

**Budget Planning Committee**

March 6, 2018

9:00 am – 10:00am
FM - 110

**Agenda**

**Participants:** Ericka Barber, Todd Olson, Paul Chown, Lorraine Pedrotti, Dave Duberow, Julia Petersen, Kristy Seher, Betsy Buchanna, Julia Morrison, Chris Callahan (telepresence), Stephanie Burres (support).

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| 1.0 | Call to Order | * Meeting called to order by Ericka Barber at 9:08.
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| 2.0 | Approve minutes from 02/20/2018 | * A couple typos that will be changed in the final copy.
* Lorraine Pedrotti makes a motion to approve the minutes, Julia Morrison seconds the motion. The minutes are approved unanimously.
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| 3.0 | Action 3.1Review re-evaluation of Book of the Year request 3.2 Approve the ranking list to be sent to the TPC, FPC, and BPC chairs. | * Four committee members re-evaluated their scored for the Book of the Year request. The new average is 18.9, which ranks it number 8 on the BPC list, up from number 20.
* It is believed that that book of the year touches 900 students while some of the other requests are very specific to a single course.
* What is our goal, more students or student success- do these resource requests align with these goals?
* Ericka Barber makes a motion to approve the BPC ranking, Kristy Seher seconds the motion. The ranking list is approved unanimously by the group.
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| 4.0 | Future Agenda Items 4.1 Determine Process for combining BPC scoring with that of the FPC and TPC. 4.2 Schedule meeting of BPC, FPC, and TCP to discuss final ranking of requests. 4.3 BPC report out for the Institutional Effectiveness Committee. | * The committee discussed opportunities to improve the process next year. They would like to receive more information on what is happening at the administrative level that would impact our work next year.
* The meeting to combine the resource requests is scheduled for this Friday.
* The Institutional Effectiveness Committee is in the process of developing a plan and timeline for addressing ACCJC recommendations. The BPC’s role in addressing these recommendation has yet to be determined.
* IEC has requested information on the BPCs short- and long-term planning process so that they can include elements of it in the larger institutional plan.
* Short term plans: rank requests, create transparency, close the loop on the resource request funding cycle.
* Long term plans: Define the overall goal and purpose of this committee. Define the process for integrating our work with that of other committees and the district at large.
* Review what other College’s Budget Planning Committees look like and review the membership of other BPCs to see who should be at the table for next year.
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| 5.0 | Meeting Adjourned 5.1 Next full meeting March 20, 2018. | * Develop executive summary with recommendations for next year.
* Share the larger resource ranking with group via email following the meeting of Chairs on Friday
* Closing the loop- notifying program review authors where they rank and what will be funded. Implement a process for getting these resources ordered, paid for, and delivered.
* Julia Morrison makes a motion to adjourn the meeting, Paul Chown seconds the motion. Meeting adjourned at 10:04am.
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