

Budget & Finance Committee ATTENDANCE

2014-2015

Members	8.27.14	10.22.14	11.19.14	12.16.14	1.28.15	2.25.15	3.25.15	4.22.15	5.27.14
George Walters	X	X	X	X	X		X	X	
Stephen Eaton	X	X	X	X	X		X	X	
Rick Hernandez	X			X	X		X	X	
Heather Caldon	X	X		X	X		X	X	
Debbie Wynn	X	X	X	X	X		X	X	
Ramon Vasconcellos	X		X	X			X	X	
Lewis Goldstein	X		X	X	X		X	X	
Rhonda Sheffield	X	--	--	--	--	--	--	--	--
Jose Hernandez	--	X	X		X		X	X	

X = Present

-- = Not Applicable

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

August 27, 2014

11:00 am to 12:00 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from April 23, 2014

Discussion Items:

1. 2014-2015 Budget Update
2. STRS District Contribution Rates
3. Water Mitigation Plan
4. Facilities Master Plan

Information Items:

1. Release of Funds Letter
2. BAP Funding
3. Viking Shop P & L
4. Calendar of Meeting Dates

Other

Next meeting – September 2014, 11:00 am to 12:00 pm, admin conference room

Barstow Community College District

Budget & Finance Committee

Minutes: August 27, 2014 11:00 p.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management; Rhonda Sheffield, CSEA; Rick Hernandez, Director of Maintenance & Operations; Lewis Goldstein; BCFA and Ramon Vasconcellos, Academic Senate.

Absent. None

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – April 23, 2014:

Approved with two corrections under 'Update on Budget Development'. In the first sentence, changed the word 'on' to 'in'. The second correction was to add the words 'or expenditures' to the fourth sentence under the same heading. The words were added after "...additional cuts...".

Discussion Item/2014-2015 Budget Update:

Discussion: The budget is in its final stages of development. The goal is to have the budget done by September 5, 2014 or sooner. George will get copies to committee members as soon as it is ready. This year the committee will learn where apportionment amounts come from. He would like to also have a mid-level understanding of the 50% Law calculations.

Action: Will forward draft budget to the committee as soon as possible.

Follow-up: None

Discussion Item/STRS District Contribution Rates:

Discussion: Challenge from the board. How will we pay for this? George would like to have this committee make recommendations. We need to plan for this. Input from the different departments represented by this committee is important.

Action: A plan will be developed.

Follow-up: None

Discussion Item/Water Mitigation Plan:

Discussion: Board directive to make sure that we are setting the standard for a water reduction plan.

Action: We will decide who will be part of developing that plan. Rick is taking the lead.

Follow-up: Will bring up again at next meeting.

Discussion Item/Facilities Master Plan:

Discussion: Slated to be updated this year. Review of what was created; areas of concern, tweaks, then bring back to the committee. In 2015-2016 it will need to be completely re-done.

Action: Will talk about more throughout the year.

Follow-up: None

Information Item/Release of Funds Letter:

Discussion: Reviewed the process to receive this letter. A plan was sent to the CCCCCO.

Action:None

Budget & Finance Committee

Meeting Date: August 27, 2014

Minutes Approved: October 22, 2014

Page 1

Follow-up:None

Information Item/BAP Funding:

Discussion: IEC discussed today also.

Action: Update the BAP list.

Follow-up: Debbie will send the corrected BAP list to committee members.

Information Item./Viking Shop P & L:

Discussion: By law, all ancillary services provided by the college, have to be reported out. Loss for 2013-2014 was approximately \$40,000. Everyone was reminded to purchase office supplies from the Viking Shop. The question was raised, should we buy items from the Viking Shop if it means we are spending more? Do we want to have everyone purchase from there in order to support students and the bookstore? A lot of students rely on the bookstore. Larger districts can outsource their bookstores. Are we going to support the bookstore? Decision must be made by the district, not by individual departments. Accounting method may also be a contributing factor.

Action: None

Follow-up: None

Information Item/Calendar of Meeting Dates 2014-2015:

Discussion: November and December meetings must be rescheduled.

Action: Will decide at October meeting new dates for November and December.

Follow-up: Put on October meeting agenda.

Other:

Discussion: It has been a long time since trees were trimmed. A plan is being developed with a local company. Many suggestions were made regarding grass, trees, rock, fake turf and locations that could be or should be modified. Rick will be working directly with Mojave Water Agency.

Action: Presentation to the board on Sept. 10, 2014.

Follow-up: None

Next Meeting:

September , 2014, 11:00 am -12:00 pm in the admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

October 22, 2014

11:00 am to 12:00 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from August 27, 2014

Discussion Items:

1. Criteria for BAP's
2. Facilities Master Plan Revision
3. Water Mitigation Planning
4. Wellness Progress/Tennis Court Areas
5. New Growth Formula
6. Purchasing Progress
7. Rick's Schedule
8. Bookstore Update

Other

Next meeting – November 19, 2014, 11:00 am to 12:00 pm, **LRC conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: **October 22, 2014** **11:00 p.m. to 12:00 p.m.**

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management; Jose Hernandez, CSEA.

Absent. Rick Hernandez, Director of Maintenance & Operations; Lewis Goldstein; BCFA and Ramon Vasconcellos, Academic Senate.

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – August 27, 2014:

Approved

Discussion Item/Criteria for BAP's:

Discussion: IEC would like to know if this committee would consider developing the BAP criteria now rather than wait until February. This committee's ranking is developed based on funding and is then taken to cabinet. Can we develop our criteria now so that IEC can use it? The criteria of importance is what we would be developing and in February there is more information available to this committee rather than in October. IEC ranks BAPs according to program review relationship, this committee ranks on funding. Both committees rank on different criteria and this committee agreed that no changes should be made.

Action: Inform IEC that criteria between committees should remain separate.

Follow-up: None

Discussion Item/Facilities Master Plan Revision:

Discussion: Rick and George looked over and made some updates to the Facilities Master Plan, such as adding water mitigation. This plan is scheduled to be completely re-done in 2015-2016. At the same time the Educational Master Plan will be due. The plan is to combine both the Facilities Master Plan and the Educational Master Plan into one document. There was discussion about the process for the update. What info was used to decide, etc.

Action: George will email Facilities Master Plan to committee members for review.

Follow-up: Respond in email with any suggestions, etc.

Discussion Item/Water Mitigation Plan:

Discussion: The area by the tennis courts is fenced off and the water has been turned off. Turf is being removed now. This will be the test area for xeriscaping and will enhance the Wellness Center project. After the turf is removed, drippers will be installed for trees and will identify location for a walk way. The next step will be to identify locations for plants, bubblers and gravel. Will also trim trees and remove dead trees, in general. This area will serve as a model for the rest of the campus. The center of the campus will remain grass. Outside areas will be xeriscaped. Do not want to remove trees unless necessary. It should take approximately two years to finish the entire campus.

Action: None

Follow-up: Update monthly

Discussion Item/Wellness Progress/Tennis Court Area:

Discussion: See above

Action: None

Follow-up: None

Discussion Item/New Growth Formula:

Discussion: State has changed the name of the Growth Formula to "Access Formula". The formula will now include unemployment, educational attainment, poverty levels and unfunded FTS. We are already promised 2.75% growth, should receive 4-5% this year. We would like to get to 2500 FTS. This new formula will support districts such as ours.

Action: Scheduling for Spring.

Follow-up: None

Discussion Item/Purchasing Progress:

Discussion: There has been a lot of progress with opening PO's rather than using cal-cards. George reminded everyone to be careful with their cal-cards. Make sure money is in the account you are charging the expense to. He also asked committee members to be careful of type codes. The type code really describes the type of activity. Type codes greatly affect the 50% law calculations. Discussed access to F2000. Some offices would like to have more staff able to access F2000. Agreed to keep this on future agendas.

Action: Watch type codes.

Follow-up: Check on approval trail of requisitions.

Discussion Item/Rick's Schedule:

Discussion: Rick is on vacation this week and will be having surgery next week. He will be out 4-6 weeks. His staff is reporting to George.

Action: None

Follow-up: None

Discussion Item/Bookstore Update:

Discussion: Interim Bookstore Manager started and is training with Kim. There has been a push for a book rental system. We do not have the staff to manage such a system and it would have to be outsourced. If we adopted a book rental system, it is possible that sales of books would plummet. If this impacts your area, be at the meetings. How would this affect our students?

Action: Attend meetings if book rentals would affect your area.

Follow-up: None

Other:

Discussion: December meeting will be Dec. 17th.

Action: Debbie will send update.

Follow-up: None

Next Meeting:

November 19, 2014, 11:00 am -12:00 pm in the LRC conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

November 18, 2014

11:00 am to 12:00 pm

LRC Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from October 22, 2014

Discussion Items:

1. Water Mitigation Planning/Update
2. Purchasing Progress
3. Governor's Budget
4. Construction Update
5. Facility Master Plan
6. Five Year Construction Plan
7. CERBT Annual Review
8. Five Year Instructional Equipment Report
9. Five Year Scheduled Maintenance Report
10. Indirect Rate
11. Grant/Contract Education Planning Form
12. Other

Next meeting – December 17, 2014, 11:00 am to 12:00 pm, **LRC conference room**

Barstow Community College District

Business & Finance Committee

Minutes: November 18, 2014 11:00 a.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Lewis Goldstein, BCFA; Ramon Vasconcellos, Academic Senate; and Jose Hernandez, CSEA.

Absent. Heather Caldon, Mid-Management; and Rick Hernandez, Director of Maintenance & Operations.

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – October 22, 2014:

Approved

Discussion Item/Water Mitigation Planning/Update:

Discussion: A huge section of turf has been removed from the Wellness Center area. The plan is to have it all ready by the time the Wellness Center opens. This includes the tennis courts, weeds and trash. Next step will be tree trimming, then bubblers for the trees, then a meandering walk way to match the water conservation project in the front of the campus. Some dead trees will be removed as well as some very messy olive trees. There was discussion about ways to save the olive trees. A decision has not been made yet and the committee is open for suggestions to avoid removing the olive trees. A decision has not been made yet. Trimming will not solve problem. Suggestions included spraying to prevent olives? Harvesting the olives?

Action: None

Follow-up: Update monthly

Discussion Item/Purchasing Progress:

Discussion: We are now tightening up on who does purchasing and have cut back considerably on the number of cal-cards. Jose has had the experience of trying to purchase from the Viking Shop and encountering very high prices. Need to find a solution. Will bring back data to discuss.

Action: Next month's agenda will include a discussion on Viking Shop prices.

Follow-up: Discussion next month

Discussion Item/Governor's Budget:

Discussion: The Governor's budget will be out the first of January 2015. The growth funding allocation model is changing and will be in new budget. Factors are educational attainment, unemployment, Pell, Participation Rate and unfunded FTES. If there is growth we should be in the top 15% in the rankings.

Action: None

Follow-up: None

Discussion Item/Construction Update:

Discussion: the Performing Arts Center still has about four small items on the punch list. Mostly door issues. Equipment is beginning to come in. Pianos should be here in about two weeks. Discussed orchestra pit, stage risers and stage extenders. Reviewing applications for Theatre Management position. The Wellness Center windows and doors have been installed. The interior is 90% painted. Floor should be here in about two weeks. The interior doors will be installed. Looking at the end of January for completion, then will do final punch list. The plan is to schedule Fall classes in there.

Action: None
Follow-up: None

Discussion Item/Facility Master Plan:

Discussion: Sent out original and update to everyone. George requested suggestions for the document from committee members. Was solar added? Not tied to Educational Master Plan. Agreed there would be no changes to the update. Next full plan will be combined (Educational & Facility) and will include solar.
Action: Cabinet will be informed of this committee's approval of the update.
Follow-up: None

Discussion Item/Five Year Construction Plan:

Discussion: Report has been completed, and submitted. This puts buildings in a queue in case a State bond passes. Our plan is to remodel older buildings and then would like to bring CTE on campus.
Action: None
Follow-up: None

Discussion Item/CERBT Annual Review:

Discussion: This is our OPEB requirement. Post retirees benefits. We are fully funded once again this year. Our interest rate received was about 12% this year.
Action: None
Follow-up: None

Discussion Item/Five Year Instructional Equipment Report:

Discussion: Every year we receive instructional equipment money. This year a five year plan is required stating what our needs will be. Mr. Eaton is working on this report.
Action:
Follow-up:

Discussion Item/Five Year Scheduled Maintenance Report:

Discussion: This report is for all of the things that are over and above the normal maintenance things we need. Sidewalks and stairs will be repaired. The steep slope by 'T' building will be repaired. Capacitors will be replaced. If anyone sees anything around campus that needs to be repaired, please inform this committee.
Action: None
Follow-up: None

Discussion Item/Indirect Rate:

Discussion: The district has never established an indirect rate. This is for the costs that a grant does not cover for the district, such as; installing equipment, inventory, accounting, etc. We want to establish an indirect rate, which is usually a percentage. It can take about six months. Typically indirect rates are in the high twenties, even low thirties. We have established a list to make this decision. Everyone's assistance has been requested. The goal is to institutionalize the grants and contracts and the established indirect rate helps us meet that goal.
Action: None
Follow-up: None

Discussion Item/Grant/Contract Education Planning Form:

Discussion: Form is a draft and still going through committees.
Action: None
Follow-up: None

Other:

Discussion: None
Action: None

Follow-up: None

Next Meeting:

December 17, 2014, 11:00 am -12:00 pm in the LRC conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

January 28, 2015

11:00 am to 12:00 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from December 16, 2014

Discussion Items:

1. Water Mitigation Planning/Update - Rick
2. Facility Master Plan/Update - Rick
3. Construction Update - George
4. Walkways - Rick
5. Cal-cards/Update - George
6. Governor's Proposed Budget - George
7. Budget Process - Debbie
8. Other

Next meeting – February 25, 2015, 11:00 am to 12:00 pm, **Admin conference room.**

Barstow Community College District

Business & Finance Committee

Minutes: January 28, 2015 11:00 a.m. to 12:00 a.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Lewis Goldstein, BCFA; Rick Hernandez, Director of Maintenance & Operations; Heather Caldon, Mid-Management; Jose Hernandez, CSEA and guest Shawna Robbins, Director of Fiscal Services.

Absent. Ramon Vasconcellos, Academic Senate.

Welcome:

Debbie welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – December 16, 2014:

Approved

Discussion Item/Water Mitigation Planning/Update

Discussion: Rick informed the committee that BCC will be participating in the Mojave Water Agency's Cash for Grass Program. Approval has been received on removal of 120,000 square feet of grass, or \$120,000. MWA will be doing a short video at BCC to promote the program. The grass will be replaced with xeriscaping, similar to what we have in front of the PAC. Rick will bring a cost outline and will email a map showing the grass removal areas.

Action: Rick will email a map, showing the grass to be removed, to committee members.

Follow-up: Monthly update

Discussion Item/Facility Master Plan:

Discussion: Changes suggested at last meeting have been made to the Facility Master Plan. Changes to the Mission Statement were made and the Solar Project was added to the document. George reiterated that July 1 we will begin work on a combined document of the Educational Master Plan and Facility Master Plan.

Action: None

Follow-up: Monthly update

Discussion Item/Construction Update:

Discussion: Construction on the PAC has been completed. In two or three months the Wellness Center should be at substantial completion. The plan is for Fall classes to be held in the Wellness Center.

Equipment bids were opened today.

Action:

Follow-up: Monthly update

Discussion Item/Walkways:

Discussion: Rick reported that problems with walkways are being identified. The walkways are being replaced in the least disruptive manner possible. The long slope between the Fitness Center and gym has been removed and replaced. The slippery walkway from the main parking lot to the 'B' building has been replaced also. Rick asked that committee members notify him when we see a walkway that should be replaced.

Action:

Follow-up:

Discussion Item/Cal-cards:

Discussion: The Administrative Procedure for Purchasing is being updated by Maureen Davis and Shawna Robbins. Cal-cards were originally used by community colleges because there were no late fees. Now that late fees have been instituted, most community colleges are eliminating the use of the cards.

Action:

Follow-up: New processes will be explained to this committee.

Discussion Item/Governor's Proposed Budget:

Discussion: The Governor's Proposed Budget was discussed.

Action: As updates are received from the Governor's Office they will be shared with this committee.

Follow-up:

Discussion Item/Budget Process:

Discussion: Debbie informed the committee of the cut off dates for purchase requisitions. An email will be coming out soon to inform the entire college. The Budget Development Calendar was discussed. One change will be that there will not be a meeting for all budget managers. Instead, all Vice Presidents will be provided with the budget worksheets that pertain to their areas. The Vice Presidents will then disseminate the worksheets as they see fit. George would like to see budget items identified that can be centralized. Example: Software and printers should be in the IT budget and chairs should be in the M & O budget. The goal is to make the budget process simple and efficient.

Action: None

Follow-up: None

Other: Approximately 160 tickets have been sold for the PAC Grand Opening. Large companies are buying tickets for students or vets. The Barstow College Foundation will be setting up a drawing for the tickets. Naming rights for the Green Room have been sold.

Discussion: None/ Action: None/Follow-up: None

Next Meeting: February 25, 2015, 11:00 am -12:00 pm in the Admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

December 16, 2014

9:30 am to 10:30 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from November 18, 2014

Discussion Items:

1. Water Mitigation Planning/Update
2. Facility Master Plan
5. Cal-cards
6. Other

Next meeting – January 28, 2015, 11:00 am to 12:00 pm, **LRC conference room**

Barstow Community College District

Business & Finance Committee

Minutes: December 16, 2014 9:30 a.m. to 10:30 a.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Lewis Goldstein, BCFA; Ramon Vasconcellos, Academic Senate; Rick Hernandez, Director of Maintenance & Operations; Heather Caldon, Mid-Management; and guest Shawna Robbins, Director of Fiscal Services.

Absent. Jose Hernandez, CSEA

Welcome:

Debbie welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – November 18, 2014:

Approved

Discussion Item/Water Mitigation Planning/Update

Discussion: Rick is working with Mojave Water to remove grass and replace with xeriscaping. BCC will receive \$1 for every square foot of grass that is removed. Plans also include signage, concrete repairs, tree trimming. The committee also discussed several ADA issues.

Action: None

Follow-up: Update monthly

Discussion Item/Facility Master Plan:

Discussion: We are working towards a July 1 start date to work on a new Facilities Master Plan and Educational Master Plan. Rick reviewed the current Facilities Master Plan with the committee pointing out which pages would remain the same and where some changes occur. Some of the changes included adding that the PAC had been completed, the Mission Statement was updated as well as the IT and Signage sections. The LED Lighting upgrade project has been added. The Solar Project will be added also. Currently the documentation for the RFP is being created. The Solar Project will be a little less than a one megawatt system. Space requirements will depend on the system selected. A field system could be placed next to the ball fields, in an undeveloped area. Placement of the field will not interfere with future buildings. The Solar Project will not begin until the PAC and Wellness Center litigations are settled. Rick emphasized college standards need to be established.

Action: Update this committee on progress.

Follow-up: None

Discussion Item/Cal-cards:

Discussion: Shawna reported that effective January 1, 2015, we will be charged a late fee by USBank for any Cal-card payments that are received late. We have never been charged a late fee before. Shawna looked at the past three months of payments and found we would have been charged late fees. We have decreased the number of card holders. Timing is a problem, ie: if payment is held for audit by the county, the payment is slowed down. Travel is a problem also. She stated that we need a new process and requested input from card users.

Action: Input from card users to Shawna.

Follow-up: New processes will be explained to this committee.

Other:

Discussion: None/ Action: None/Follow-up: None

Next Meeting: January 28, 2015, 11:00 am -12:00 pm in the LRC conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

March 25, 2015

11:00 am to 12:00 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from January 28, 2015

Discussion Items:

1. Committee's role in the program review/BAP process - George
2. Review the 2014-2015 budget allocation proposals - George
3. Recommend fiscal priorities for 2015-2016 budget - George
4. Other

Next meeting – April 22, 2015, 11:00 am to 12:00 pm, **Admin conference room.**

Barstow Community College District

Business & Finance Committee

Minutes: March 25, 2015 11:00 a.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Heather Caldon, Mid-Management; Jose Hernandez, CSEA; Lewis Goldstein, BCFA; Rick Hernandez, Director of Maintenance & Operations
Absent: Debbie Wynne, Budget Analyst/Recorder; Ramon Vasconcellos, Academic Senate;
Guest: Maureen Davis, Purchasing Technician/Leadership Academy

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – January 28 , 2015:

Approved

Discussion/Recommended Fiscal Priorities for 2015-2016 Budget:

Discussion: The Committee agreed the priorities going forward would focus on:

- A. Physical and Fiscal Risk Management
 - a. Safety – physical and virtual
 - b. Security – physical and virtual
 - c. Enrollment management
- B. Student Success
 - a. Improve data collection and accuracy
 - b. Improve student engagement
 - c. Improve physical and cultural environment

Action: None

Follow-up: None

Discussion Item/Business and Finance Committee Roll in the Program Review Process:

Discussion: The Committee agreed that the role of the Committee in the program review process is to look for any issues with funding of the programs.

Action: None

Follow-up: None

Discussion Item/Review of 2014-2015 Budget Allocation Proposals:

Discussion: The Committee agreed that the ranking of the Budget Allocation Proposals for the program review process should not be altered from the ranking the Institutional Effectiveness Committee sets.

Action: None

Follow-up: None

Other:

Discussion: None/ Action: None/Follow-up: None

Next Meeting: April 22, 2015, 11:00 am -12:00 pm in the Admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Business & Finance Committee

Agenda

April 22, 2015

11:00 am to 12:00 pm

Admin Conference Room

Welcome

Approval of Agenda

Approval of Meeting Notes from March 25, 2015

Discussion Items:

1. Finalize budget allocation proposal recommendations - George
2. District work study administrative procedure review - George
3. Water mitigation planning/update - Rick
4. P2 apportionment report – George
5. Committee survey results – George
6. Other

Next meeting – August 26, 2015, 11:00 am to 12:00 pm, **Admin conference room.**

Barstow Community College District

Business & Finance Committee

Minutes: April 22, 2015 11:00 a.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Heather Caldon, Mid-Management; Jose Hernandez, CSEA;
Absent: Debbie Wynne, Budget Analyst/Recorder; Lewis Goldstein, BCFA; Ramon Vasconcellos, Academic Senate; Rick Hernandez, Director of Maintenance & Operations
Guest: None

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – March 25 , 2015:

Approved

Discussion BAP Recommendations:

Discussion: The Committee agreed the priorities going forward would focus on:

- A. Physical and Fiscal Risk Management
 - a. Safety – physical and virtual
 - b. Security – physical and virtual
 - c. Enrollment management
- B. Student Success
 - a. Improve data collection and accuracy
 - b. Improve student engagement
 - c. Improve physical and cultural environment

The Committee will prepare a written observation of concerns related to the BAP's to be presented along with the priorities above, to the Cabinet.

Action: None

Follow-up: None

Discussion Item/District Work Study:

Discussion: The Student Worker AP was reviewed to include a statement that states the following:

“During budget development, the Business and Finance Committee will propose funding levels for district work study to be approved by the Board of Trustees.”

Action: None

Follow-up: None

Discussion Item/California State Water Mandate:

Discussion: The new water mandate report was reviewed. Water use was reduced by 17% from 2010 to 2014 but the College water costs rose by 23%.

Action: None

Follow-up: Monthly update

Discussion Item/P2 Apportionment Report:

Discussion: The P2s figures were reviewed indicating we were above CAP by approximately 75 FTES

Action: None

Follow-up: None

Discussion Item/Committee Survey Results:

Discussion: The committee survey results were discussed.

Action: None

Follow-up: None

Other:

Discussion: None/ Action: None/Follow-up: None

Next Meeting: August 26, 2015, 11:00 am -12:00 pm in the Admin conference room.