Finance/Budget & Planning Committee Meeting
Meeting Date: May 6, 2015
Location: Staff Lounge - 12:45 p.m.

MINUTES

Committee Members: X = Present, A = Absent

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<tr>
<th></th>
<th>Nichole Carver</th>
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<th>Pearl Bandringa</th>
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<th>Steve Garcia</th>
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<th>Austin Hunt</th>
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<td>X</td>
<td>Odell Moon</td>
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<td>Frederick Board</td>
<td>X</td>
<td>Karen Hardy</td>
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<td>Charity Lindsey</td>
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<td>X</td>
<td>Joe Pendleton</td>
<td>A</td>
<td>Justin Gatewood</td>
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<td>X</td>
<td>Tim Isbell</td>
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<td>Robert Sewell</td>
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Non-Voting Present: Shirley Snell-Gonzalez (recorder).

1. The meeting was called to order at 12:52 p.m. by Tim Isbell, Chair. Quorum was established.

2. Approval of the Minutes: The minutes of the March 18, 2015 and April 22, 2015 meetings were offered for approval. Motion made by K. Hardy, second by P. Bandringa to approve both sets of minutes as presented.

NEW BUSINESS

3. Tier II Meeting Discussion: Chairman Isbell reported that he received the second portion of the Tier II reports yesterday. He will reschedule the subcommittee meeting for discussion and review of the requested augmentations based on these submittals. The approximate totals for requests via the Superintendent/Presidents divisions (President’s Office, Administrative Services, Public Information Office and Police Departments) is $150,000; Instruction/Student Services: $173,000.

4. Timetable for AP 6200 Procedure: The annual Instructional and Non-Instructional Program Review Committee meeting is scheduled for Friday, May 8th. Mr. Isbell invited members of the F, B & P committee to attend, if available. The purpose of the meeting is to review the activity of the previous year as to timelines of deadlines, areas necessitating improvement, glitches in the system, etc. He will emphasize the need for better adherence to the established guidelines of AP 6200, as this year they have, once again not been upheld. Ms. Hardy suggested that a form be developed for inclusion in the AP specific to staff direction and the responsibilities of completion and adherence to these timelines. The preliminary budget was scheduled to be reviewed by this committee May 8th; therefore, the review is approximately a month behind in their obligation.

5. Liaison Coordinator of AP 6200: Item 4 blended into discussion of this item. Professor Moon stated that it might be advisable to invite the Superintendent/President and Vice President, as well as the Deans to this committee meeting on an annual basis to review the established process for program review, deadlines, etc., in order to assist them with timely completion. We are more knowledgeable as to the process and procedures and could be helpful to those mentioned. He also suggested an adjustment in the stated timeline of the AP to move the deadline dates back in order to allow more time for the State-required time fulfillment. It was felt that more than a single Liaison Coordinator be responsible for the follow-through of this process. Chairman Isbell will address these comments at the Instructional and Non-Instructional Program Review meeting on Friday. It was recommended by Ms. Hardy that the next F, B & P meeting be scheduled on May 27th to allow time for review of the tentative budget prior to forwarding to the Board of Trustees for adoption at their June
meeting. A motion was made by Ms. Hardy and seconded by Ms. Bandringa to delay the next Finance, Budget and Planning meeting to May 27th. The motion received unanimous approval by the members.

6. PRAISE Augmentation Sub-Committee Report/Memo to Senior Cabinet: As reported at the last meeting, the PRAISE Augmentation Sub-Committee sent a memo to senior cabinet regarding Tier II reports which had not been submitted to the FBPC. Clearly, the memo was effective, as the Tier II reports have been received.

7. Tentative Budget Approval: Ms. Orta was not in attendance, but Ms. Hardy reported that she understood that the tentative budget is very close to the previously presented proposed tentative budget. This item will be placed on the next committee meeting agenda.

OLD BUSINESS


9. Campus Communication (committee members): Professor Moon proposed that the committee be more communicative to the campus with regard to F,B,&P committee discussions and information. Mr. Isbell applauded the students for their recent success at the Student Senate for California Community Colleges (SSCCC) meeting with regard to student access with the STEM program and additional financial aid for students which were presented by VVC students and adopted statewide. Kudos were given to Advisor Sewell for his leadership.

10. Other: No other business was discussed.

11. Next Scheduled Meeting: The next meeting is scheduled for May 27, 2015.

12. Adjournment: The meeting was adjourned at 1:41 p.m.