Members Present: Brock McMurray, Jennifer Altenhofel, Joy Reynolds, Amanda Bauer, and Cliff Watts

Members Absent: Sheri Horn-Bunk and Leslie Minor

Guests: Justin Madding, Recorder; Geoffrey Dyer (presenter)

The Budget Committee meeting of December 18, 2019, was called to order by Brock McMurray at 9:05 a.m.

1. **Minutes – November 20, 2019**

   The minutes from November 20, 2019 were approved by consensus.

2. **Understanding the Annual Program Review and ranking process – Geoffrey Dyer**

   Geoffrey Dyer presented on the Annual Program Review and ranking processes. Copies of Dyer’s PowerPoint presentation and APR Goal Prioritization Rubric are incorporated in these minutes and posted on the Budget Committee web page. This presentation meets Budget Committee goal number 5, “Understanding the Annual Program Review and ranking processes”.

   Key points from Dyer’s presentation include the following:

   - He stressed the importance of using the same measures from year to year to have effective evaluation.
   - Explanation of the 1, 3, 5, 8, 13 rubric scale.
   - Importance of linking evidence and institutional plans to the APR goals and requests.
   - Suggested choosing an institutional measure or measure identified in the Strategic Action Plan to maximize scoring.
   - It is important to include benchmarks and timelines in the goals.

   Reynolds asked a clarifying question regarding data. Dyer said that “data” really means “evidence”.

   Reynolds asked about doing a program review for things that may be safety concerns. McMurray said that there is a process for reporting safety issues so that they are immediately evaluated and addressed.

3. **20/21 Budget Development Calendar**

   McMurray reviewed the upcoming Budget Development Calendar January items with the committee. The Superintendent/President will evaluate faculty position requests, the 320 report will be due, and the Governor will release his proposed budget. McMurray talked further about the 320 report, enrollment, and SCFF FTES metrics.

4. **Budget Update**

   McMurray said that there is no real update at this time. He will attend a budget workshop in Sacramento on January 15, 2020, and will have more information about the proposed 2020-21 budget.
5. **Accreditation – Financial Resources Committee**

McMurray said that the Financial Resources Committee has met three times. The members are gaining knowledge and understanding of their questions and evidence, and have written their responsive outlines. The next meeting will be in mid-February when the committee members will have rough drafts of their responses.

6. **Other**

Reynolds asked about the Full-Time Faculty Obligation Number (FON) and how that relates to budgeting. McMurray said that we are given the FON from the Chancellor’s Office and incorporate it in the budget process at that time.

Meeting adjourned at 10:23 a.m.

Respectfully submitted by:

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Justin Madding