

Finance Committee Meeting –DRAFT Minutes for 11-25-13

Membership Attendance

MSC – Takeo Kubo (Chair), Keiko Kimura - absent

Faculty – Ann Soman

Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzalez

Associated Student Body – Alex Bui

Ex-Officio – Seher Awan

1. Approval of Agenda– Discussion/Action
 - Approved Agenda – Motioned: S. Gonzalez /2nd A. Soman
2. Approval of 10/28/13 Minutes with revisions
 - Approved Minutes – Motioned: S. Gonzalez /2nd R. Thompson
3. Public Comments –
No public comments were made.
4. Discussion/Action –
 - 4.1 Begin Equipment Fund Allocation Process DISCUSSION/ACTION
Takeo presented the spreadsheets that were submitted by the department deans to the Finance Committee. Seher discussed the use of lottery funds to cover instructional equipment to offset the bond equipment expenditures, making it possible to fund all of the equipment requests that were submitted to the committee. The committee also discussed using the remaining lottery funds to have another mini-budget hearing for instructional supplies, software, and equipment in the spring. Takeo discussed the need to follow budget hearing processes and to adhere to the resource allocation model or else the college could experience accreditation findings.
 - Motioned: R. Thompson motioned to fund all received equipment requests based on the information provided and using both bond and lottery funds. / 2nd S. Gonzalez
 - 4 in favor, 0 opposed, 1 abstention

The committee's decision to award all requests will be presented to the CPC and the president on Friday, December 6th. Priorities were discussed in regards to the lottery fund mini-budget hearings for spring. The first priority should be to award funds based on program review. If there are remaining funds, then the funds should be based on need per the received justification form. Seher will make changes to the Equipment 2 Form to make it applicable for the lottery fund requests. Seher will send the form to Takeo by Friday, December 6th. The committee discussed having the requests received by the first Finance Committee meeting in January. Then, deliberations could be discussed at the first meeting in February.

Seher also create the Excel spreadsheets used in the resource allocation process for the FY14-15 funding requests. She will send Takeo a draft and then send the spreadsheet to all budget managers by Friday, December 6th. The last Finance Committee meeting is scheduled for December 9th. The Finance Committee agreed to the following timeline for the resource allocation requests:

Finance Committee Meeting –DRAFT Minutes for 11-25-13

- **December 6th**: Seher will send the Budget Allocation Excel Spreadsheet to all budget managers
- **February 21st**: The Deans/Budget Managers will provide their allocation requests to their Vice Presidents no later than this date.
- **February 28th**: The Vice Presidents will turn their requests into Seher by email.
- **March 14th**: The Administrative Services Department will prepare the budget hearing binders and have them ready. The president's budget allocation priorities will also be due.
- **March 21st**: Budget hearings will take place.
- **March 28th**: Budget hearings and deliberation will take place.
- **April 4th**: The budget allocations will also be brought to CPC as an information item.
- **April 25th**: The budget allocations will be an action item for recommendation to the president at the CPC meeting.
- **May 9th**: President reviews final budget for approval or adjustments.
- **May 22nd**: The budget managers will be notified of the awards prior to the end of the semester. The budget will begin being loaded for the new fiscal year.

The Finance Committee agreed to this tentative timeline in accordance with the resource allocation timeline. Seher will send this tentative timeline along with the spreadsheet to all budget managers. Seher will also work with Corinne to order the materials needed for the budget hearings including flash drives, binders, and dividers.

5. Meeting adjourned: 4:35 p.m.