

**SAN DIEGO  
CONTINUING  
EDUCATION**

**San Diego Continuing Education  
Budget Committee  
Minutes**

Monday, January 7, 2019  
1:00 p.m. – 2:00 p.m., ECC, Room 185

ATTENDEES/ PROXIES	<b>Committee Members</b>	
	Jacqueline Sabanos, Co-Chair	Timothy Pawlak
	Mark Nesbit II	Barbara Pongsrikul
	John Bromma	L. Carulli on behalf of Denise Munoz
	Joan McKenna	Michelle Gray
	Mary LeDuc	Bob Pyle
	Maureen Rubalcaba	Olivia Flores, Co-Chair
	Alex Berry on behalf of Kelly H.	Cassandra Storey
	<b>Absent Committee Members</b>	
	David Holden	Dora Hernandez
<b>Committee Guests</b>		
Leticia Flores		

**Agenda Item #1: Call to Order:**

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

**Agenda Item #2: Approval of November 3<sup>rd</sup> Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• M. LeDuc motioned and J. McKenna seconded motion to approve.</li> <li>• Motion carried</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

**Agenda Item #3: Discussion of proposed Program Review Rubric**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• VPA Sabanos stated that according to the Governance Handbook the Technology Committee makes recommendations to the Budget Committee for use of budget allocations.</li> <li>• J. Bromma informed that in the last couple discussions held at the PIE committee it has been considered that all committees would go through their process and come up with a prioritization list and these will come to the Budget Committee as a first stage of review; the B.C. will send recommendations to the Executive Governance Council and finally to management.</li> <li>• VPA Sabanos suggested creating a process in which the Budget Committee would consolidate the information and review all committee's prioritization list in an efficient way and timely manner.</li> <li>• M. Gray asked how much the B.C. would allocate funding to each request</li> <li>• J. Bromma considers that the scoring rubric is a work in progress and it will change next year for the better.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

**Agenda Item #4: Physical Plant and Instructional Support (PPIS) update**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• M. Nesbit informed that all quotes and requisitions submitted so far were put in and reminded the B.C. members the deadline to do so is on Friday January 18.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• Quotes and Requisitions submission	• Dean/Program Chair	• Friday January 18, 2019 at 5:00 p.m.

**Agenda Item #5: Next Meeting**

<b>DISCUSSION</b>	February 4, 2019 at 1 p.m. to 2 p.m. in room 185
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item #6: Adjournment**

DISCUSSION	• The meeting was adjourned by Jacqueline Sabanos at 1:29 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

Approved on: \_\_\_\_\_