



Regular Meeting **NOTES** December 6, 2016

Members Present - **NO QUORUM**

Elizabeth Switaj
Ernest Canonigo

Jennifer Seru
Pamela Perkins

Ruth Abbott
Wilbert Alik

Guest

- n/a -

The meeting was called to order @ 11:44 AM

Agenda Items

1. Minutes
 - a. 4-OCT-2016 minutes (regular meeting)
 - b. 29-NOV-2016 minutes (regular meeting)
2. New Business (Action Items)
 - a. FY2017-2018 Budget Development and Planning
 - b. Budget Committee Procedures Handbook DRAFT - discussion
3. Old Business
 - a. Proposed revised AY 2016-2017 BC RSA
 - b. Tuition Increase (\$20) - discussion and document to be posted
 - c. Executive Secretary Position - needs budget and document to be posted
 - d. Budget Implementation Template - discussion on the need for presenting implementation plans for prioritized items
 - e. FY 2016-17 Budget Period - discussion on end-of-quarter progress reports
 - f. Budget Transfer/Reprogram Policy - discussion
 - g. List of Budgeted Vacancies - discussion and document to be posted
 - h. Revised Capitalized Assets Policy & Procedure - discussion
 - i. Revised Sensitive Asset Policy & Procedure - discussion
 - j. Unused Salary Line Item Budget - discussion and document to be posted

Notes

1. **NO QUORUM**
 - did not convene due to no-quorum
 - cancelled meeting until January
2. **TABLED ITEMS**
 - MINUTES
 - 4-OCT-2016 minutes (regular meeting)

- 29-NOV-2016 minutes (regular meeting)
- NEW BUSINESS
 - FY2017-2018 Budget Development and Planning
 - Budget Committee Procedures Handbook DRAFT - discussion
- OLD BUSINESS
 - Proposed revised AY 2016-2017 BC RSA
 - Tuition increase (\$20)
 - Executive Secretary Position - NEEDS BUDGET
 - Five Year Rolling Budget Plan
 - FY17 Budget Portfolio
 - Budget Implementation Template - discussion on the need for presenting implementation plans for prioritized items
 - FY 2016-17 Budget Period - discussion on end-of-quarter progress reports
 - Budget Transfer/Reprogram Policy - discussion
 - Executive Secretary Position - needs budget and document to be posted
 - FY2015 Audit Report - FYI
 - List of Budgeted Vacancies - discussion and document to be posted
 - Revised Capitalized Assets Policy & Procedure - discussion
 - Revised Sensitive Asset Policy & Procedure - discussion
 - Tuition Increase (\$20) - discussion and document to be posted
 - Unused Salary Line Item Budget - discussion and document to be posted

Meeting adjourned @ 12:03 PM

Next Meeting

1. Next *Regular* Meeting, Monday January 30th 11am in the Board of Regents' Conference Room

Future Agenda Items

1. MINUTES
 - a. 4-OCT-2016 minutes (regular meeting)
 - b. 29-NOV-2016 minutes (regular meeting)
2. NEW BUSINESS
 - a. FY2017-2018 Budget Development and Planning
 - b. Budget Committee Procedures Handbook DRAFT - discussion
3. OLD BUSINESS
 - a. Proposed revised AY 2016-2017 BC RSA
 - b. Tuition increase (\$20)
 - c. Executive Secretary Position - NEEDS BUDGET
 - d. Five Year Rolling Budget Plan
 - e. FY17 Budget Portfolio
 - f. Budget Implementation Template - discussion on the need for presenting implementation plans for prioritized items
 - g. FY 2016-17 Budget Period - discussion on end-of-quarter progress reports
 - h. Budget Transfer/Reprogram Policy - discussion
 - i. Executive Secretary Position - needs budget and document to be posted

- j. [FY2015 Audit Report](#) - FYI
- k. List of Budgeted Vacancies - discussion and document to be posted
- l. [Revised Capitalized Assets Policy & Procedure](#) - discussion
- m. [Revised Sensitive Asset Policy & Procedure](#) - discussion
- n. Tuition Increase (\$20) - discussion and document to be posted
- o. Unused Salary Line Item Budget - discussion and document to be posted

Meeting Notes For No-Quorum Meetings

- 1. [10-MAY-2016 notes](#) - FYI
- 2. [10-JUNE-2016 notes](#) - FYI
- 3. [11-JULY-2016 notes](#) - FYI
- 4. [12-JULY-2016 notes](#) - FYI
- 5. [13-JULY-2016 notes](#) - FYI
- 6. [11-AUG-2016 notes](#) - FYI
- 7. 6-DEC-2017 notes - FYI

Wilbert Alik, Recording Sec.
Scribe

Budget Committee
Reviewed & Approved by

30 January 2017
Date approved