

Finance Committee Meeting –Minutes for 12-08-14

Membership Attendance

MSC –Takeo Kubo, Keiko Kimura, Jaime Alonzo

Faculty –Chris Frazier,

Classified –Lina Brasil, Sandra Gonzalez

Associated Student Body –

Ex-Officio –

1. Approval of Agenda– Discussion/Action
Approved Agenda– Motioned: Chris Frazier /2nd Sandra Gonzalez
2. Approval of 11/24/2014 meeting minutes
Motion to approve minutes with corrections: Keiko Kimura/2nd Sandra Gonzalez
3. Public Comments – None
4. Reports
 - 4.1 District Budget Council – No Update
 - 4.2 College Advisory Council – DISCUSSION
No one attended but did talk about the possibility of having representation in future meetings.
5.
 - 5.1 Coordination with Program Review Process DISCUSSION
The program reviews have been in process since October 2014. The comprehensive reviews have been going back and forth within their departments for feedback and changes. The annual final review is due on February 15, 2015. Chris Frazier wanted to know if the committee felt that the program review was adequate for what their needs were. Keiko Kimura mentioned that they varied. Takeo Kubo explained that the template was adequate but the content varied. The committee explained to Jessica Breheny that the template for the program review seemed adequate, but in the process where the program committee critiques the program review it seems like some program reviews give more helpful information to the finance committee than others. Chris Frazier mentioned that it would be a good idea to make the reviewers aware of the impact that the program review has on the finance committee. Keiko Kimura mentioned that some people provided great detail and other programs very little. She also mentioned that if there is no one from the committee that is part of that program and is not familiar with the department they're relying on the budget officer that gets 30 minutes to talk about all their departments. Keiko Kimura also mentioned that the finance committee would like to see the program review document to speak as much as possible of the rational and the need for whatever they are asking for. This goes for comprehensive and annual program review. If the department only has an annual, this is the only opportunity they have to request.
Takeo Kubo would like to inform the budget managers that when they are writing their program reviews to include any extra money needed or major changes to be added in their review. Jessica Berheny proposed to send out a joint e-mail with Takeo Kubo reminding the campus that it's important that if they need more money or items to be added to make sure to add them to their program review and explain in detail.

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Jessica Berheny also mentioned that it's important to communicate clearly in the budget section and to remember who the audience is. Also, to keep in mind how extremely important the process is to the finance committee.

5.2 Budget Priorities

DISCUSSION

Takeo Kubo met with President Byron Breland and went over his priorities for the funding of this year. President Byron Breland's priorities are student success, professional development, innovation and degree/certificate completion. Takeo Kubo mentioned that some ideas for student success could be best practices, basic skills, CTE, and any efforts to try to enhance student success. With Professional Development it could be anything to improve teaching, better methodology, and learning development for staff. Thoughts for innovation Takeo Kubo said could be anything creative promoting excellence and academic student achievement. Takeo Kubo welcomes any new ideas or programs that people might want to try. The last category is degree/certificate completion. This would be any activity that directly impacts the completion of a degree or certificate.

Sandra Gonzalez wanted to know if Takeo Kubo knew how much the funding would be, if he had any information regarding the lottery or the general fund. Takeo Kubo didn't have this information yet. He did mention that Jorge Escobar would be the person that could best inform the committee about the different funding's.

Chris Frazier is concerned that it seems that the development funds are used more towards faculty and administrators than classified. He wanted to know if there was a way to promote the availability of these funds. Sandra Gonzalez mentioned that classified could apply through the professional development center, but employee didn't apply. Chris Frazier wants to work on making it more available for classified to be aware.

Chris Frazier also thinks that this is a good opportunity for the President to participate in the shared governance process. He suggested that the President communicate what his priorities are for the funding of this year. He would like to see the President's support toward the finance committee.

5.3 Budget Allocation Process Timeline

DISCUSSION

Template was sent out to all budget managers after the last finance committee's meeting on November 24, 2014.