



**ACADEMIC SENATE**  
for California Community Colleges  
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## **Budget and Finance Operational Committee**

**Monday, September 8, 2021**

**1:00 p.m.—2:00 p.m.**

**Location: Zoom**

The Budget and Finance Committee is responsible for making recommendations to the Executive Committee for the annual budget for each subsequent year and making recommendation on fiscal policies and procedures. This committee is also responsible for the review of budget performance and revision of the budget, if necessary. The Treasurer shall report on a periodic basis to the Committee. The Committee shall approve the Senate Investment Policy and shall approve investments.

### **Meeting Summary**

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Attendance: Michelle Bean (chair), Dolores Davison, Krystinne Mica, Ginni May, Cheryl Aschenbach, Alice Hammar (advisory)

- I. Call to order and welcome at 1:00 pm.
- II. Adoption of agenda. Minutes from July approved. Cheryl volunteered to take notes for this meeting.
- III. Discussion of Senate Investment Policy  
At the August Executive Committee meeting, an Exec member asked about the Senate Investment Policy referred to in the Budget and Finance Committee charge. It is the intent of this group to consider whether an investment policy is needed or whether the Budget and Finance Committee charge should be modified to remove reference to an investment policy.

Krystinne shared a document from the Study on Nonprofit Investing *Investment Policy Best Practices*.

Questions to consider:

- How much access to reserves do we need? How much cash do we need to keep on hand (%)? This impacts how much we might invest.
- What are our priorities for investment? Companies? Ethical practices? Perspectives of member senates?
- What would our goal for investment be? What is our risk tolerance? What investment strategies are a match for our risk tolerance (i.e. money market as low risk)?

Our goal is to have enough funds readily accessible to maintain operations for six months. This requires approximately \$100,000-\$120,000 per month. We also need to maintain working capital since our grant spending is done in arrears with repayment after expenses are incurred.

Next steps:

1. Revisions of current charge to be considered for approval at October meeting
2. Discussion with Exec re: the questions that would form a basis of an investment policy to determine if an investment policy is needed.

IV. Review of Upcoming Finance Documents

- A. Fall Plenary: Audit document is presented to body.
- B. In spring, annual budget is reported to the body through a Statement of Financial Position.

V. 2021-2022 Goals for Budget Committee –DRAFT for further consideration

- A. Explore ways to increase accessibility of financial information
- B. Create a visual representation of budget to be shared with field. This includes determining categories or metrics to align resources and spending visually.

VI. Adjournment at 1:59 p.m.