

minutes

# Budget Committee

Friday, September 3, 2021

8:00-9:00 AM

Approved September 10, 2021

Present: Joe Barberio, Alexandra Beard, Nancy Dietrich, Gerard Haddad, Andrea Hoagland, Tamara McDiarmid, Eva Menefee, Sally Pierce, Jon Ten Brink, Jean Ramirez, Kabeer Ahammad Sahib, Denise Warner

1. Aug. 27 meeting minutes were approved.
2. Survey Results: Nine members completed the survey and everyone was available on Fridays 8:00 to 9:00 am on payday Fridays. This will be our regular meeting time starting Friday, Sept. 10.
3. Updated form for POPs. Much discussion centered around the issue of the personnel item that we added at our last meeting and what kind of budget details should be included. Consensus was reached that the POPs form is a planning document, so focus should be on program/department plans for how they operate rather than on budget for personnel.  We agreed to only add additional personal needs as related to issues like program review, or change of status, or after looking at the ratio of full-time to part-time faculty. The POP is only tangentially concerned with personnel, but may be a place where departments begin to discuss program needs. This form is one small part of the Budget Committee’s business. The committee will pursue more detailed information about college budget once the POPs item is settled.
4. ~~Notetaker for our meetings: designate a volunteer or rotate notetaking?~~ We did not discuss this.
5. Update- Budget Committee has been added to the [Academic Senate Standing Committees website](https://internal.lcc.edu/provost/senate/standing-committees/). Click “Learn More” to see our charter, membership, and meeting agendas and minutes. Once we complete the POPs form, we will also add it under a “Forms” tab.

Meeting adjourned at about 9:01 am.

Meeting notes respectfully submitted by Denise Warner.

## Next Meeting: September 10th, 8:00 to 9:00 AM

### Future Agenda Items: Invite Seleana Samuel, Senior VP of Business Operations

* Next steps for POPs- tips, training, where to house the form