

## Finance Committee Meeting –Minutes for 10-27-14

### Membership Attendance

MSC – Keiko Kimura, Takeo Kubo  
Faculty – Judith Bell, Chris Frazier, Sandra Honesto  
Classified – Corinne Salazar, Lina Brasil,  
Associated Student Body –  
Ex-Officio –

1. Approval of Agenda– Discussion/Action:  
Quorum not met at the beginning of the meeting to approve Agenda.
2. Approval of 10/13/2014 meeting minutes:  
Quorum not met at the beginning of the meeting to approve minutes.
3. Public Comments – None
4. Discussion–

#### 4.1 Budget Allocation Process Timeline

#### DISCUSSION

Takeo Kubo wanted to know if anyone had anything to add or change to the agenda. Judith Bell wanted to know if the committee had gone over the template. Takeo Kubo told her that it was a new topic to discuss. Chris Frazier asked if the timeline was a roll over from last years. Takeo Kubo confirmed it was but with new dates. He explained that the committee was trying to set dates to the master calendar, but it could get complicated with the different activities that are going on at the same time. Chris Frazier wanted to know if there was a clear connection between the program review committee regarding the timeline. He would like to see it available to the public. Takeo Kubo mentioned that it was available in the shared drive. He also said he was going to work closely with the committee and set up a meeting with Jessica Breheny before our next meeting. Judith Bell was on the program review committee last year and suggested it would be useful if they had as much information as possible. She mentioned that the timing was important as well as knowing what pots of money are for what. This would be helpful for the program committed when writing their proposal.

#### 4.2 Budget Allocation Process

#### DISCUSSION

Takeo Kubo wanted to make clear to Chris Frazier and Judith Bell what the committee was in charge of. He explained that the committee recommends the discretionary budget to different departments. Which is a total of about a million three, give or take. The committee allocates how much money each department gets for supplies, travel, small equipment, hourlies and etc. The committee doesn't work with categorical funding which comes from fund 10. The committee hasn't been doing anything with the personnel budget for full time faculty. This is something that the academic senate has a process for. Chris Frazier wanted to know if when the people presented a program review and the program review committee went through it, they had to have everything in place for review by the middle of April. Takeo Kubo said yes, the program review finalizes around the beginning of March. Corinne Salazar then makes individual copies so that the committee can review it along with the budget request from each call center. The committee then makes sure that the budget request

## Finance Committee Meeting –Minutes for 10-27-14

matches to what program review is saying. Then it goes through budget hearing and deliberation to make recommendation to CAC (college advisory council). All information then gets passed to them.

Chris Frazier then asked if categorical funds only get categorical funding and not fund 10. Takeo Kubo explained that all departments that have categorical funds have fund 10. Their fund 10 portion is part of this. Regardless all departments are responsible for turning in a program review; doesn't matter from where they receive the funding. The only two departments that don't receive from fund 10 are Metas and Calworks. Metas is fully grant driven and Calworks is fully categorical. These programs also have to turn in a program review on the same cycle.

Judith Bell asked if there was any place that she could go to learn about the different funds. Corinne Salazar said she would look for information where people would be able to go to learn more about the different funds. Takeo Kubo explained a little about each one. He mentioned that the general fund (fund 10) is the college unrestricted general money that comes from tax revenues. This is used mostly for personnel and discretionary funds. Categorical funds come mostly from the state and are used for various support programs, for example Financial Aid, EOP&S, DSPS, and etc.

Takeo Kubo mentioned that the finance committee should be knowledgeable of all the different funds. Even though, the committee only works specifically with the discretionary portion of the general fund. Takeo Kubo also mentioned that with the change in administration things are subject to change. In the past the committee was driven by the way Greg Nelson did business with a couple of changes to fit our college. This year it will probably stay the same, since it's too far into the year to make any drastic changes.

Chris Frazier seems to think that there is a gap since the District's income is much larger and the discretionary fund is about the same size. He also mentioned that the faculty is not growing. He wants to know if anyone is minding the District to make sure enough is coming down our way. Takeo Kubo agreed that this is what it looks like. The general thought is that both Colleges don't get what they should. Judith Bell wanted to know what relationship we had with the district budget committee. Takeo Kubo said there is no relationship, but he will talk to Jorge Escobar to see how this can be changed.

Judith Bell wanted to know if there was a plan in place for Seher Awan's position. Takeo Kubo mentioned that the new VP will probably take this opportunity to look into the position to see if it needs to be replaced or changed to a different title. He mentioned that Deanna Herrera will be filling the position as fiscal services coordinator. Some of her responsibilities will be to keep the paper work flowing and to make sure the check book is being balanced.

Chris Frazier asked if the committee was going to give the budget committees a hint to what the college priorities are for this year. Takeo Kubo mentioned that usually he speaks with the president and asks him what the priorities are. He then tries to let the budget managers know before they turn in their request.

### 4.3 Steps and Dates of Template

### DISCUSSION

Takeo Kubo wanted to go through the dates and steps of the template. He mentioned that between today and the next meeting (November 24,) the committee will review and make any revision to the template that will get sent to the budget managers to begin building their

## Finance Committee Meeting –Minutes for 10-27-14

request. The day after our next meeting the template should go out to all the budget managers with information to fill out their request. By the middle of February we are asking budget managers to send the request to their vice presidents so that they can send back any adjustments or suggestions to their budget managers. This will then get sent over to Jorge Escobar's office to get compiled and put together with the program review information as well as the budget history information. Corrine Salazar in the past has put everything together in a binder and distributed to the committee.

At this point the finance committee will receive all the information in a binder format for review. They will revise previous information with current and do the recommendations after the hearings. This will happen at the beginning of March and the committee will aim for March 13 for the hearings. The finance committee will try to match the schedule with the program review committee as this has been a little tricky in the past. After the hearings the committee will get together a couple of times and formulate the recommendations to be forward to the college advisory council. They will then read over and make recommendations to send over to the President. He will make adjustments and finalize what that part of the budget is going to look like. We hope to get this done by May 15, so that the budget managers can give out the information to their teams and let them know what they have to spend for the following year.

Chris Frazier would like to inform the budget managers what will be required in the template before the template actually goes out. This will give the budget managers more time to think what they will put on the template. Takeo Kubo agreed and will e-mail them this week to inform them so that they will be prepared once the template goes out.

Takeo Kubo asked toward the end of the conversation if everyone agreed with the dates set for the template and everyone agreed.

### 4.4 Template

### DISCUSSION

Take Kubo went over the template from last year. Chris Frazier wanted to know if there was a narrative attached to the template. He wasn't clear on how to interpret some of the items. He also wanted to know how this step tied into the president's values. Takeo Kubo mentioned that there was a space for additional explanation. He also mentioned that in the hearings and program reviews they have time to explain a little bit more in detail what it is they are requesting and why. Chris Frazier also wanted to know if the finance committee was responsible of the way the money is spent once it is distributed. Takeo Kubo mentioned that we don't micro-manage. It is up to the budget managers and supervisors to make sure the money is spent the way it should be. Keiko Kimura mentioned that our job as a committee is to make sure the department justifies what they are asking for. It is up to the department and supervisor how they spend it. Corinne Salazar also mentioned that it wasn't our job to keep track of where the money is spent. She agreed with Keiko Kimura and said it was up to the budget manager to make sure the budget is spent to benefit their department.

**Finance Committee Meeting –Minutes for 10-27-14**