**Budget Advisory Committee**

**Meeting Notes**

**Date and Time: February 8, 2023**

**Meeting Time: 12 – 1:00 pm**

**In person in A 149 and/or** [**Budget Committee ZOOM Room**](https://cccconfer.zoom.us/j/99639992924)

Co-Chairs: Augustine Gill, Ava Lee Pang, Jane McKenna

Note Taker: John Taylor/Ava Lee-Pang

Committee Members: Richard Kaeser (faculty), John Taylor (faculty), Jane McKenna (faculty), Augustine Gill (VPAS), Maurice A Jones (AVPI), Shalamon Duke (VPSS in charge) Ava Lee Pang (classified professional), Donna Jones (classified professional), Kawanna Rollins (classified professional), Junhao Ma (Jay) – student representative

Guest: Jayne Smithson

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| **Topic** | **Facilitator** | **Min** | **Action** | **Outcomes/Follow Up Actions** |
| Call to Order | Gill | 2 | Call to order |  |
| Adoption of Agenda | Gill | 3 | Adopt the agenda as distributed | Approved, m/s/u |
| Introductions/Announcements | Ava | 5 | Information | Information. Donna will be retiring by end of April 2023. Jane will be termed out by May 2023. She will not be on the committee after May 2023. |
| FY 24 Budget Update | All | 30 | Report/Discussion | Update and discussion on FY24 budget process. Augustine will be sharing the budget vs actuals with the deans, managers & department personnels on the spending status.  Augustine shared the 23-24 FY budget development calendar. |
| Physical Plant and Instructional Support Fund Allocation (IELM) | Maurice Jones | 15 | Discussion | Instructional equipment and library materials will be distributed using prioritization list that was generated by Office of Instruction. |
| Any Other Business | All |  |  | Augustine mentioned that COA is currently updating the building signs, especially the new science building. |
| Adjournment | Gill |  |  | 12:33pm |