

Finance Committee Meeting – Minutes for 2-24-14

Membership Attendance

MSC – Takeo Kubo (Chair)

Faculty – Ann Soman

Classified – Anthony Vukelich, Roi Ann Thompson, Corinne Salazar (proxy for Sandra Gonzalez)

Associated Student Body –

1. Approval of Agenda– Discussion/Action

Approved Agenda – Motioned: K. Kumura/2nd C. Salazar

2. Approval of 11/25/13 and 12/9/13 Minutes

Approval of minutes with changes – Motioned: C. Salazar/2nd A. Soman/Abstain K. Kimura

3. Public Comments –

The committee went over the lottery fund Budget form and was informed that there is \$190,331 in instructional supplies and software. Takeo will email it out to the budget managers and will have them ready to review on March 24th. Seher is going to add to the form *“If requesting software they’ll need to make sure that the Dean of the department and CTSS has signed off on it.”* Seher has run into issues where software was purchased and later it was found out that it wasn’t compatible, it’s old software that won’t work with our system or it’s too new of software and won’t work with our system. All requests should be tied to Program Review. If the money isn’t spent by April, the committee will see what can be rolled over. Seher explained that the definition of instructional supplies would be a tangible and have to be directly related to learning in the classroom. Seher will add an example of an instructional supply to help the requestor better understand what they can request. It was also noted that there is a price limit; anything over \$200 is considered equipment, anything under \$200 is considered supplies. Anthony requested if Seher could email the committee members the guidelines for instructional supplies and instructional software. She’ll forward to the members what was given to her by the District. Takeo will keep the committee informed as to when he notifies the Deans.

4. Discussion/Action –

4.1 Resource Allocation Process Schedule

DISCUSSION

As per the discussion at the February 10th meeting, the Budget Hearings will take place on Friday, March 28th (8am-5pm), in the Student Center (SC-204). The deliberation meetings will take place on Monday, March 31st (8am-2pm) in the Student Center (SC-204) and Wednesday, April 2nd (11am-5pm) in the General Education building (GE-118). Lunch and drinks will be provided to the committee. Takeo will most likely not be at the second deliberation meeting. Ann will most likely not be able to attend the budget hearing in the morning but will try to make it to the afternoon sessions. Ann won’t be available at the budget hearings in the morning, but will try to make it in the afternoon. A suggestion was made to have the hearings recorded for members who won’t be available. A request will be sent to CTSS to see if a camera can be placed in the room. The committee is still accepting one more Administrator, two more faculty and students for membership. Takeo shared with the committee that he had spoken to Fabio Gonzalez, Academic Senate President, is still trying to find faculty participation but has been unsuccessful. Takeo is trying to have a presentation ready for CPC by April 4th.

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4.2 Funds available for resource allocation

DISCUSSION

Seher explained that the spreadsheet that was given out to the committee at the last meeting regarding the allocation total and what they'll look like for the next fiscal year will have an additional amount. She'll be adding the \$200,000 Equipment 2 bond to be allocated in the fall.

5. Meeting adjourned: 3:49p.m.