

RCC Financial Resource Committee (FRC)

Meeting Minutes

March 22, 2022

12:50 pm-1:50pm

Location: Zoom

Members in Attendance: Paul O'Connell, Liz Tatum, Jennifer Lawson, Sendy Powell

Member not in Attendance: Megan Bottoms, Dyan Sue Kovacs, Kim Nguyen Shaw, Elia Blount

Recorder: Alice Awe

The committee has been tasked by RDAS with reviewing and commenting on any updates or changes that are needed to the Financial Resource Committee bylaws. Below are the discussions relating the FRC bylaws.

FINANCIAL RESOURCE COMMITTEE BYLAWS

1.0 Purpose:

The purpose of the Financial Resources Committee (FRC) is to serve as an advisory resource for the development and implementation of the College's Financial Plan. The committee will also consult/collaborate with the appropriate college constituent groups as needed to fulfill the goals designated by the Resource Development & Administrative Services Leadership Council (RDAS).

Purpose Bylaw was recognized and accepted as it had been written on the website.

A reminder was added to update the website with Membership info, minutes and agenda for FRC

2.0 Policy:

The FRC will advise the RDAS Leadership Council on the on-going development and implementation of the College's Financial Plan. The Financial Plan is the institutional guide that facilitates informed decision making with campus constituents regarding institutional resources in order to maintain financial strength, capacity and viability for our current and future students.

Policy Bylaw was discussed and accepted as it had been written on the website.

3.0 Procedure:

3.1 Appointments:

The FRC is composed of representatives from students, faculty, staff, and management.

Appointments of the membership shall be made by the Associated Students of RCC for student appointments, the Academic Senate for faculty appointments; the California School Employees Association (CSEA) for staff appointments, and the college administration for management appointments.

Discussion was agreed upon regarding ASRCC for student appointment, CSEA appointments for classified professionals, appointments and college administration for management appointments but not about the statement regarding Academic Senate having anything to do with faculty appointments.

Note: Faculty appointments by Senate?

3.2 Members

Faculty Designee, Presiding Co-Chair

Administration Designee, Co-Chair

Classified Professional Designee, Co-Chair
Additional Resource Representative(s) - Faculty
Additional Resource Representative(s) - Classified Professionals
Additional Resource Representative(s) – Management
Additional Resource Representative(s) - ASRCC

Discussion ensued regarding whether a workgroup needed a Co-Chair, and it was decided that it should. The definition of Resource Representatives definition was discussed. It was acknowledged that this was a fluid way of having additional experts from other departments come and speak with the committee, such as grants specialists or budget analysts, without locking these speakers into permanent membership to the committee.

3.3 Terms

Members shall serve a minimum of one year. Terms will begin at the start of the fall semester and end at the close of the spring semester (in accordance with faculty contractual obligations). Members may be reappointed. The presiding chair will serve as a voting member on and attend meetings of the RD&AS Leadership Council and function as a liaison between the committee and the council.

3.4 Voting

The committee shall act by consensus, with issues being brought to RD&AS as needed for voting approval.

Voting Discussion about voting by consensus being 50% plus one

3.5 Meetings

The members shall convene regularly on a monthly basis during the fall and spring semesters

Meetings Meeting on a monthly basis and 3.3 Terms, the chair will attend meetings and act as a liaison between RDAS and FRC. And it was also discussed whether to leave the "FRC" out of the bylaw so it would be uniform between all workgroups.

3.6 is updated only with "FRC" being omitted and leaving just committee.

3.7 Secretary

The wording "Chair will appoint a Secretary" was discussed and decided that Chair/Manager would be better since most managers bring their own administrative assistant to fill this role. The position should not be listed as an appointed position, but that the recorder is identified by the means of the manager or chair.

D #3 Recording absent members will help in the area of keeping a record of appointed members attendance for their appointees.

D #6 new business action necessitated by reports or members of the advisory group. Advisory group needs to be changed to committee if the goal is to have a more generic document to be used across all the four or five committees.

4.0. The functions of the committee membership include, but are not limited to:

Functions of the committee include providing appropriate recommendations.