

Finance Committee Meeting –Minutes for 2-9-15

Membership Attendance

MSC – Takeo Kubo, Keiko Kimura, Jamie Alonzo

Faculty – Chris Frazier, Judith Bell

Classified – Corinne Salazar, Sandra Gonzales

Associated Student Body –

Ex-Officio – Jorge Escobar

1. Approval of Agenda– Discussion/Action

Approved Agenda with additions – Motioned: Judith Bell /2nd Corinne Salazar

2. Approval of 9/8/2014

Motion to approve minutes with corrections: Chris Frazier / Judith Bell

3. Public Comments –

3.1 Jorge Escobar

Jorge Escobar wanted to inform everyone on the new structure of the Vice President Administrative Services. He wants the office to be a more stable environment and mentioned that the office had many different budget responsibilities. It has from 15 to 16 different funds that need final approvals to be forward to the District Office. He wants to limit the amount of signatures that pass through his office. Jorge Escobar also wants to see what responsibilities make sense to keep and what functions to turn over to different departments that may be more appropriate.

Jorge Escobar also announced that Mary Moroccan and Arlene Rapinan joined his team and both have experience with accounting and fiscal services.

3.2 Sami Ibrahim

Sami Ibrahim announced that the Middle Eastern Heritage Celebration was going to take place in April and there was going to be many events. He would like the support of the committee for this function. There is going to be musicians, poetry reading, dancers, performers and more.

4. Reports-

4.1 District Budget Council

DISCUSSION

Jorge Escobar wants to keep it simple. He wants to find a way to centralize big buckets. He wants to have central managed accounts. Sandra Gonzalez wanted to know if anyone has requested additional money from the District to increase the discretionary funds. Jorge Escobar said it was a good question and he doesn't think it has been done because no one has put in any formal proposal.

Jorge Escobar also communicated that the State of California is doing good and that the College might get additional funds. These funds might not be discretionary but categorical. Sandra Gonzalez is still concerned with the discretionary funds. She feels the College will not have enough money to allocate. Jorge Escobar wants to go through the request to know if they are going to be short or not. Takeo Kubo thinks that after the committee goes over the process will they have enough time to go through and make any necessary adjustments. Jorge Escobar mentioned that there are two or three steps that the budget can go through to get modified before it gets adopted.

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4.2 College Advisory Council
No Updates

DISCUSSION

5.1 Budget Allocation Process Timeline

DISCUSSION

Takeo Kubo mentioned that Wednesday February 11th was the deadline for the program review to be turned into the program review committee. Also, the 27th of February is the deadline for the budget managers to get the request in through their divisions and Vice Presidents. Friday March 13th will be the hearing from 8:00am to 5:00pm. The committee will set a date to meet after to formalize recommendations.

5.2 Integrated Planning / Resource Allocation Handbook

DISCUSSION

Takeo Kubo handed out part of the handbook that he would like the committee to look over. In the next committee meeting he would like to discuss any changes or updates that are needed.