

Mt. San Antonio College	Joint Meeting Institutional Effectiveness Committee and Budget Committee	May 19, 2010
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Institutional Effectiveness Committee

<input checked="" type="checkbox"/> Virginia Burley (Chair)	<input checked="" type="checkbox"/> Jason Chevalier	<input type="checkbox"/> Joan Sholars	<input type="checkbox"/> Chirs Lee (Student_	<input checked="" type="checkbox"/> Michelle Grimes-Hillman
<input checked="" type="checkbox"/> Sheryl Hullings	<input checked="" type="checkbox"/> Barbara McNeice-Stallard	<input checked="" type="checkbox"/> Grace Hanson	<input checked="" type="checkbox"/> Odette Richardson	<input checked="" type="checkbox"/> Betsy Lawlor
<input type="checkbox"/>	<input checked="" type="checkbox"/> Kate Scott (Guest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Budget Committee

<input checked="" type="checkbox"/> Mike Gregoryk (Chair)	<input checked="" type="checkbox"/> Audrey Yamagata-Noji	<input checked="" type="checkbox"/> Art Morales	<input checked="" type="checkbox"/> Laura Martinez	<input checked="" type="checkbox"/> Jean Garrett
<input checked="" type="checkbox"/> Linda Baldwin	<input checked="" type="checkbox"/> Michelle Sampat	<input checked="" type="checkbox"/> Eric Kaljumagi	<input checked="" type="checkbox"/> Denise Lindholm	<input checked="" type="checkbox"/> Yang (Steven) Liu
<input type="checkbox"/> Melissa Parris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MINUTES

Welcome and Introductions

1. Review agenda
2. Review the Newly Revised Budget Development Process (with a Focus on the Relationship of PIE Planning to Budget Allocation).
 - Eric Kaljumagi reviewed the newly revised Budget Development Process.
 - The budget process is ongoing.
 - Requests are reviewed as one time resources; later in fall if they are approved they are switched from one time to ongoing.
 - After the budget committee approves the requests they are submitted to the President's Advisory Council. If they are approved in PAC, they are submitted to President's Cabinet.
 - Spring turns into an issue as financial planning is based on educational plans in PIE.
3. Discuss how we might forge a stronger alignment of budget processes and program review (PIE) processes in the future.
 - PIE doesn't encourage this.
 - PIE requests departments to list their needs.
 - If department assumes a cut to their budget they will need to prioritize their list of needs. It would be helpful to the department if at their planning meeting they knew the amount of money that was being cut from their budget.
 - PIE is used by the departments as a tool to communicate to their Deans what the needs of the department are. Departments that don't include a list of needs in PIE are not added to the Division's list of requests for resources.
 - Reverse PIE – if a department loses money what are they willing to give up? Instead of asking for more, should the department recommend what they can cut?
 - Audrey Yamagata-Noji shared notes of a proposed Budget Reduction Process from a previous Budget Committee meeting. She stressed that the "Gather Input" stage comes from the departments as well as campus-wide detailed and specific surveys.
 - Add a section to PIE that includes budgetary implications.
 - Add to "Goals" section of PIE the estimated cost to support the goal. Currently in PIE goal setting seems to be far away from resource allocation.
 - Do we continue to educate students and not receive money for them? How does that fit into PIE?
4. Discuss the roles of the Budget Committee and the Institutional Effectiveness Committee in integrated planning across the campus.
 - IEC is completely separate from the Budget Committee in what it communicates to the campus community.

- A goal this year of the Budget Committee is to communicate better to the campus community by making the campus aware of what the ending balance on the budget really means.
- PIE is helpful for giving us a sense of progress toward institutional goals. Assessment outcomes can be tracked and looked at over time. However, PIE is not helping with making the critical decisions on cuts or changes.
 - How can IEC emphasize a new way of planning without changing the PIE process?
 - How do we take the basic model and put in a new way to connect planning and the budget process?
 - The VP and Deans continuously meet on issues. They discuss how to change or correct the problems. But these type of meetings need to be done at the department level as well.
 - PIE currently begins at the department level, is it possible to add a student level?
- Has IEC sent a survey to students that reflect what their feelings are on what programs/services should be protected during the budget crisis?
 - A priority of the IEC is to remain connected to the college mission which is to protect the classroom, classes, activities and programs of the college. Student Services takes the students into account by providing an Evaluation of Services form to the students.
 - An idea would be for Associated Students to put out a survey specific to classes and report the results back to the IEC.
- Will all students be required to have an educational plan?
 - No, but it is still a goal of the college.
- Currently the college does not have a procedure with respect to planning with attrition. The division or department should be given a choice of what to cut (prioritize with multiple choices), not to just eliminate the position.
 - Currently Financial Aid is down by five positions, one of which is in Veteran Services. The number of Veterans returning to college is up significantly. How do you reduce in one area and respond in another area?
- Retraining could avoid layoffs with classified and faculty positions. We cannot rely solely on attrition during budget cuts.
- Add a section in PIE for critical issues (legal mandates, budget reduction).
- How can departments be encouraged to document in PIE?
 - Communication is vital. Provide information that would aid in their planning process.
 - Is the college looking for temporary or permanent elimination (positions/programs/services)?
 - If temporary, when funds are available (2-3 years), departments may want to add a service instead of the position that was cut. I.e. replace music ensemble with a recording studio.
 - Departments need to trust that the Institution has the units best interest at heart and will do its best to provide what the department currently needs as a unit.
 - In the planning process, the Institution should be aware of how a cut in one department may affect a totally different unit.

There were some good ideas shared at this meeting. It has given both committee members much to think about.

Another joint meeting between the Institutional Effectiveness Committee and the Budget Committee will be planned for the fall.