



Special Meeting Minutes February 23, 2017

Members Present

Elizabeth Switaj
Ernest Canonigo
Florence Peter
Jennifer Seru

Pamela Perkins
Stevenson Kotton
Va Savu
Wilbert Alik

William Reiher
Edward Adinwin (ARRAK DE)
Richard Muller (ARRAK DE)
Stanley Lorennij (ARRAK DE)

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)
2. New Business
 - a. FY2017-2018 Prioritization List - William Reiher
 - b. Revenue Sources - General Fund
 - c. Updates - Fiscal Year 2016-2017
 - d. FY2017-2018 Budget Development and Planning Schedule
3. Old Business
 - a. New 300 Level Tuition Rate
 - b. Dorm Fee Refund Schedule
 - c. FY2015-2016 Audit Fieldwork
 - d. FY2015-2016 1st Quarter Financial Reports
 - e. FY2017-2016 Budget Development and Planning Schedule
 - f. Proposed revised AY 2016-2017 BC RSA
 - g. Tuition increase (\$20)
 - h. Executive Secretary Position - NEEDS BUDGET
 - i. Five Year Rolling Budget Plan
 - j. FY17 Budget Portfolio
 - k. [Budget Implementation Template](#) - discussion on the need for presenting implementation plans for prioritized items
 - l. FY 2016-17 [Budget Period](#) - discussion on end-of-quarter progress reports

- m. [Budget Transfer/Reprogram Policy](#) - discussion
- n. Executive Secretary Position - needs budget and document to be posted
- o. [FY2015 Audit Report](#) - FYI
- p. List of Budgeted Vacancies - discussion and document to be posted
- q. [Revised Capitalized Assets Policy & Procedure](#) - discussion
- r. [Revised Sensitive Asset Policy & Procedure](#) - discussion
- s. Tuition Increase (\$20) - discussion and document to be posted
- t. Unused Salary Line Item Budget - discussion and document to be posted

Minutes

1. AGENDA

- stated that agenda was not prepared for the meeting but will be shared ahead of the March meeting

2. ANNUAL PRIORITIZATION LIST FOR FY2017-2018

- presented to the committee concerning process for creating lists
 - CFO gave appraisal to IPC Chair Reiher as this will be his last meeting with Budget Committee (BC) and at CMI
 - IPC Chair Reiher gave an overview concerning the process for creating three lists based on the program reviews that were accepted and those that were not accepted
 - the lists consisted of initiatives categorized into the following:
 - a. non-ranked list of initiatives from accepted program reviews
 - b. non-ranked list of initiatives from unaccepted program reviews
 - c. a ranked list of initiatives that are at \$1,000 or above
 - Budget Committee (BC) to look at the exact costs provided in the program reviews
 - CFO informed that the itemization list template will be sent out to be used by whichever department receives funding to itemize materials needed for their activity in March meeting
 - CFO stated that an estimation of \$25,000.00 is the budget available to fund the initiatives in the prioritized list
 - CFO to work with Budget Managers (Department Heads, Deans, Administrators) to develop a budget plan
- noted that the list will come back for BC to begin awarding funding given the rank

3. REVENUE SOURCES: GENERAL FUND

- held a brief discussion on revenue sources from the various student fees to provide clarification of fee sources to accommodate funds needed for lab equipment

4. UPDATES: FISCAL YEAR 2015-2016 AUDIT

- announced that the FY15-16 audit fieldwork just completed and that pending items are being closed out

- presented the five MLCs (Management Letter Comment) found during the period the audit fieldwork was conducted that do not comply in past audit findings
 - MLC 2016-1 Journal Entries
 - MLC 2016-2 Segregation of Duties – Payroll Function
 - MLC 2016-3 Student Receivables
 - MLC 2016-4 Expenditures (Unrestricted)
 - MLC 2016-5 Fixed Assets

5. FY2017-2018 BUDGET DEVELOPMENT PLANNING SCHEDULE

- introduced a new practice of developing budget to reflect the process provided in the ACCJC substantive change proposal to determine how much revenue is made
- announced that the personnel cost to determine personnel cost for each department and essentially to determine a ceiling budget is to be finalized
- discussed briefly about the projections in the five-year rolling budget plan and to be sent out soon

6. QUESTIONS

- Who do we see to refill department charges at the Bookstore?
 - Mickson David and or Valynn Chong Gum
- What if our department budgets are all maxed out, how do we refill them?
 - Refer to the Carpentry budget

7. TABLED ITEMS

- n/a

Meeting adjourned @ 12:59 PM

Next Meeting

1. Next *Regular* Meeting, Tuesday March 7th 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)
2. New Business (Action Items)
 - a. Training Presentation on New Procurement System
3. Old Business
 - a. FY2017-2018 Prioritization List - William Reiher
 - b. Revenue Sources - General Fund
 - c. Updates - Fiscal Year 2016-2017
 - d. FY2017-2018 Budget Development and Planning Schedule

- e. New 300 Level Tuition Rate
- f. Dorm Fee Refund Schedule
- g. FY2015-2016 Audit Fieldwork
- h. FY2015-2016 1st Quarter Financial Reports
- i. Proposed revised AY2016-2017 BC RSA
- j. Tuition Increase (\$20) - discussion and document to be posted
- k. [Budget Implementation Template](#) - discussion on the need for presenting implementation plans for prioritized items
- l. FY 2016-17 [Budget Period](#) - discussion on end-of-quarter progress reports
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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

6 September 2017

Date approved