I. Call to Order
Jill Stearns called the meeting to order at 10:10.

II. Action Items
   a. Approval of Agenda

   Action Item:
   Iris Carroll moved to approve the minutes of November 15 and December 6
   Seconded by Paul Cripe
   Result: Unanimously approved

III. Revision to fall 2013 allocation
ASMJC had reported that they owned an ice machine that they were not able to
use as planned and would be willing to donate that ice machine to PE and
Health. The $3,000 allocated for PE and Health's ice machine could be used for
the replacement of printers.
Action Item:

Patrick Bettencourt moved to approve the $3,000 be used to fund replacement printers
Seconded by Paul Cripe
Result: Unanimously approved

IV. 2013-2014 Budget Update Review

Jill Stearns provided a comprehensive overview of Interim VPCAS Larry Carrier’s findings and adjustments made to align the 2013/14 budget in the areas of salary and benefits, instructional supplies, and non-instructional supplies. In total, $1.9 million in adjustments was posted providing an additional $248,546 in resources for part-time/overload (PTOL).

V. Budget Development 2014-2015

Interim VPCAS Larry Carrier made some suggestions for continued progress and growth. The suggestions included requesting that Central Services develop a written manual for extracting payroll and benefits information. Request that district implement position control. Enhance communication between the college and district. Develop a detailed organizational chart. Jill Stearns stated that Vice President at Columbia College, Gary Whitfield, will provide guidance for our budget development process until a new Vice President of College & Administrative Services is hired.

VI. Adjournment

Next meeting: February 07, 2014 10:00 am – 12:00 pm, Student Services 203