

Thursday, September 3, 2015, 3:00pm Room CS 123

**Mission Statement**

*Palo Verde College is a California community college that supports an exemplary learning environment with high quality educational programs and services. The College promotes student success and lifelong learning for a diverse community of learners.*

**Budget and Planning Committee M e m b e r s (BPC)**

X	Arac, Lale	X	Hancock, Sean		GUESTS:
	Egan, Eric	X	Lee, Shad	X	Julene Marquez
X	Egan, Russi		Raman, Biju	X	Sandra Sher
X	Gaubeca, Michael	X	Soto, Richard	X	Brian Thieboux
X	Hamilton, Shelley			X	Juliette Singler
	Houston, Adam			X	Jaclyn Randall
				X	Virginia Armstrong

**Minutes**

AGENDA ITEM	DISCUSSION / ACTION
1. Agenda	Motion to approve agenda by R. Soto, 2 <sup>nd</sup> by Shad Lee. Motion carried unanimously.
2. Minutes - August 27, 2015	Motion to approve minutes by R. Soto, 2 <sup>nd</sup> by S. Hamilton. Motion carried unanimously.
3. Updates a. Budget - Russi b. FTES – Sean	The State always funds credit courses before non-credit. Always better to estimate revenue as lower and budget for higher costs. We have only five meetings between now and when the Budget process needs to be done.
4. Old Business: a. Budget Handbook – Integrated Planning Manual b. Enhancement Evaluation Feedback c. Update on website process	M. Gaubeca – expresses concern that the District items on the evaluation sheet should lead in the process because if the District requirements aren’t met then the request should possibly be denied. R. Egan – this is the reason for the committee to put this evaluation process through the paces to ensure complete transparency and understanding of the process for the requestors.  R. Egan – The newer the program, the higher the points. Try out the enhancement request by using your own program. Chemistry, Theater, Music and A&R will be brought to the next meeting so we can apply it.  Great job to R. Soto for getting our documents on the Palo Verde web page in the most appropriate location! Thank you Rich!
5. New Business: a. Communications Division Program Review b. Discussion on how this will impact the enhancement evaluation and future budgeting	B. Thieboux – their program review goes to the Board on September 8, 2015. They have three financial areas that they are identifying as needs. Music, theater and possibly a new faculty member in the next year or two and possibly ASL transferrable course considered a foreign language.

<p>c. Review process is to begin this month of our committee.</p>	<p>R. Egan – How can we capture this information for the enhancement requests? Please keep in mind on how we will proceed into the future. Will we be using paper reviews? We will need to keep a transparent method to get there.</p>
<p>6. Good of the order: a.</p>	<p>We will be having meetings every Thursday 3p.m. – 4:30 pm until Christmas break.</p> <p>We will need to change up the October meetings. Please offer suggestions.</p> <p>Let’s have a contest on who can come up with the catchiest slogan or word using the word “budget”. Bring ideas to next meeting.</p>
<p>7. Adjourn</p>	<p>Motion to adjourn meeting at 3:48 p.m. by J. Randall. 2<sup>nd</sup> by M. Gaubeca. Motion carried unanimously.</p>
<p>8. Next Meeting</p>	<p>September 17, 2015 3:00 pm CS123</p>

Items to be addressed at the next meeting:

Principles, guidelines, prioritization updates