Campus needs a good example on how to write a great request • Committee review and update instructions – possible agenda item prior to next budget call
V.	Next Meeting: **May 25, 2022**		