Draft minutes

# Budget Team

## Monday, March 15, 2021

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

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

## Agenda:

1. Minutes from Mar. 1 were approved.
2. Charter
	1. Gerry Haddad suggested the addition of the Academic Senate to item 5f so that it now reads “Provide input and advice to the Academic Senate, deans, other divisional leadership, and provost, as reallocations, cuts, or adjustments are made.” The statement about process which followed item 5f was removed.
	2. The Charter was approved. It will go to the Academic Senate for approval at the meeting on March 26.
	3. The committee still needs broader membership to align with the goals set in the charter. Once the charter is approved, we will ask the Academic Senate to send out an invitation to all faculty.
3. Budget Process
	1. Sally asked about the budget reallocation process. Tamara commented that she had already submitted adjustments for her program. Andrea reported that programs had submitted reallocations to the finance office but she had not received the final report back yet. Ronda commented that she has robust conversations with areas impacted by reallocations before the reallocations are made.
	2. Discussions also centered on where this committee can enter the process.
4. Program Operating Plans
	1. Andrea gave us all of the A&S POPs, but we need example POPs from other divisions. We will send out a request to all Deans and cc the Provost. Sally and Denise will draft a letter and ask the Academic Senate to send it out on our behalf.
	2. It is important that POPs be used to start a conversation that is ongoing throughout the year and not just be a form that programs have to fill out. Faculty need to see the impact of POPs on their programs so that they are invested in the process. Programs need to develop their POP in the spring.
	3. It would be good to have faculty mentors for POPs.
	4. Nancy invited members of this committee to attend the next SAALT (Student Academic Affairs Leadership Team) meeting on April 5th to discuss POPs. Tamara and Eva volunteered. Andrea and Ronda will also be at that meeting, along with Nancy.
5. Next Steps
	1. Tamara McDiarmid volunteered to attend Labor Coalition Meeting on Friday, April 16, and Jon Tenbrink volunteered for the May 14 date (contingent on budget development process), 11:00 AM to 12:00 PM. Denise will forward their names to James Mitchell for the invitation.

### Next Meetings:

March 22 and weekly or as needed through May 3.