



San Diego Continuing Education Budget Committee Minutes

Monday, October 7, 2019
1:00 p.m. – 2:00 p.m., ECC, Room 106

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| ATTENDEES/ PROXIES | <i>Committee Members</i> | |
| | Jacqueline Sabanos, Co-Chair | David Anton |
| | Carol Wilkinson | Denise Munoz |
| | John Bromma | Michelle Gray |
| | Floreniza Yumul | Shirley Pierson |
| | Kelly Henwood | |
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| | <i>Absent Committee Members</i> | |
| | Lorie Crosby Howell | Olivia Flores, Co-Chair |
| | Claudia Tornsauer | Mark Nesbit II |
| | Andrei Lucas | Maureen Rubalcaba |
| | Jan Jarrell | |
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| | <i>Committee Guests</i> | |
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Agenda Item #1: Call to Order:

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| DISCUSSION | <ul style="list-style-type: none"> The meeting was called to order by J. Sabanos at 1:02 p.m. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> N/A | <ul style="list-style-type: none"> N/A |

Agenda Item #2: Approval of September 9 Minutes

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| DISCUSSION | <ul style="list-style-type: none"> M. Gray moved to approve and K. Henwood seconded the motion. Motion approved. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> Carol Wilkinson requested to change bullet #15 on the September minutes | <ul style="list-style-type: none"> Patricia Lopez | <ul style="list-style-type: none"> Next meeting |

Agenda Item #3: Review of Budget Committee page of Governance Handbook for Revisions:

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| DISCUSSION | <ul style="list-style-type: none"> It was clarified to the BC members that, Both co-chairs are not looking to expand the BC membership John Bromma would like to have representatives of all programs at the BC Members of the BC agreed to change the following Budget Committee goals Previously Goal #1 stated, ensure budget recommendations will carry out the mission of San Diego Continuing Education (SDCE) as delineated in the Strategic Plan, this goal was changed to, Annually review the results of the resource allocation process and provide recommendations for improvements, as needed Goal #2 was modified from, review the budget allocation model of San Diego Continuing Education (SDCE) to, periodically review annual SDCE resources to determine trends and patterns Goal #3 changed from, Establish general calendars to include identifying due dates for Instructional Equipment and Library Materials (IELM) and other Instructional Improvement Funds to, encourage full participation and communication regarding the state, District and SDCEs budgets Before Goal #4 read, Analyze the impact of budget reductions/increases, members of the BC agreed to change it to, Review and research budget projections and fiscal policies at a national, state, and local level that may impact the institution The committee members also agreed to delete Goal #5, justify the level of any additional funding in program allocations required to provide an appropriate schedule of classes and level of services; goal #6, justify the level of any reduction in funding in program allocations and, goal #7 ensure represented constituents are apprised of the budget development process and solicit input as needed The Budget Committee calendar changed from, meeting once a month to, meet at a regularly scheduled time every other month September, November, February, April with a potential meeting in May as determined by the committee at the April meeting John Bromma would like to have more faculty offering input to the resource allocation Kelly Henwood would like to add next to her position, or designee Carol Wilkinson would like to make sure her programs (Emeritus and Child Development) have representation and are updated on what is going on. All Budget Committee agendas and minutes are posted on the SDCE website. (http://sdce.edu/organization/governance/budget-committee) Jan Jarrell will join the Budget Committee as the new Dean of ESL There are 13 programs represented at the Budget Committee not including Student Services John Bromma suggested having 13 representatives instead of only 9 Jacqueline Sabanos commented that this would expand the membership by 4 |
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| | representatives <ul style="list-style-type: none"> • Shirley Pierson and John Bromma agree that although this will expand the membership quorum has been reduced to 40% • Due to a lack of quorum at the meeting, an email will be sent out with a draft of the B.C. Governance Handbook with all changes and, submitted to an electronic vote |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> • A draft of the B.C. Governance Handbook with all changes will be sent out and submitted to an electronic vote | <ul style="list-style-type: none"> • VPA, Jacqueline Sabanos | <ul style="list-style-type: none"> • ASAP |

Agenda Item #4: Next Meeting:

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| DISCUSSION | November 4, 2019 at 1 p.m. to 2 p.m. in room 121 |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • N/A | <ul style="list-style-type: none"> • N/A |

Agenda Item #5: Adjournment

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| DISCUSSION | <ul style="list-style-type: none"> • The meeting was adjourned by Jacqueline Sabanos at 2:23 p.m. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • N/A | <ul style="list-style-type: none"> • N/A |

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____