

Minutes - May 23, 2007

Attendance: Adrian Elmo, David Reynolds, Tony Aronica, Victoria Gutierrez, Alexander Kobrianov, Penglin Wang, James Johnson, Kevin Kimball, Wendy Williams, Scott Robinson, Ed Day, Jack Baker

Unexcused: David Boyd-Farmer

Meeting called to order at: 5:17pm

Additions/corrections:

- None

Approval of minutes from April 25, 2007:

- Scott Robinson moved to approve minutes
- Tony Aronica seconded
- All in favor
- Motion passed

Review & training related to S&A Policies & Procedures

- recommend to add the student funds financial manager to the committee structure
- review supplemental process
- provide year end reports and a separate section emphasizing article 2 section 11 addressing i, ii, iii
- provide alternative ways to use year end reports from service providers
- individual service providers should or should not have reserves, decision to be made
- service providers need to account for all funds in their proposals
- review contractual agreements to see if flat funding fits in with the description
- need to know more about student daycare so committee can understand
- improve communication with BOD
- clarify the number and designation of employees in biennial requests
- figure out a way to monitor increases in salary and employees
- address performance assessments
- review attendance policy
- consider quarterly meetings with the BOD
- review timelines
- review confidentiality/preferential treatment
- enforce all due dates and date stamp received information

Develop Policy & Procedures guidance list for next years S&A Committee

- address committee members identification of conflict of interest
- conversation around developing base budgets

- consider a feedback meeting at the end of every year

For the good of the order

- none
- James Johnson moved to adjourn
- Victoria Gutierrez seconded
- All in favor

Meeting adjourned at: 7:05 pm