

Finance Committee Meeting – Minutes for 10-14-13

Membership Attendance

MSC – Takeo Kubo (Chair), Keiko Kimura

Faculty – N/A

Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzalez

Associated Student Body –

Ex-Officio – Seher Awan

1. Approval of Agenda– Discussion/Action
 - Approved Agenda – Motioned: S. Awan/2nd K. Kimura
2. Approval of 9/9/13 Minutes with corrections
 - Approved Minutes – Motioned: S. Awan/2nd S. Gonzalez
3. Public Comments –
No public comments were made.

4. Discussion/Action –

4.1 Membership

DISCUSSION

Takeo has emailed Charles Heimler (Academic Senate) and Liz Eckford (Associated Students) for committee membership. Charles sent out a request to Academic Senate and received no response. Takeo was told by Charles that he and Margaret Muench will try to find five faculty participants. Takeo was asked the status of Margaret Muench, she is no longer on the committee as of September. Officially the committee does not have faculty participation. Sandra requested that it be noted when voting that there is no faculty participation. It was noted that the committee document and save emails that were sent out to faculty for membership. Takeo was told by Liz that she would work with the associated student president on student participation. Takeo followed up with Liz but hasn't received a response. Takeo is also working with MSC to have one more manager placed on the committee. Takeo was asked if adjunct faculty may participate in the committee. Takeo he believes they can participate but explained the challenge of having adjunct on the committee is due to conflicts with their schedules because they usually teach at multiple schools.

4.2 Committee Charge – CPC Comments

DISCUSSION

Sandra brought back the following comments/suggested revisions from the CPC meeting from Council members.

- Larry Harris - under membership “each member serves on the committee for one full academic year at minimum” would be difficult for student because of their schedule.
- Laura Garcia - under membership “each member serves on the committee for one full academic year at minimum” suggested changing to “each committee member commits to serve on the committee for one full academic year”
- Charles Heimler - suggested that a Finance Committee member serve on the district budget committee. Sandra noted that Roi Ann Thompson already serves on that committee. He also wanted to give kudos to former VP Greg Nelson for bringing the zero-based budget to the campus.

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- Sue Hager - suggested changing under Responsibilities “complete an annual self-evaluation as committee by the end of the academic year” to “complete an annual self-evaluation as a committee by the end of March or April to be able to report to Strategic Planning”.

Motion: To approve the revisions made to the charge.
Unanimously approved

4.3 Revise Equipment Fund Allocation process

DISCUSSION

The committee reviewed the Equipment 2 Budget Hearing Process form. The form has been reviewed and approved by the district office fiscal services management. Seher explained the definition of the requirements and what can and cannot be purchased under Equipment 2. Peter Fitzsimmons suggested that there be a note on the form that indicates any equipment purchases tied back to the ballot language of the bond. Seher will make revisions and add a note under Equipment 2 Requirements first bullet. She'll also add a web link where the ballot language can be found so that the requester can review if they have questions. Keiko feels that it may be difficult to come up with three furniture quote without knowing vendors. It was stated that there is a vendor list that can be accessed through the Purchasing Department.

Changes on Equipment 2 Budget Hearing Process form:

- “Quote #...” to “Purchase Priority #...”
- “Vendor” to “Item”

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It was suggested to add that the department program review on file should be included with the request.

The committee reviewed the timeline that was established in the prior meeting. The following changes were made:

~~October 7th~~ TBD by Deans

Deadline for departments to turn in their equipment request to their Dean's.

~~October 16th~~ October 30th

Deadline for Dean's to turn in the equipment request to their vice presidents

~~October 23rd~~ November 12th

Deadline for vice presidents to turn in equipment request to the finance committee

~~October 29th~~ November 25th

Finance committee will make their final recommendations

The timeline will be sent to all Budget Managers on October 16th. Takeo will also email the committee members a copy of the rubric used last year.

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5. Meeting adjourned: 4:25 p.m.