

# JOINT COMMITTEES MEETING/BUDGET AND INSTITUTIONAL EFFECTIVENESS

MEETING  
MINUTES  
October 27,  
2010



**Location: Conference Room 16C-1**

**Time: 3:00 p.m. – 5:00 p.m.**

**Budget Committee Members:**

<input checked="" type="checkbox"/> Mike Gregoryk, Chair	<input checked="" type="checkbox"/> Jason Chevalier	<input checked="" type="checkbox"/> Laura Martinez
<input checked="" type="checkbox"/> Linda Baldwin	<input type="checkbox"/> Art Morales	<input checked="" type="checkbox"/> Jean Garrett
<input checked="" type="checkbox"/> Virginia Burley	<input checked="" type="checkbox"/> Jenifer Galbraith	<input checked="" type="checkbox"/> James Thao (Student)
<input checked="" type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Denise Lindholm	<input checked="" type="checkbox"/> Jaejin Eum (Student)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Kerry Martinez (Notes)

**Institutional Effectiveness Committee Members:**

<input checked="" type="checkbox"/> Virginia Burley (Chair)	<input checked="" type="checkbox"/> Grace Hanson	<input checked="" type="checkbox"/> Eric Kaljumagi
<input type="checkbox"/> Sheryl Hullings	<input checked="" type="checkbox"/> Barbara McNeice-Stallard	<input checked="" type="checkbox"/> Kate Scott (Guest)
<input type="checkbox"/> Betsy Lawlor	<input checked="" type="checkbox"/> Odette Richardson	<input checked="" type="checkbox"/> YeRin Lee (Student)
<input checked="" type="checkbox"/> Joan Sholars	<input checked="" type="checkbox"/> Terri Long (Guest)	<input checked="" type="checkbox"/> Sally Fenton (Notes)

**AGENDA ITEMS:**

• **Review Agenda and Welcome**

Mike Gregoryk welcomed members from the Accreditation Team and thanked them for attending the meeting. Each member of the Budget Committee and the Institutional Effectiveness Committee introduced themselves. Mike Gregoryk shared that the college went through a difficult budget cutting process last year. The college may have cut too deeply into the basic budget saving dollars and by doing so it may have created problems. Last year the Budget Committee was focused on cutting the budget and not as much on the immediate needs of the college.

• **Discuss the Creation and Alignment of Resource Requests in PIE and their Alignment to the Budget Allocation Process**

Linda Baldwin shared a flowchart on budget review and development process. The budget process allows the Budget Committee to identify and prioritize the emergency needs of the college. However, the Budget Committee is working with the resource request lists that were submitted to PIE in April of the prior year. An "immediate needs" form and process were created by the Budget Committee this year. The concern is, however, that "immediate needs" will become a flood of requests and will become disconnected to PIE.

• **Discuss the Fall 2010 PIE Rollout and its Relation to Integrated Planning**

• **Budget Assumptions**

The budget development process was intended to align with PIE. Resource requests are identified in PIE. The Budget Committee discovered that there is no alignment for resource requests because they are working with lists from PIE from the prior year (divisions submit completed PIEs by April 1<sup>st</sup>).

• **Emphasis on Using PIE for Planning and Prioritizing Resource Requests**

Many departments are not aware that as needs arise they should go into PIE and update their requests. Departments should continuously update PIE.

- **New PIE Section - Units/Departments Identify Critical Decisions and Reasons Why**

It was recommended that the section on Resource Requests in PIE be changed so departments can prioritize the requests as "immediate", "maintenance" or "long-term". The Dean will act as a counterweight regarding "immediate" needs.

- **Adjust Timeline for Reporting to Align with the Academic Year**

It was agreed by both committees that the deadline for PIE completion would be moved from April 2nd to June 2<sup>nd</sup>. This change will not disrupt the budget process.

- **Other**

- There needs to be better communication on what requests were funded. Departments and Divisions need to know if their requests were funded.