



Special Meeting Minutes September 6, 2017

Members Present

Elizabeth Switaj
Florence Peter
Meitaka Kendall-Lekka

Pamela Perkins
Rachel Salomon
Stevenson Kotton

Vasemaca Savu
Wilbert Alik

Guest

n/a

The meeting was called to order @ 12:27 PM

Agenda Items

1. Minutes
 - a. 23-FEB-2017 minutes (special meeting)
 - b. 7-APR-2017 minutes (regular meeting)
 - c. 4-AUG-2017 minutes (special meeting)
2. New Business
 - a. BC RSA AY2017-2018
 - b. BC Assessment Report for AY2016-2017
 - c. Revised Accounting Policy (review and approve)
 - d. Budget Development Schedule (review and approve)
 - e. Other Business
3. Old 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
 - h. 2018 Budget Development & Document Review
 - i. Budget Circular
 - j. Budget Ceiling
 - k. Portfolio Due Date
 - l. 2017-2018 Prioritization List
 - m. Budget Initiative Template

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

Minutes

1. APPROVED SETS OF MINUTES

- presented minutes from
 - 23 February 2017
 - approved unanimously as projected
 - 7 April 2017
 - approved unanimously as projected
 - 4 August 2017
 - approved unanimously as projected

2. BC RSA AY2017-2018

- presented to the Committee with a discussion on a way forward regarding
 - membership
 - removal of Carpentry and Maritime Departments
 - a. 5 ayes, 0 nay, and 3 abstentions
 - quorum
 - reduction from 11 members to 9 members to pull a quorum
 - a. approved unanimously
 - authority/reporting

- removal of the statement "... publish their minutes via email to the College Community and..." in the last paragraph
 - a. approved unanimously
 - approved unanimously as projected
- 3. BC ASSESSMENT REPORT AY2016-2017**
- presented to the Committee
 - discussed and updated status of items listed in the report with the following policies to be shared with the Committee for review and an electronic vote for approval
 - CFO will call for e-vote once reviewed by the Committee members
 - Sensitive Assets Policy & Procedure
 - Capitalized Assets Policy & Procedure
 - agreed to allow CFO and Secretary to include narratives and remedial actions then re-share with the Committee for review and an electronic vote for approval
 - CFO will call for e-vote once reviewed by the Committee members
- 4. BUDGET DEVELOPMENT SCHEDULE (OR PLANNING PROCESS)**
- presented to the Committee
 - reviewed, discussed then amended training dates to be provided by the Financial Affairs & Business Service (FABS) on the last Friday of October, February and April
 - approved unanimously as projected
- 5. OTHER BUSINESS**
- held a lengthy discussion on the following financial-related issues
 - book fee charge for students
 - call for a General Assembly for clarification
- 6. TABLED ITEMS**
- Revised Accounting Policy

Meeting adjourned @ 1:43 PM

Next Meeting

1. Next *Regular* Meeting, Tuesday October 3rd 11am in the Board of Regents' Conference Room
2. Next *Special* Meeting to be called for by CFO

Future Agenda Items

1. Minutes
 - a. 6-SEPT-2017 minutes (special meeting)
2. New Business (Action Items)
 - a. Revised Accounting Policy
3. Old 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
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- hh. 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-2016 notes - FYI

8. [7-MAR-2017 notes](#) - FYI

Wilbert Alik, Recording Sec.
Scribe

[committee name]
Reviewed & Approved by

Day-Month-Year
Date approved