**Porterville College**

**Budget Committee Minutes**

**September 1, 2017**

**8:30-10:00 AM – L405**

**Present:** Sam Aunai, Jennie Brisson, Matthew Flummer, Val Garcia, Richard Goode, Kailani Knutson, Jay Navarrette, Miguel Ruelas, Ann Marie Wagstaff and Arlitha Williams-Harmon

**Absent:** Kim Behrens, Vern Butler, Erin Cruz, Jodie Logan, ASPC Rep (vacant), Classified Rep (vacant)

**Guest:** Jeff Keele

1. **Call to Order –** 8:38am
2. **Approval of Agenda**

Motion was made to approve the agenda adding Faculty Chair Election and Committee Members

 M/S/C: Sam Aunai/Richard Goode

1. **Approval of Minutes**

May 5, 2017

M/S/C: Kailani Knutson/Jay Navarrette

1. **Budget Calendar Review**

August: On Schedule

September: On Schedule. Deborah Martin from District Business Services has been invited to attend the September 15th Budget Meeting. The Committee will invite Senate.

1. **Faculty Chair Election/Committee Members**

Motion was made to elect Richard Goode as the new Budget Committee Faculty Chair

M/S/C: Arlitha Williams-Harmon/Kailani Knutson

New Budget Committee members are Matthew Flummer and Miguel Ruelas. The Committee needs to fill the vacant ASPC and Classified representatives.

1. **Review Budget Orientation Packet**

The Committee reviewed the different documents in the Budget Orientation Packet. The rubric has been separated into two rubrics: Non-instructional and Instructional. We will also add the “draft” Accreditation Report for III.D. Also, revisions are being made to the Budget Worksheet.

1. **Rubric and Budget worksheet Revisions**
2. Two rubrics have been created: Instructional and Non-Instructional.
3. The following will be added to the Annual Program Review Update and Budget Worksheet: Integrated Planning, Program Review Justification, Comments and Categorical/Grant Funding.
4. Motion was made to recommend to Strategic Planning to add Health and Safety to Program Review.

M/S/C: Ann Marie Wagstaff/Kailani Knutson

1. **FY 17-18 Adopted Budget**

There was an Increase in allocation $400,000. This will help offset 2% faculty salary increase and benefits.

1. **Accreditation**

The Committee reviewed the draft of Standard III.D.1, 2 & 3. We need to show documentation/evidence and work on analysis and recommendations. The Committee page on Inside PC needs to be updated.

Porterville College

Budget Committee Minutes

September 1, 2017

Page Two

1. **Other**
* The Suggestion Drop Box will be added to the new portal. This is important as it is discussed in our accreditation report.
1. **Future Agenda Items**
	1. Student Travel & Meals – Revisit Policy (Jodie/Val/Joe)
	2. Sustainability (~~3/3/17 Agenda~~)
	3. Revise Budget Calendar (10/2017)
	4. Fiscal Health
2. **Adjourned:** 10:09 am

**Next Meeting:** 9/15/17