

Finance Committee Meeting – DRAFT Minutes for 4-28-14

Membership Attendance

MSC – Keiko Kimura

Faculty – Ann Soman

Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzalez

Associated Student Body –

Ex-Officio – Seher Awan

1. Approval of Agenda– Discussion/Action

Approved Agenda with additions – Motioned: R. Thompson /2nd K. Kimura

2. Approval of 3/10/2014 and 3/24/14 Minutes

Approval of 3/10/14 minutes – Motioned: S. Gonzalez/2nd K. Kimura

Approval of 3/24/14 minutes – Motioned: A. Vukelich/2nd K. Kimura

3. Public Comments –

4. Discussion/Action –

4.1 Budget Hearing schedule and materials

DISCUSSION

Seher explained that she felt everything was on track. Friday, May 2nd, the College Planning Council will take action for the budget recommendations. It will then go to the President for final approval. Seher explained that based off of the budget recommendations she's created the 14-15 budget, which put the campus ahead of schedule. She's sent off all of fund 10 allocation and pulled grant funded salaries. Once the President approves the recommendations Seher will send out the budget manager award letters to the Budget Officers. Teresa requested that Seher copy the administrative assistants when sending out the letters. Seher did the best she could to allocate the adjunct salaries and benefits even though it has always been and still is over budget. Teresa asked why the campus is always over budget with the adjunct salaries if the college built into the schedule of who's going to be teaching as an adjunct, we project the amount that is spent on adjuncts. Seher explained that, that doesn't happen. What should be happening is usually the college has a formula it uses to create the budget when it comes to scheduling. The college has been basically "ball-parking" it. Even when we do that the college doesn't support those figures. This year Seher looked at the past three years of spending, plus the current year of allocations, and did the best she could to get the budget as close as possible. Keiko asked what happened in previous years when we over spent. Seher explained the funding had to come from the District's reserves. The formula that Seher uses, which is used by most colleges, has been shared with the college Administration. The formula is based off of productivity, FTE and course offerings. Seher shared with the committee that at the last CPC meeting she gave out flash drives to the members along with a presentation explaining the budget hearing process and timeline. Seher thanked everyone for doing a great job and staying on task in a timely manner.

4.2 Annual Self-Evaluation

DISCUSSION

The committee went over the self-evaluation form and graded themselves based on the last year goals to see if they met their goals from the previous year and what goals they're planning for the upcoming year.

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4.3 Humanities & Social Science

ACTION

Sean Abel, Dean of Humanities & Social Science, discussed with the committee the aspect of being a budget manager at the Budget Hearing. He feels that the budget managers should be present at the deliberation when the committee is discussing their division. This would help so that the managers know what's going on with their budget and can make changes if the committee has to cut their budget in certain accounts. Seher felt that what Dean Abel is requesting contradicts the committee's process. The managers have the presentation timeline to communicate with the committee what's most important in your budget within your division. Dean Abel feels he then loses an opportunity to fine tune his budget once the allotment from the committee is determined. Seher explained that this year the managers will have an opportunity to fine tune their budgets.

DRAFT