

SAN DIEGO MESA COLLEGE
BUDGET AND ALLOCATION RECOMMENDATION COMMITTEE
MINUTES

Tuesday, November 12, 2013

2:00 - 3:30PM

LRC 208 Conference Room

- I. Call-to-Order: Co-Chair – Convene @ 2:06pm
Present: Lynn Dang, Madeleine Hinkes, Angela Liewen, Donna Duchow, Leslie Seiger, Robert Garber, Anthony Reuss, and Carol Sampaga
Absent: Tim McGrath, Thuan Le, Margie Fritch, Julianna Barnes, Jesus Escudero
- Review Minutes
 - 1st motioned by L. Seiger, 2nd by A. Reuss, approved.
 - Review Additions to the Agenda
 - No additions
- II. BARC Training Workshop – Leslie Seiger
- L. Dang and L. Seiger reported that there were two attendees at the first workshop and one at the second.
 - Discussed suggestions to add a criterion in the rubric for legal mandate as suggested by DSPS. Committee discussed that legal compliance should be covered by the college.
 - Discussed suggestions to add a criterion in the rubric for requests that will serve multiple users/departments within the program departments within the school.
 - Committee decides that this should be addressed through manager prioritization.
 - Lynn announced that the Safety Plan is now online.
 - M. Hinkes suggested that the link should be posted in the rubric of TaskStream.
- III. Review Allocation Process – Lynn Dang
- Next meeting December 10. New VPA will be on board by then. Program Review will be given to President’s Cabinet February 18. Lynn will receive requests from Jill February 19. Committee should receive them after. Meet February 11 to prepare for reviewing Program Review requests.
 - R. Garber pointed out that an attachment of quote and requisition to the equipment/supply request in TaskStream. Is it doable? Check with Jill Baker for next year’s rubric.
 - L. Dang will check with Jill Baker if the requests will be prioritized when we get them.

- L. Dang will check with Erica Garcia on the closing deadline for the requests and the allocated funding.
- Per R. Garber, L. Dang will check with Erica Garcia on the IELM funding. There are some requirements on the use of the funds.

IV. Future Meetings

- December 10 Agenda
 - Prepare for Spring Allocations
- February 11 Agenda
 - Prepare to review program review requests

V. Adjournment @ 2:40pm