The meeting came to order at 1:05 p.m.

I  Review of Year to Date Financial Report – October 31, 2007

Norm stated that there was nothing unusual to report. There is sufficient budget in Part Time accounts to fund the courses we want to offer. We also have funds in a holding account for COLA and contractual increase when an agreement is reached. Due to enrollment growth some departmental supply budgets may not be sufficient. Departments are consulting with the Dean of Instruction for potential budget augmentation. Norm will email the Year to Date financial report to all members of the sub-committee.

II  Review of Revised FY2007-08 Categorical Funding for Norco Campus

Norm stated that the instructional equipment allocation for 07-08 was lower than expected. We were expecting an allocation of $125,433, but received $109,245.

III  Update – District Budget Allocation Model

Norm provided copies of the minutes from the BAM task force meeting held October 12, 2007. He stated that developing the model is not going to be a fast process. It will take many hours of discussion. The task force has looked at several models and is focusing on the model of West Hills at this point.

IV  Other

a.  Process of approving FRSC meeting minutes

Linda suggested that we use the email process of approving the minutes soon after each meeting to hasten the posting of minutes to the website. Linda will prepare the minutes within a week of the meeting and email them to all committee members for an approval as is, or approval with changes response. If changes are requested, the member will use “reply all” to send the changes. Linda will make the requested changes and then post the minutes to the website.
A role of this committee will be to discuss the program review and prioritization process we used this past year to determine the pros and cons of the system and make improvements for the coming year’s process. A question was raised concerning purchasing deadlines. Norm will provide a spending timeline for department budgets for the coming year so as not to have departments hastily trying to spend money at the end of the year. This will be added to the next agenda.

We had a discussion as to whether the names of committee members who were absent from the meeting should be listed in the minutes. The consensus was to continue listing only the members present at this time.

A question was raised regarding the role of this subcommittee and resource allocation. It was decided that this will be a topic for dialogue in a future meeting and will be added to the agenda.

The meeting adjourned at 2:00 p.m.