

## CGCC Finance Committee Meeting March 29, 2021

*This meeting was held remotely due to Covid-19*

**Call Meeting to Order** - Meeting called to order at 4:58 PM.

**Attendance** - Dave Mason, Tim Arbogast, Antonio Baptista, Marta Cronin, Courtney Judah, Jessany Munoz-Petricovic

### **Item 1: Budget Process**

Antonio Baptista discusses the current Finance Committee goals and the suggested target dates of the budget process, budget calendar, and roles of the budget committee to be presented to the board of education by the administration in the February 2021 board meeting. Director Baptista receives confirmation that these presentations have not occurred, yet.

President Cronin discusses the process on how items are presented to the board and in order to proceed with a request, recommendations to the board are made and decisions on how to proceed with the committee's recommendations are then reviewed and acted on by the board.

Dave Mason asks about the internal process regarding the budget process and how the previous year's concerns have been addressed by a possible administrative rule. President Cronin states the internal process has changed to deal with any issues that may have happened in the past. Discussion ensues on the budget process and internal process. Tim Arbogast requests an outline in regards to the budget process.

Courtney Judah will create an outline of the budget process for clarity. This will also include a memo summarizing the budgets for each area and any key pieces. The target date for a finalized budget is April 20th. A synopsis/narrative summary will be included in the budget document.

President Cronin reports Sandra Buchanan will step in as the Interim CFO.

Director Arbogast clarifies the difference between the three to five-year fiscal plan and stress test.

Courtney clarifies what is needed to be presented for the budget committee meeting which are:

- priorities in this next year
- how these priorities have been addressed in the budget
- changes that may have happened between the last budget and this year's budget.

Director Mason clarifies Department as those involved with the President's Council. Dr. Cronin defines these as Divisions, rather than departments.

### **MOTION #1- APPROVED**

Director Arbogast moves to recommend to the Board of Education to direct administration to create a budget process outline for ongoing use by staff, the Budget Committee, and the Board of Education in the annual budget process. Director Mason seconded. Motion passed unanimously.

**Item 2: Board Goals- Senior Staffing Changes**

Antonio Baptista shares the current Finance Committee goals. The finance committee discusses the current staffing changes.

President Cronin states that the budget process will continue as it has every year. Mike Mallery will continue as the CGCC Budget Officer at the next two budget meetings. The meetings will continue uninterrupted as expected. Sandra Buchanan, Interim CFO, will present the financial updates in the April Board meeting.

**Public Comment** -- None

**Adjourn** – The meeting was adjourned at 6:04 PM.

*Minutes taken by Jessany Munoz-Petricevic*