**Porterville College**

**Budget Committee Minutes**

**October 21, 2016**

**8:30-10:00 AM – L405**

**Present::** Jennie Brisson, Vern Butler, Val Garcia, Richard Goode, Jeff Keele, Mia Pallares (ASPC Rep), Buzz Piersol, Tamara Smee, Ann Marie Wagstaff, Arlitha Williams-Harmon

**Absent:** Sam Aunai, Kim Behrens, Erin Cruz, Bill Henry, Kailani Knutson, Jodie Logan, Jay Navarrette

**Guest:** Michael Carley, Rosa Carlson

1. **Call to Order –** 8:35am
2. **Approval of Agenda**

Motion was made to approve the agenda

 Motioned: Richard Goode

 Second: Jeff Keele

 Ayes: 10 Nays: 0 Abstentions: 0

1. **Approval of Minutes**

October 7, 2016

Motion was made to approve the minutes

 Motioned: Richard Goode

 Second: Buzz Piersol

 Ayes: 10 Nays: 0 Abstentions: 0

1. **Budget Calendar Review** – On Schedule

October

* Received instructional worksheets. Will have non-instructional worksheets next week.
1. **BAM Recommendations (power point)**

The following Budget Evaluation Committee (BEC) Recommendations are going to be reviewed at Consultation Cabinet in November:

1. Establishment of District-wide Budget Committee (to include same representatives from BAM)

Responsibilities

* Propose recommendation for District-wide Budget Development Process
* Review District Office provisions of services in relation to program reviews
* Review annual
1. Growth Allocation
* No recommendations at this time
1. Cost drivers for District Office chargeback mechanism
* Proposing to bring in a consultant/accountant for study. BEC in selection of third party vendor
1. Banked FTES Allocations to colleges
* No recommendations at this time (not using 320)
1. Reserves
* Recommendation to continue to study and implications of having various reserve levels and making changes to the reserves
1. Stabilization Mechanisms
* BEC recommends stabilization issues of this magnitude needs to be addressed outside the allocation model and on District-wide basis.

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1. **Review Budget Orientation Packet**

Budget Narrative: Add more about sustainability and hand out to faculty/staff possibly at Fall flex day.

Budget Sub-Committee: Change CLC to CC and Director, Finance & Administrative Services to Vice President, Finance & Administrative Services.

Budget Calendar:

Motion was made to add “Review of Budget Sub-Committee Composition” to the Budget Calendar in November.

 Motioned: Richard Goode

 Second: Val Garcia

 Ayes: 10 Nays: 0 Abstentions: 0

 Accreditation Report: Need to add most recent 3D Accreditation Self-Study Report

 Add 5-Year Instructional Plan (contingent on State Funding) to Orientation Packet

1. **Standard 1 – Mike Carley (Presentation)**

Mike Carley reviewed and discussed a few key points of Standard 1:

* Standard 1 has changed quite a bit where there were only 11 bullet marks now there are 27.
* 1.A Still has 4 things with little changes that describes mission.
* 1.2 Using data to determine how effectively we are accomplishing mission.
* 1.A.3 Programs and services need to make sure they align to the mission statement. 1.B Assuring academic quality and institutional effectiveness and dialog about outcomes. Need to be sure there are minutes from meetings for all programs.
* 1.B.4 The mission was revised recently adding a couple little sections. It needs to go to board for approval.
* 1.C is new
* 5-9. 5 is where budget committee comes in with program review process, evaluations, goals, objectives SLOs documenting our planning process.
1. **Other**
2. **Future Agenda Items**
	1. Suggestion Drop Box (ongoing)
	2. Refine Budget Calendar (in Spring)
	3. Fiscal Health ~~March 18, 216~~
	4. Student Travel & Meals – Revisit Policy
	5. Standard 3D1 (need Faculty reps)

**Adjourned 10:14 am**

**Next Meeting: November 4, 2016**