

Meeting Minutes

November 17, 2011, 2:00 p.m., PDC 104

Members Present

Charlie Ng, Cheryl Marshall, Cory Schwarz, Karen Peterson, Kathy Crow, Kellie Barnett, Matthew Isaac, Mike Strong, Penny Ongoco, Rosemarie Hansen, Steve Sutorus, Yendis Battle

Welcome

Charlie welcomed everyone. No introductions were necessary.

Approval of October 20, 2011, Meeting Minutes

The minutes were approved by consensus.

Revenue & Expenditure Summary

The committee reviewed the standard report, as well as the additional information on the campus that was requested last month (Sites 02, 32, 25 and 01, 31, 15 for the following funds: General (01), Child Development (72), and Student Body Center Fee (73)). It was further requested that information be provided broken down between restricted and unrestricted, and that District information be shown as well.

FTES & Headcount

Everett was unable to attend the meeting, however, he provided Charlie with a written explanation of this item, which was presented to the committee.

Budget Vacancies

Penny advised committee members that when a position is processed by Human Resources before the final budget is adopted, the position is budgeted at mid step. Any changes in Range/Step desired by the department shall be requested to Human Resources.

Any vacancy processed after the final budget is adopted is budgeted at the Range/Step of staff previously attached to the position. Budget will remain in the position during the fiscal year unless transferred.

Subcommittee Reports

- Policies & Procedures (Charlie)
- Promote Budget Awareness (Cheryl)
- Budget Wiki (Cory Brady)
- Training (Charlie)

Adjournment

The next meeting will be December 8, 2011 at 2:00 p.m. in PDC 104.

Kelly Goodrich, Recorder