

Finance Committee Meeting – Minutes for 9-23-13

Membership Attendance

MSC -- Keiko Kimura

Faculty –

Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzalez

Associated Student Body –

Ex-Officio – Seher Awan

1. Approval of Agenda– Discussion/Action
 - Approved Agenda – Motioned: S. Gonzalez/2nd R. Thompson
2. Approval of 9/9/13 Minutes with corrections
 - Approved Minutes – Motioned: R. Thompson/2nd A. Vukelich
3. Public Comments
 - Anthony asked for the status of the department supply accounts. Applied Science received their blanket purchase orders later than usual. He asked if anyone knew why there was a delay in receiving the BPOs. Seher mentioned that she received Applied Science’s renewal for a BPO in late August and that there were some issues which may have caused the delay. Anthony cautioned that there may be labs that need to be cancelled since the department didn’t have time to purchase items.
4. Discussion/Action –
 - 4.1 Membership DISCUSSION

It was stated that Takeo had already started the steps to communicate to each constituency group about membership for the committee.
 - 4.2 Revise Committee Charge

The committee discussed the current committee charge. A suggestion was made to add an extra bullet to the *Membership* which states *The Finance Committee reserves the right to replace members who fail to attend three consecutive committee meetings.*

Motion: Move to accept charge with revisions;
Unanimously approved
 - 4.3 Establish Annual Goals

The committee worked to establish the following goals for this year:

 - Ensure allocation of equipment funds are supported by Program Review
 - Establish a timeline for resource allocation that aligns with Program Review, College Planning Council, Strategic Planning and allows for feedback on the committee’s final recommendations
 - Inform all constituents of the Resource Allocation Timeline to ensure compliance
 - Adhere to the Finance Committee’s established timelines
 - Revise, approve and use an evaluation rubric that functions well with Committee needs
 - Review requests and prioritize budget recommendations and submit to the College Planning Council

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- Post Finance Committee agendas and approved minutes for the campus community on the college website in a timely manner

As a major part of the committee goals, the committee reviewed and clarified the definition of both equipment and supplies. Seher gave handouts to the committee to further define equipment, fixed equipment and supplies which was helpful to the committee in reviewing department equipment request in October. The committee was able to set a timeline for department deadlines in submitting their equipment requests.

October 7th

Deadline for departments to turn in their equipment requests to their Deans.

October 16th

Deadline for Deans to turn in the equipment requests to their Vice-Presidents.

October 23rd

Deadline for Vice Presidents to turn in equipment requests to the Finance Committee.

October 28th

Finance Committee will make their final recommendations.

5. Meeting adjourned: 4:15 p.m.