

BUDGET PLANNING COMMITTEE (BPC)

Planning for the 2015-16 Budget Year

Wednesday, June 15, 2016

3:00 SS 104

Summary Notes

MEMBERS
PRESENT

Michael Dennis, Debbie Topping, Pru Ratliff, Doug Edgmon, Angelina Hill, Kristy Seher, Tami Matsumoto, Steven Roper, Kintay Johnson, and Lindsey Gaddis (note-taker).

CALL TO
ORDER

The meeting was called to order at 3:05 p.m.

ACTION
APPROVE
SUMMARY
NOTES

The meeting notes from May 18, 2016 were reviewed and discussed. Further edits were requested and approval was tabled until next meeting.

REVIEW
COMBINED LIST
OF PROGRAM
REVIEW ITEMS
& DISCUSS BPC
RANKING
PROCESS

The discussion continued regarding items that didn't fall under the FPC or TPC. It was previously decided that the items already ranked would stay, but there are still 11 unranked items.

Dr. Dennis asked where do we go from here for the current requests, do we contact the authors and do we slow down our approval process moving forward to avoid this issue?

It was suggested by Mr. Roper that we do not slow down the approval process because it negatively affects other items being ranked. Remaining items were not ranked because there was not enough information in the request and authors should be following the guidelines. Ms. Ratliff suggested that we tell the authors the items were not ranked. Dr. Hill added that some did follow the guidelines, but the committees didn't have enough expertise to give a ranking so what is the solution for these items. It was concluded by the group that the BPC will individually rank the remaining items.

Ms. Matsumoto added, "How do we catch this earlier?"

Ms. Topping suggested that a Resource Request checklist be created to ensure all portions of the resource request were completed. After brief discussion, the group agreed this should be done moving forward. Dr. Hill noted there should be a final reviewer of the requests prior to submission and the Deans would be the appropriate person.

Ms. Matsumoto and Dr. Hill questioned what happens with requests outside the scope of TPC and FPC such as Instructional Equipment. Mr. Edgmon stated there would need to be a new committee set up or be ranked by BPC. Dr. Dennis suggested that we develop a process for Instructional Equipment for next year's cycle and the BPC should rank for the remainder of the current cycle. The group consensus was in agreement.

Mr. Roper revisited the issue of a dollar limit on requests. Ms. Matsumoto

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stated there was a previous limit set of \$5K. The group agreed the limit should be clearly communicated and enforced in next year's cycle and items that don't meet the minimum amount should be sent back to the departments.

Dr. Hill raised the issue that FPC and TPC are not necessarily ranking requests in using the same process. Mr. Roper stated that this could be difficult because of time and schedule limitations of committee members. No decisions were made by the group on this issue.

The discussion concluded with the group setting a time frame to rank the remaining 11 items. Dr. Dennis will send out the rubric and spreadsheet electronically to all BPC members for ranking. The committee will meet next Tuesday to review and approve the rankings and integrate them into the final spreadsheet.

BPC MEMBERSHIP

Mr. Dennis suggested the review and approval of the new proposed structure by IEC was tabled until the last session of 15/16 cycle. Ms. Matsumoto made one suggestion that the AA to the VPAS should continue in the membership structure instead of the VPISD. The group consensus was to continue this discussion at a later date.

BPC SELF- ASSESSMENT SURVEY

The BPC decided to discuss this item at a later date.

ADJOURNED SUBMITTED BY

4:40 p.m.
lg