

**Budget Planning Committee**

November 7, 2017

9:00 am – 10:00pm  
FM - 110

**Minutes**

**Participants:** Todd Olson, Betsy Buchanan, Lorraine Pedrotti, George Potamianos, Dave Duberow, Debbie Topping, Brady Reed, Julia Peterson, Chris Callahan (telepresence), Stephanie Burres (support).

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| 1.0 | Call to Order   * Meeting called to order by consensus at 9:04 am. |
| 2.0 | Approve minutes from 10/17/16   * Minutes approved. |
| 3.0 | Action:   * No action items at this time. |
| 4.0 | Reports and Discussion  4.1. Discussion of Program Review Committee Timeline with Committee Chairs: Brady Reed and George Potamianos.   * We would like to suggest a representative from the program review committee to participate on the BPC as needed to better align processes. * Should program review committee have a role in triaging resource requests based on the work behind the review. * The program review and resource request calendars are not aligned. Resource requests are not timed to allow input from the program reviews. It could make sense to move program reviews to the end of the school/fiscal year. Would that allow for PR to implement quality assessments of their program? The PRC won’t be meeting during the summer, but they could potentially review the PR in the Fall Semester and BPC would take over and review resource requests in Spring Semester. Does that give the committees long enough to truly analyze the reviews and requests? Who has to approve changes to the PRC/BPC timeline. * If we are not using program reviews are we satisfying the criteria set forth in the BPC rubric.   4.2 Review 2018-19 Budget Calendar (attached) and institutional plans at this webpage:   * The Board calendar says that we will have our prioritization done by January, but this is unlikely.   4.3. Review and approve BPC Planning Agenda, Committee Charge, and Evaluation and   * No discussion   4.4. Review updated fiscal health checklist, 2017-18 Final Budget   * No discussion |
| 5.0 | Standing Closing Items: postponed until later meeting.  5.1 Discuss: Plus, Minus, Delta/Closing the loop, Accreditation issues on this meeting.  5.2 CR BPC website: http://internal.redwoods.edu/bpc  5.3 CR Accreditation website: http://www.redwoods.edu/accreditation/ |
| 6.0 | Future Agenda Items  6.1 Review BPC Prioritization Rubric   * Does our rubric reflect our charge as a committee? Explore how we can weight safety requests in a way that doesn’t drown out other requests? Safety requests are not necessarily a yes or no classification, but require context. * Todd will work on a new rubric that better reflects our mission to be reviewed via email and approved at our 11/21 meeting and ready to implement by 12/5.   6.2 Develop a tracking system for resource requests so that programs can know where their request is in the process and whether or not it received funding.   * If the request is funded what is the next steps for ordering items. Stephanie will work with the business office to develop a next step to implement resource requests.   6.3 Confirm Committee Membership   * Who will be representing the business office on this committee? Do we have a new management representative? Faculty? |
| 7.0 | Meeting Adjourned  7.1 Next full meeting November 21, 2017. |