

Finance Committee Meeting –Minutes for 4-27-15

Membership Attendance

MSC – Jamie Alonzo, Keiko Kimura

Faculty – Chris Frazier, Judith Bell

Classified –Sandra Gonzalez

Associated Student Body –

Ex-Officio –

1. Approval of Agenda– Discussion/Action
Approved Agenda with additions – Motioned: Judith Bell /2nd Sandra Gonzalez
2. Approval of 4/13/2015
Motion to approve minutes with corrections: No Minutes to Approve
3. Public Comments – None
4. Reports
 - 4.1 District Budget Council DISCUSSION
The next meeting will be held on 4/30/15. The committee needs to invite Dough Smith and Peter Fitzsimmons to a Finance Meeting to discuss the need of a higher budget.
 - 4.2 College Advisory Council DISCUSSION
Takeo Kubo presented the draft of the budget recommendation to CAC (College Advisory Council) and discussed how they came up with the final decision. He showed them the document that the committee put together and all the hard work they put into it. He explained the limited amount of money they had to work with, their concerns, how they prioritized, and the background information. Sandra Gonzalez mentioned that Takeo Kubo e-mailed the presentation to all CAC (College Advisory Council) Members.
5. Discussion/Action
 - 5.1 Annual Committee Self Evaluation/2015-2016 Committee Goals DISCUSSION
Keiko Kimura went over the self-evaluation form and explained that this was done at this time of the year to demonstrate that the committee was evaluating the process. The committee went over three sections. The first section they went over was to evaluate their goals and how well they did. The second section was for an overall performance based on the number of areas that have been identified by the strategic planning committee. Last, they had the committee goals and Keiko Kimura went over each one individually as group. As a committee they decided how they did in those areas and came to an agreement to report to the strategic planning committee.
The Finance Committee also discussed the recommendations for the next academic year. Some of the ideas that the committee came up with were to revise the rubric and that Jamie Alonzo will come up with a sample to show the program review committee. The Finance Committee also wants a clear structure and communication between committees. Sandra Gonzalez suggested that only budget managers be allowed to present in the hearings. The committee also wants to enforce the time limit in the hearings and incorporate a worksheet for budget review purpose. They want to communicate the timeline earlier to the program review

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committee and have the departments include estimates with prioritization in their budget request.

5.2 Adjustments to Resource Allocation Process

DISCUSSION

Topic was discussed in the committee goals.

5.3 Recommendations/Requests for Program Review Committee

DISCUSSION

Most of the topic was also discussed in the committee goals. Chris Frazier did recommend that the charge be amended so that quorum would be easier to attain. He also wants to know if there is a way to have members call ahead of time so that the committee is better prepared for meetings. Judith Bell also suggested that the committee let the members know the importance of their attendance to the meetings.

Program review recommendations was also discussed with Annual Committee Self Evaluation/2015-2016 Committee Goals but the committee added that Jamie Alonzo will prepare a rubric sample and the committee will then meet with the program review committee to discuss. Judith Bell mentioned that adding a worksheet to the program review would be useful to the finance committee for budget recommendations.