



## Special Meeting Minutes August 4, 2017

### Members Present

Edward Adinwin	Rachel Salomon
Elizabeth Switaj	Sally Andrike (for Florence)
Ernest Canonigo	Stevenson Kotton
Melinda Nish	Wilbert Alik

### Guest

n/a

**The meeting was called to order @ 11:07 AM**

### Agenda Items

1. Minutes
  - a. 4-OCT-2016 minutes (regular meeting)
  - b. 29-NOV-2016 minutes (regular meeting)
  - c. 30-JAN-2017 minutes (regular meeting)
  - d. 23-FEB-2017 minutes (special meeting)
  - e. 7-MAR-2017 minutes (special meeting)
  - f. 7-APR-2017 minutes (special meeting)
2. New Business
  - a. Midterm Report
  - b. FY2017-2018 Prioritization List
  - c. MIP & Workflow Processes
  - d. Workflow - Procurement Processes
  - e. Budget & Compliance
  - f. FY2015-2016 Audit Report
  - g. FY2017-2018 Budget Portfolio Status - under review by Board
3. Old Business
  - a. 2018 Budget Development & Document Review
  - b. Budget Circular
  - c. Budget Ceiling
  - d. Portfolio Due Date
  - e. 2017-2018 Prioritization List
  - f. Budget Initiative Template
  - g. Training Presentation on New Procurement System

- h. New 300 Level Tuition Rate
- i. Dorm Fee Refund Schedule
- j. FY2015-2016 Audit Fieldwork
- k. FY2015-2016 1<sup>st</sup> Quarter Financial Reports
- l. FY2017-2016 Budget Development and Planning Schedule
- m. Proposed revised AY 2016-2017 BC RSA
- n. Tuition increase (\$20)
- o. Executive Secretary Position - NEEDS BUDGET
- p. Five Year Rolling Budget Plan
- q. FY17 Budget Portfolio
- r. [Budget Implementation Template](#) - discussion on the need for presenting implementation plans for prioritized items
- s. FY 2016-17 [Budget Period](#) - discussion on end-of-quarter progress reports
- t. [Budget Transfer/Reprogram Policy](#) - discussion
- u. Executive Secretary Position - needs budget and document to be posted
- v. [FY2015 Audit Report](#) - FYI
- w. List of Budgeted Vacancies - discussion and document to be posted
- x. [Revised Capitalized Assets Policy & Procedure](#) - discussion
- y. [Revised Sensitive Asset Policy & Procedure](#) - discussion
- z. Tuition Increase (\$20) - discussion and document to be posted
- aa. Unused Salary Line Item Budget - discussion and document to be posted

## Minutes

### 1. MIDTERM REPORT

- VP-ASA & Liberal Arts Chair presented an overview of the report
  - report is for Western Association of School & College (WASC)
  - Dr. Switaj is lead author of the report and Dr. Nish and Ms. Vila are working alongside her
    - set up is done with actionable plans to be incorporated with several relating to budget
- discussed contents of the report and how they tie with budget and evidence of budget planning and development
  - Five-year rolling budget plan
  - Budget guide, planning & policy manual
  - Control modules in ABILA
  - Audit reports

### 2. SPECIAL MEETING

- CFO called for a special meeting in Tuesday, August 15<sup>th</sup> to discuss outcomes of the contents of the midterm report related to budget

### 3. 2016-2017 PRIORITIZATION LIST

- held a brief discussion on status of the list

- Institutional Planning Committee (IPC) to insert budget totals alongside initiatives for Budget Committee (BC) to discuss
- list to be endorsed by IPC and send to BC for its next special meeting

#### 4. MIP & WORKFLOW PROCESSES

- held a robust discussion on issues/challenges within the system
- provided a brief walk-through on how to run detailed expenditures which reflect expenses already posted

#### 5. TABLED ITEMS

- Budget & Compliance
- FY2015-2016 Audit Report
- FY2017-2018 Budget Portfolio Status - under review by Board

## Meeting adjourned @ 1:03 PM

### Next Meeting

1. Next *Regular* Meeting, Tuesday September 5th 11am in the Board of Regents' Conference Room
2. Next *Special* Meeting, Tuesday August 15th 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)
  - c. 30-JAN-2017 minutes (regular meeting)
  - d. 23-FEB-2017 minutes (special meeting)
  - e. 7-MAR-2017 notes (special meeting)
  - f. 7-APR-2017 minutes (special meeting)
  - g. 4-AUG-2017 minutes (special meeting)
2. New Business (Action Items)
  - a. Budget & Compliance
  - b. FY2015-2016 Audit Report
  - c. FY2017-2018 Budget Portfolio Status - under review by Board
3. Old Business
  - a. 2018 Budget Development & Document - Review
  - b. Budget Circular
  - c. Budget Ceiling
  - d. 2017-2018 Budget Portfolio - Due Date
  - e. 2016-2017 Prioritization List & Budget Initiative Template
  - f. New Accounting System Training Overview
  - g. New 300 level tuition rate
  - h. Dorm fee refund schedule

- i. FY2015-2016 audit fieldwork
- j. FY2015-2016 1st quarter financial reports
- k. Proposed revised AY2016-2017 BC RSA
- l. Tuition Increase (\$20) - discussion and document to be posted
- m. [Budget Committee Procedures Handbook DRAFT](#) - discussion
- n. Executive Secretary Position - needs budget and document to be posted
- o. [Budget Implementation Template](#) - discussion on the need for presenting implementation plans for prioritized items
- p. FY 2016-17 [Budget Period](#) - discussion on end-of-quarter progress reports
- q. [Budget Transfer/Reprogram Policy](#) - discussion
- r. [Revised Capitalized Assets Policy & Procedure](#) - discussion
- s. [Revised Sensitive Asset Policy & Procedure](#) - discussion
- t. Unused Salary Line Item Budget - discussion and document to be posted
- u. List of Budgeted Vacancies - discussion and document to be posted
- v. FY2017-2016 Budget Development and Planning Schedule

### 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
- 8. 7-MAR-2017 notes - FYI

Wilbert Alik, Recording Sec.  
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**Scribe**

Budget Committee  
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**Reviewed & Approved by**

6 September 2017  
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**Date approved**