

Finance Committee Meeting –DRAFT Minutes for 10-28-13

Membership Attendance

MSC – Takeo Kubo (Chair), Keiko Kimura

Faculty – Ann Soman

Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzalez

Associated Student Body – Alex Bui

Ex-Officio – Seher Awan - absent

1. Approval of Agenda– Discussion/Action
 - Approved Agenda – Motioned: R. Thompson/2nd K. Kimura
2. Approval of 10/14/13 Minutes with revisions
 - Approved Minutes – Motioned: K. Kimura /2nd S. Gonzalez
3. Public Comments –
No public comments were made.

4. Discussion/Action –

4.1 Membership Updates

DISCUSSION

The committee was introduced to new student member Alex Bui and faculty member Ann Soman. The committee introduced themselves to the new members. Takeo reminded the committee that there is still open membership for two more students and faculty members. The committee is still searching for members who can serve both fall and spring semesters. Takeo explained to the new members that the committee has a budget allocation process that is reviewed and revised as necessary for the following spring semester's budget hearing. He explained the step by step process that takes place before the hearing. Roi Ann spoke to Academic Senate President, Charles Heimler, and was told that the faculty is too busy to serve on the committee.

4.2 Committee Charge – CPC Comments

DISCUSSION

Sandra noted that she communicated back to the College Planning Council that the recommendations were noted and some would be added to the charge. The following suggestions will be added to the Finance Committee charge:

- Under membership –
 - “each member serves on the committee for one full academic year at minimum” **revising to** “each member commits to serve on the committee for a minimum of one full academic year”
- Under Responsibilities –
 - “complete an annual self-evaluation as committee by the end of the academic year” **revising to** “complete an annual self-evaluation as a committee by the end of March or April to be able to report to Strategic Planning Committee”.

4.3 Revise Equipment Fund Allocation process updates

DISCUSSION

Takeo sent out the scoring rubric to the committee to review. The rubric is to be used for the regular Budget Request and can also be used for the Equipment 2 Requests. Takeo explained to the new members the background behind the

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Equipment Fund Allocation process. The Equipment 2 Funds are funds that are being used through bond funds. \$200,000 will be used for the equipment request that couldn't be filled at the last spring semester Budget Hearing. The committee will go through an allocation process for the equipment. The Budget Officers received the information from Takeo. On November 25th, the committee will review and make its recommendations to be sent to the College Planning Council. Ann asked if the request can be made based on the program, comprehensive or annual review. Takeo explained that the requests were carried on from last semester and will be based on the 2012-2013 program reviews. No new requests can be added unless there are extenuating circumstances. Roi Ann asked if the committee will be able to know what departments already received some of their equipment request. Takeo will speak to Seher to see if a list can be compiled for the committee. Ann asked if there's a list that shows the type of equipment that can be bought using bond funds. Ann also asked if she wants to purchase equipment for Fall 2014 when should she get started on the process. Takeo explained any requests for Fall 2014 will take place during the resource allocation process in Spring 2014. You need to make sure it's in your Program Review. The equipment that can be covered through bond funds is listed on the *Equipment 2 Budget Hearing Process* form.

The committee reviewed the rubric from last spring's Budget Hearing. A suggestion was made to take out the *Prior & Current years spending demonstrates need* column for the Equipment Fund Allocation process hearing. Takeo will send out a revised version without the column and one with the column for Budget Allocation Requests in the Spring. Sandra requested the committee receive copies of the cost centers that were requested. It will assist the committee in knowing what program reviews to review.

5. Meeting adjourned: 4:22 p.m.