Co-Chairs: A. Tomlinson, L. McKenzie

Approval of Agenda/Minutes
The meeting was called to order at 2:15pm. The agenda was accepted as published. T. Davis moved and M. Wood seconded to accept the minutes from 8/21/12. All approved. It was requested future minutes include attendees.

President’s Report
President Martinez was unable to attend.

Information Items
L. McKenzie reported he is creating a central location on the web for all budget documents. It will focus on information and support documents for Harbor College and will have a link to the District’s Final Budget.

Action Item
The action item deals with the functional process of centralization of PCR’s, PO’s, and contracts. L. McKenzie referred to the accreditation recommendation #1 and #2. In order to meet the standards of accreditation, the team recommends the institution practices effective oversight of finances and all salary actions be reviewed for available and adequate funding prior to initiating the hiring process. The practice of salary review has been initiated. All assignments going in, including SFP’s should factor in benefits.

We have been working under a decentralized process model. L. McKenzie compared the decentralized and centralized budgeting process. The approval hierarchy was examined. In a centralized budget the President will be added to review and approve budget transactions. The major intent is to have greater control of the college budget. Allocation, expenditures, and dedicated revenue were discussed. Monitoring of the budget is based on last year’s expenditures. It was noted grants cannot be factored into the budget.

*M. Wood proposed a motion to have the President review and approve budget transactions. J. Stanbery agreed with the understanding that phrase one, the budget is developed at the cluster level, is reworded. N. Barakat seconded the motion. All were in favor.*

A. Tomlinson distributed and explained the first monthly projection of the year. The projection does not include categoricals. If categoricals go over their budget they will have to be covered by program 100. Our allocation, dedicated revenue, and expenditures were reviewed. Right
now we are looking at a $3.2M deficit. A proposed 2012-2013 budget timeline and a budget analysis and planning worksheet were distributed and reviewed. Some changes will be made to the budget timeline.

M. Yanez distributed a letter from the CCCCO that “confirms the LAHC EOPS and CARE programs have historically paid for the employee benefits of staff assigned time to ‘over and above’ EOPS and CARE activities.” She hopes this will stop the generalizations.

The meeting was adjourned at 3:30 p.m.