

minutes

# Budget Committee

Friday, August 27, 2021

8:00-8:50 AM

Approved September 3, 2021

Present: Alexandra Beard, Gerard Haddad, Andrea Hoagland, Tamara McDiarmid, Eva Menefee, Sally Pierce, Jean Ramirez, Jon Ten Brink, Kristi Thurlby, Denise Warner

1. July meeting minutes were approved.
2. Joe Barberio e-mailed a Strategic Planning document that will be discussed at the Strategic Planning meeting at 2pm. Denise will send the document out to the committee.
3. Introductions/New Members: Everyone introduced themselves and shared why they decided to join this committee.
4. Meeting Day/Time Survey Results:
	1. Although we had planned for 90 minute meetings every other week, it seems that we will not be able to find a 90 minute timeslot that works for everyone. Therefore, we will go back to one-hour meetings, but plan to meet every other week.
	2. Most popular times from the survey were: Wed 12-1:30 pm (7 votes); Thurs 10-11:30 am (7 votes); Thursday 10:30 to 12 (8 votes). However, some of the members present could not meet during those times. We discussed continuting to meet on Fridays at 8am before the senate meetings, going back to our Monday 8-9 am time. Sally and Denise will send out a new survey with limited options and we will follow-up at our next meeting.
	3. We decided to meet again next Friday, Sept. 3rd at 8am, and we will make a final decision for regular meeting days and times then. Members should look for a new survey in their email soon.
5. Updated form for POPs
	1. We changed and added some wording in the introduction.
	2. We discussed adding another item for personnel issues, such as hiring plans and review of job descriptions.
	3. Denise will update the form and send it out for review prior to our next meeting. We hope to finalize the form at the Sept. 3rd meeting so that it can go out to the rest of the college as soon as possible.
6. Notetaker for our meetings: designate a volunteer or rotate notetaking?—We did not have time to discuss this.
7. Reminder: Include Budget Committee work in your 32 day plan. Adjuncts will be paid for committee work.

Meeting adjourned at 8:55.

Minutes respectfully submitted by Denise Warner.

## Next Meeting: September 3, 8:00 to 9:00 AM.