**BUDGET COMMISSION**

**Associated Students of Foothill College**

**Tuesday, October 2, 2012**

**1:00 pm Campus Council Chambers (2018)**

**Minutes**

##### I. Call to Order and Roll Call

This meeting of Budget Commission was called to order on Tuesday, October 3, 2012 at 2:05pm in the Council Chambers at Foothill College with Marcel Samudra serving as a Chair, Daphne Small serving as advisor, and Liz Wright serving as Secretary.

**Present:**

Marcel Samudra **VP of Finance**

Liz Wright **ASFC Secretary**

Joseline Diaz **ASFC President**

Yanitsa Mihaylova **Business Operations Specialist**

Jason Rusli **Budget Analyst**

Sina Saeedi **Budget Analyst**

Pat Hyland **Dean of Student Affairs**

Sirisha Pingali **ASFC Accountant**

Daphne Small **Director of Student Activities**

**Absent:**

Dennis Karunia **Finance Agent**

###### II. Approval of Agenda and Minutes

2.1 Approval of Minutes for July 31, 2012

Minutes for July 31, 2012 were approved by general consent.

**III. Open Forum**

None

**IV. Appointments and Resignation (*2 minute per line application or Resignation)***

4.1 Appointment(s)

None

4.2 Resignation(s)

None

**V. Old Business**

###### None

##### VI. New Business

6.1 Fund Request: Replacing the ASFC President’s and the ASFC Secretary’s computers

-The college will be paying to replace the ASFC computers.

-The Administration board will make a recommendation about how many of the ASFC computers we

should replace.

6.2 Budget Mission Based Guideline

-Everyone will be able to look over the current ASFC Mission Based Budgeting Guidelines before

our next Budget Commission meeting. Look them over and see if there’s anything that you feel

should be added or changed.

-Vision: What we want to do (in the future); Goal: What we’re going to do (in the near future)

-Marcel suggests just having the mission and goals in our guidelines.

6.3 Budget 2013-2014 Timeline

-Marcel proposes the following timeline:

* Oct. 2 ’12: Discuss about sending notification about budget request to all departments
* Nov. 30 ’12: Due date for Budget request
* Dec. 4 ’12: Last budget meeting for Fall 2012
* Jan. 8 ’13: First budget meeting of Winter 2013; discuss the hearings
* Jan 15 ’13: Start the hearing process
* Feb. 5 ’13: Deliberation Process Begins
* Mar. 12 ’13: Voting on 2013-2014 Budget
* Mar. 14 ’13: Present to the Council
* Apr. 11 ’13: Council approval
* Apr. 22 ’13 or May 20 ’13: Printed materials (final budget) to be sent to the Board of Trustees
* May 6 ’13 or June 3 ’13: Present to Board of Trustees

-We will need to have a signature (paid employee of some sort) for the account that receives the

fund(s). This way, there will be a consistency of having a “paid employee who is responsible for

maintaining the fund(s) for the account.” We’ll need to add a line item to our fund and budget request

form.

-Someone needs to contact the district to find out when we need to notify people who requested funds

for the 2013-2014 budget.

6.4 Budget Memorandum

-Marcel presents a budget memorandum for 2013-2014.

**VII. Reports**

-Siricia gives an overview about our ASFC budget/income:

* Majority of our income comes from the $10 student body fee.
* The ASFC businesses are not profit making businesses; they exist to benefit and provide services to the students.
* We need to reorganize our funds regarding the Intramural program.
* $69,000 is in our Unallocated Reserves (2012-2013). When we need to augment an account, we will sometimes use this account (or we will use our Fund Balance).
* We consolidated our Special Project accounts last quarter (there are now only 7 SP accounts).
* We need to talk with the clubs because there are some clubs that still have funds but have not been active in years.

**VIII. Announcements**

-The men’s tennis coach, Dixie requests help and information about budget/fund requests.

**IX. Budget Rally**

**X. Adjournment**

Meeting adjourned at 3:45pm.

Prepared by,

Liz Wright

ASFC Secretary

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