Finance/Budget & Planning Committee Meeting
Meeting Date: November 5, 2014
Location: Staff Lounge - 12:55 p.m.

MINUTES

Committee Members: X = Present, A = Absent

| X | Nichole DuBal  | X | Pearl Bandringa | X | Steve Garcia | X | Charity Lindsey |
| X | Odell Moon    | A | Frederick Board | X | Karen Hardy  |
| X | Joe Pendleton | A | Justin Gatewood | X | Pat Luther   |
| A | Patricia Wagner | X | Tim Isbell | X | Robert Sewell |

Non-Voting Present: G.H. Javaheripour, Greta Moon, and Virginia Moran

1. The meeting was called to order at 12:55 p.m. by Tim Isbell, Chair.

2. Approval of the Minutes: The minutes of the September 17th meeting were presented for review. Dean Moran provided clarification under item 7. Cost-Productivity Task Force Report. She stated that the corrections were vetted by Jennifer Larriva and Mark Clair. She suggested to ignore the comments but include the red-line changes, per Mr. Clair and Ms. Larriva. Professor Moon suggested delaying the approval of the minutes to the next meeting so that the members have an opportunity to read Dean Moran's comments. MSC O. Moon/R. Sewell to delay approval of minutes of the September 17th, 2014 meeting until the next meeting. The motion passed.

3. There was no “New Business” to discuss.

4. Finance, Budget and Planning Committee Recommendation: PRAISE Cycle Timeline: Dean Moran noted that she has developed and submitted a timeline to the Cabinet for its approval. A copy of this drafted timeline is included in these minutes. Professor Moon noted that all of the items should be communicated to the campus by the Senior Cabinet, in addition to all of the bullets at the bottom of the page which must include actual date of deadlines, AND, not to change these deadlines. The committee also recommended that those who miss the deadline be required to complete a Program Review document, but may not be qualified to ask for augmentations. Chairman Isbell will rework/include this language in the PRAISE Cycle Timeline and submit it to this committee for approval and/or recommendation.

5. Perkins Funds Presentation: Dean Luther discussed how the Career and Technical Education (CTE) budget was developed. Funding is based on nontraditional students in the CTE programs. There are twenty programs who offer degrees and/or certificates in HSPS/HASS/STEM. Credit was given to Karen Hardy, Pearl Bandringa and Suzanne Penfold for the development of this process. All units that receive Perkins funds must submit minutes or reports of their Advisory Board meetings. Professor Moon motioned and K. Hardy seconded that Dean Moran use this document to either draft a new administrative procedure or add this to the current AP6200 as procedures for departments seeking Perkins and CTE Enhancement funds. The motion passed.

6. Cost-Productivity Task Force Report Original Charge: No report was given.

7. Planning Sub-Committee Report: Professor Moon has developed a description of what needs to be done that is a “planning” document and process where the planning budget documents in the prior year became
operating documents/budgets for the current fiscal cycle. At the end of each cycle to assess the plan versus the actual process to identify any variances for the process adjustment. Professor Moon will email the report to the Chair for distribution and adoption at a future Finance, Budget and Planning Committee meeting.

8. **Budget Update:** Dr. Javaheripour reported on the new “growth” rubric process and also the opening of the 2012 – 2013 budget by the Chancellor’s Office to amend the adjusted budget shortfall of 1.6% to 1%.

9. **Campus Communication:** Mr. Sewell stated that the official report of 203 or 209 sections for the winter session will be submitted.

10. **Other:** Mr. Isbell asked for the budget department to report the potential cost of the winter and summer sessions at the next meeting.

11. The next meeting is scheduled for November 19th.

12. The meeting adjourned at 2:20 p.m.