Draft Minutes

# Budget Team

## Monday, March 1, 2021

## 8:30 to 9:30 A.M.

**Present:** Joe Barberio, Nancy Dietrich, Gerry Haddad, Veronica Johnson, Tamara McDiarmid, Eva Menefee, Ronda Miller, Sally Pierce, Jon Tenbrink, Denise Warner

**Guests:** Provost Sally Welch, Academic Senate President Monica Del Castillo

## Agenda:

1. Review/Approval of Minutes from Feb. 22. Minutes approved.
2. Discussion: Budget Committee Help with Program Operations Plans
	1. Provost Sally Welch brought a request that she and Eva Menefee, MAHE President, had discussed for the budget committee to take on the project of revising Program Operating Plans and defining the process for POPs.
	2. Provost Welch gave the example of the Program Review Guidebook and LMS with videos and examples of how to fill out each section. This might be a unique way of informing and involving faculty about the POP and what it is, what it can do, and how it can be helpful. She also is recommending that Andrea Hoagland work with the group on the POP because of her experience as faculty and as dean.
	3. Eva suggested that a small group work on a draft and agreed to work on this. Others agreed and volunteered to help.
	4. Discussion also included doing POPs in the spring to review and implement in the fall, which better aligns with the budgeting process; need to normalize a long-range planning mentality across the college; need to define the process; include the budget reconciliation process as part of the process.
	5. After discussion, the committee unanimously agreed to take on this project of revising POPs and defining the process. Further discussion and assignment of team members to the work group will take place at the March 15th meeting.
3. Charter
	1. Discussion about adding language to define process for replacing committee members who can no longer participate. It was decided that no additional language was necessary. Diverse membership and inclusion of members from across the college will be encouraged.
	2. After Provost Welch’s comments on item 5f, the language was revised.
	3. We agreed that Sally P and Denise would add an item regarding special projects.
	4. We plan to finalize the charter at the March 15th meeting and take it to the full senate at the March 26th meeting.
4. Next Steps

### Next Meetings:

No Meeting March 8 due to Spring Break

March 15 and weekly or as needed through May 3.