

Minutes

# Budget Committee Meeting

Friday, July 16, 2021

11:00-12:00

Approved August 27, 2021

**Present**: Joe Barberio, Nancy Dietrich, Gerard Haddad, Andrea Hoagland, Tamara McDiarmid, Sally Pierce, Jean Ramirez, Kabeer Ahammad Sahib, Denise Warner

## Notes:

1. Introductions/New Members.
	1. The committee welcomed Jean and Kabeer to their first meeting. The Academic Senate will be reviewing and updating bylaws on how members are officially added; however, this committee welcomes anyone who shows an interest in joining the committee and considers them as members.
	2. Denise noted that Veronica Wilkerson-Johnson has let us know that she will not be able to continue on this committee due to other commitments. The committee wishes to thank her for her valuable input and the role she played in getting the committee chartered and off to a great start.
	3. Without Veronica, the committee has no adjunct faculty. Therefore, we see it as a priority to make sure we have representation from adjuncts when recruiting new members.
2. Issues or Concerns
	1. We are still concerned about transparency in the budget.
	2. We also want to make sure that we push out a new form for POPs as soon as possible.
3. Goals for fall semester
	1. New form/template for POPs.
	2. Participation from all programs in the Academic Master Plan survey that will be discussed during Kick-off.
	3. Get new POPs template out to programs.
	4. Remind programs to review POPs for current year and start thinking about next year
	5. Invite Cheryl Garayta to talk about Program Review timeline
4. Reminder: Full-time faculty should include Budget Committee work in your 32 day plan. Adjuncts will be paid for committee work through the Academic Senate.
5. Fall Meeting Scheduling
	1. Meet for longer periods (90 min or 2 hours) twice a month instead of weekly.
	2. First meeting will be August 27th, 8-9 AM, on Webex, just before the Academic Senate meeting.
	3. Sally will develop a survey of committee members to help us determine a best day/time to meet. Kabeer cannot meet on Friday afternoons. Several of our members are also on the SOAR committee so we need to make sure not to overlap our meeting time with SOAR.
	4. We will start out meeting online and possibly switch to a Hybrid model where those who want to meet face-to-face on campus can be joined by those wishing to meet online. The meeting hosts will be responsible for setting up the audio and visual. Tamara and Joe will learn how to do this at West Campus and will train Denise and Sally. Gerry Haddad also would like to learn how to do this.

**Follow-up:**

* **Denise and Sally will work on a POPs template so that the group can review it by email in the weeks before the meeting. Our goal is to have a final draft by the end of the Aug. 27 meeting.**

### Next Meeting: August 27, 8:00 to 9:00 AM on Webex.

Minutes respectfully submitted by Denise Warner.