

Finance Committee Meeting –Minutes for 9-9-13

Membership Attendance

MSC -- Keiko Kimura, Takeo Kubo

Faculty –

Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzalez

Associated Student Body –

Ex-Officio – Seher Awan

1. Approval of Agenda– Discussion/Action
 - a. Approved Agenda – Motioned: R. Thompson/2nd S. Gonzalez
2. Approval of 4/12/13 and 4/15/13 Minutes
 - a. Approved Minutes – Motioned: K. Kimura/2nd S. Gonzalez
 - b. Abstentions - 1
3. Public Comments – None
4. Discussion/Action –
 - 4.1 Membership

DISCUSSION

The Finance Committee outlined current needs for membership:

MSC – 1

Faculty – 2

Students – 2, possibly 3 (1 member unconfirmed)

T.Kubo will contact constituency groups to seek membership. The Committee asked that the request also stipulate to interested parties that membership on the committee is for a minimum of one academic year and that regular attendance is required, given the importance of the committee work.

T. Kubo volunteered to remain as committee Chair for FY13-14. There were no objections.

4.2 Review Committee Charge

DISCUSSION

The Committee reviewed the Finance Committee Charge. This document was archived as of 2008. R. Thompson and A. Vukelich will search their files for any more recent iteration of the Charge. The Committee discussed the following possible changes to the 2008 document:

- Add to Membership “The members of the Finance Committee will consist of the following positions, with a minimum one year commitment for each member:”
- Add to Membership “The Finance Committee will elect the chair at the first meeting of each academic year”

- Add to Responsibilities:

“Communicate information about ~~the current state of~~ changes or adjustments to the college budget to all campus constituency groups”

“Review district and college priorities, including: Governing Board of Trustee Priorities, Chancellor’s Priorities, College Strategic Plan, President’s Priorities”

“Review Accreditation Standards to ensure that the budget development process complies with the ACCJC Accreditation Standard III Section D:

3. Ensure that allocation recommendations are supported by Program Review
4. Ensure that the Resource Allocation Model (RAM) is tied to the College’s Integrated Planning Model”

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5. Establish annual goals by the second meeting of the academic year
 6. Complete an annual committee self-evaluation by the end of the academic year”
- Delete “Develop “Standards for Budget Recommendations”

T.Kubo will gather feedback from meeting notes and present a draft for discussion and action/approval at the next Finance Committee Meeting.

All members are requested to bring further suggestions to that meeting for consideration.

T.Kubo also reiterated the importance of member responsibility to report out to constituency groups on the activities of the Finance Committee. S. Gonzalez suggested that when agenda meetings are sent out to the campus community, that a link also be added to the latest approved meeting minutes. T.Kubo agreed this could be done for future notifications.

4.3 Establish Annual Goals

DISCUSSION

The Committee discussed the following as possible annual goals for FY13-14:

- 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
- Adhere to the established timelines
- Review requests and prioritize budget recommendations and submit to the College Planning Council
- Revise, approve and use an evaluation rubric that functions well with Committee needs

T. Kubo also asked that the committee consider other methods to our recommendation process. An example discussed was for the Committee to continue to review requests that are delineated by specific account strings and then recommend a lump sum per Cost Center. This would allow the department to work within their cost center to adjust amounts to suit their needs after the resources are officially approved and awarded. S. Awan noted that this has its pros and cons, as it would perhaps eliminate the need for budget transfers after the fact but may also lead to less specificity in identifying program needs.

Members should bring suggestions for annual goals to the next Finance Committee meeting for review, discussion and action.

4.4 Equipment fund allocation process

DISCUSSION

S. Awan announced that funds available for equipment would total \$200K. These funds are bond funds categorized as “Equipment 2 funds” defined as equipment that is moveable, but not replacement. The funds should also total \$5K+ cumulatively – thus 10 microscopes at \$200 each would not be accepted, but 25 microscopes would be an appropriate expense under this category. R. Thompson & S. Gonzalez noted that there are some requests that are definite replacement items and asked for direction in these cases. S. Awan will provide another clarification at the next Finance Committee meeting.

5. Meeting adjourned: 4:26pm