



Finance, Budget, & Planning Committee Meeting

Meeting Date: May 15, 2019

Location: Board Room - 12:00 PM

MINUTES

Committee Members: X = Present, A = Absent

	<i>Faculty</i>		<i>Staff</i>		<i>Management</i>		<i>Student</i>
X	Neville Slade	A	Charlotte Allen	X	Elizabeth Duarte	X	Kimberly Aguilar
X	Henry Young	X	Tim Isbell	A	Patricia Ellerson	X	Nicole Fox
		X	Jennifer Larriva	X	Shawntee Milton	A	Tristan Wilkerson
		A	Renny Thoms	X	Robert Sewell	X	Lester Perkins

Non-Voting Present: John Nahlen, (VVC), Shirley Snell-Gonzalez (VVC).

Call to Order/Introductions: the meeting was called to order at 12:10 PM by Chairman Isbell. Introductions were unnecessary.

Approve Meeting Minutes of April 17, 2019: The minutes of the April 17, 2019 meeting were presented for review and approval.

ACTION: MSC H. Young/S. Milton to approve the minutes of the April 17, 2019 meeting. The motion passed.

UNFINISHED BUSINESS:

1. **FBPC Self-Assessment Questionnaire:** Ms. Larriva has made minimal changes to the questionnaire, to include text boxes. She will send to the members within the week.

ACTION: Ms. Larriva will distribute the updated Self-Assessment Questionnaire to the members for discussion at the next meeting.

2. **AP 6200, Budget Development:** There was no discussion.

NEW BUSINESS:

3. **PRAISE Submissions:** Chairman Isbell presented a PowerPoint of the PRAISE Budget Prioritizations submitted for 2018-2019, prepared by Dean Moran who spoke to the issue. Not all departments have submitted their reports to their respective VPs as instructed by President Walden. V.P. Nahlen will forward augmentation requests he recently received to Dean Moran for inclusion in the report. She suggested the rubric should be kept simple and key-in on strategic priorities: student success, systems process improvements and institutional climate. Dean Moran and Professor Young will meet to review/revise an outline of the rubric for use. V.P. Nahlen stated that Dr. Walden tasked the cabinet to speed up the submission of the PRAISE reports. A sub-committee should be formed (from the Finance, Budget and Planning Committee), the requests prioritized for the FBPC to review and recommend and forward to cabinet. In keeping with the current deadline, an AdHoc committee was formed to meet May 22nd, with the full committee to follow-up with a meeting on May 29th to review and forward to cabinet. The lists will be reviewed during the summer when developing a final budget. Discussion followed as to changes needing to be made with regard to the process, updating of the rubric, the PRAISE process, systems issued in that different departments' process their reports differently. Dr. Walden's long-term goal is to speed up the entire process. Members of the AdHoc committee include: Tim Isbell, Nichole Fox, Neville Slade, Lester Perkins and Shawntee Milton. A meeting will be scheduled for May 22nd to discuss the augmentation

requests.

ACTION: An AdHoc Committee was formed to review the rubric for augmentation requests. Dean Moran and Professor Young will meet and review/revise the rubric. A follow-up meeting was scheduled for May 22nd for the purpose of PRAISE augmentation review/recommendation.

STANDARD BUSINESS:

4. **Budget Update:** Director Milton provided a draft of the 2019-2020 Tentative Budget. The projected beginning and ending numbers include a 3% increase and look good. The salary projections and estimated expenditures look good as well. Changes will be made by the time the adopted budget is due. According to the Budget Calendar, the tentative budget is scheduled for review by the FBPC by My May 20th which is a Monday. In order to meet the deadline of forwarding recommendations to the cabinet (June 3rd), a meeting was scheduled for May 29th.
5. **Next Scheduled Meeting:** The next regularly scheduled meeting was changed to May 29th.
6. **Adjournment:** MSC: R. Sewell/L. Perkins to adjourn the meeting at 1:23 PM.