

MINUTES

SAN DIEGO MESA COLLEGE BUDGET AND ALLOCATION RECOMMENDATION COMMITTEE

Tuesday, February 12, 2013

A-104 Conference Room

2:00 – 3:30 PM

I. Call to order:

- Meeting called to order by VPI Tim Mc Grath at 2:00 PM
- Present: Lynn Dang, Thuan Le, Madeleine Hinkes, Angela Liewen, Donna Duchow, Dan Gutowski, Erica Garcia, Linda Custer, Margie Fritch, Pam Luster, Tim McGrath, Leslie Seiger, Laurie Mackenzie, and Marco Chavez
- * Vision for Committee: President Luster gave a presentation outlining Background, Committee name, Purpose of Committee, and Responsibilities of the Committee.
- * Review of Committee Charge: A discussion on Review of Committee Charge took place and there was an acceptance motion 1st by Dan Gutowski and 2nd by Angela Lieweu.
- Committee Chair/Co-Chair: Tim Mc Grath and Dan Gutowski to share the Chair responsibilities until a Co-chair can be identified. It was request that all interested individuals contact Tim or Dan.
- Review Meeting Schedule: Future scheduled meetings will be on February 26, March 12, April 9, April 23, and May 14.

II. Budget Review: Annual Mesa Budget Books were handed out to each person present at the meeting and Erica Garcia gave a presentation explaining each section of the budget book and how it is broken down. Also explaining how dollar amounts distributed are based on FTES. Dan Gutowski also commented on the three funding sources; State General Funds, Property Taxes, and Student Tuition. We will continue to discuss budget distribution at the next meeting.

III. * Strategic Planning Process: The committee reviewed and discussed the handouts distributed outlining the process and roll the BARC will serve.

IV. * Allocation Process: Tim Mc Grath reviewed the Allocation Process which

includes the calendar and process to determine the allocations for the Campus, Faculty, Classified, and supply/equipment prioritization. He also expressed the importance of the Committee to make decisions based on the Mesa Campus as a whole rather than by individual departments.

V. **Future Meetings:** The agenda for future meetings was established as follows:

- **February 26 Agenda:**
Review Budget Process
Review Rubric Supply/Equipment
- **March 12 Agenda:** **Review**
Supply/Equipment Requests
- **April 9 Agenda:** **Make**
Supply/Equipment Recommendations
- **April 23 Agenda:** **Evaluate**
Supply/Equipment Rubric/Process
- **May 14 Agenda:**
- **Set Agendas for 2013-2014 Academic Year**
- **Future Agendas (Fall 2013)** **Review**
Campus Planning Process **Review**
Master Plan

VI. **Adjournment:** Meeting was adjourned at 3:30PM

(* Handouts from the February 12, 2013 meeting)