

6. **ACTION ITEMS**

- a. **Approval of Budget Process Diagram with Reorganization Changes: Diana Keelen (attachment)**
 Ms. Keelen reviewed the attached charts showing the existing budget process (pre-reorg.) and the 2014-2015 budget process (post-reorg.). A motion was made and seconded to approve the post-reorg chart. Mr. Shaw asked if there was a schedule, and Dr. Beyer advised that it was in progress. Ms. Trimble asked why Palmdale wasn't identified on the chart, and Dr. Beyer responded that Palmdale was listed under Dr. O'Neil's area. Ms. Keelen suggested putting a star on the bottom of the page and state that Palmdale was included in one of the divisions. An amendment to the original motion was made and seconded to approve just the flow-chart portion of the post-reorg chart. Dr. Beyer will come back to the council with clarification of the Palmdale status. Motion carried.

7. **DISCUSSION ITEMS**

- a. **Team Building Exercise: Joseph West**
 Mr. West and Pamela Ford conducted two team building exercises. Dr. Beyer asked for a volunteer to conduct the next team building exercise, and Ms. Keelen volunteered.
- b. **Rethinking SPBC (hand-out)**
 Dr. Goel distributed a draft flow chart prepared by Dr. Beyer that showed the Strategic Planning Committee and Budget Council as two separate groups, and asked for council members thoughts and input. Dr. Beyer went over the chart explaining that Enrollment Management, Program Review and Learning Outcomes would be sending data to both Strategic Planning and the Budget Council. Strategic Planning would take the data and create priority lists from budget plans. The two groups would meet as a full group to assure that the financial aspects come together. It then would go forward to Executive Council. Dr. Beyer pointed out that only the Senate President would serve on both committees and by having different people on each committee, there would be representation from all areas. In comparing this chart with the two (pre-reorganization and post-reorganization) charts shown in Item 6(a), LaDonna Trimble asked if they could be color coded for clarity and Dr. Beyer agreed to do that. After a lengthy discussion, Dr. Beyer asked that council members submit their concerns, comments and suggestions in writing and he will compile them together to bring back to a future council meeting.
- c. **Draft AVC Planning Calendar (hand-out)**
 This item was tabled.

8. **INFORMATIONAL ITEM (5 minutes)**

- a. **50% Accounting Technician Position: Diana Keelen**
 Ms. Keelen explained that the business office collects indirect fees from grants for expenditures not directly charged to the grant, and performs all of the purchasing, accounting and financial reporting services for the grants. The purpose of the fee is to use it in district staffing. This position will be dedicated to financial aid to ensure compliance with Title IV. In response to a question, Ms. Keelen confirmed that this was a new 50% position that was indirect fee and Pell Administration Fee funded.
- b. **50% Clerical to 100% in Purchasing: Diana Keelen**
 Ms. Keelen noted that this position was currently a 50% position that they would like to increase to 100% to assist with all purchasing, travel arrangements, bids, etc. in the purchasing department. This position is indirect fee funded.

9. **SPBC ADMINISTRATIVE BUSINESS**

- a. **2013 – 2014 SPBC Meetings**

July 17, 2013	October 16, 2013	January 1, 2014	April 2, 2014
August 7, 2013	November 6, 2013	January 15, 2014	April 16, 2014
August 21, 2013	November 20, 2013	February 5, 2014	May 7, 2014
September 4, 2013	December 4, 2013	February 19, 2014	May 21, 2014
September 18, 2013	December 18, 2013	March 5, 2014	June 4, 2014
October 2, 2013		March 19, 2014	June 18, 2014

10. **OPEN FORUM**

11. **ADJOURNMENT**

The meeting was adjourned at 4:05p.m.