**Categorical Committee Meeting**

**Thursday, February 18, 2016**

**RC PCR/ MC AM-114A**

**11 AM**

**Notes**

**In Attendance:** Donna Berry, Melanie Highfill, Claudia Habib, Sandra Fuentes, Aaron Hope, Kevin Jow, Diana Tapia-Wright, Shawna DiQuirico, Chris Cortes, Michelle Garcia, Darlene Murray, Brissa Quiroz, Ashley Calhoun, Franky Herrera, Julie Davidson, Julie Thurber, Corinna Lemos, Melissa Affeldt, Samaria Cardenas (notes)

Donna acknowledged the increase in attendance and thanked everyone for attending.

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| 1. **Call to Order**
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| 1. **Approval of Agenda**
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| 1. **Meeting Notes – 11/19/2015**
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| 1. **Grant Worksheet**

Melanie requested for those present the need to double check their allocations and makesure that there are no changes. Melanie is still working on the MOU with West Hills. Donna asked Claudia who was responsible for this MOU. Claudia advised that Jan is responsible for anything that involves dual enrollment.HSI STEAM – Melanie is working on moving $40k for scholarships.OVERSPENT GRANTS - We have a couple overspent grants. CTE Enhancement is one of them; David is working with the Consortium as there may be additional funds available. Aaron is working on $10k for vouchers in Madera to get these processed. The final report is due next week. This needs to be cleaned up before then. Claudia will work with Melanie to get this resolved.Melanie mentioned that they are working on a CCPT grant with Fresno Unified Healthcare on a pathway for nursing.Faculty entrepreneur – we are not going to administer this grant. He will be paid directly from the granting agency; we will not be a third party on this one.SOURCE CODES – Melanie reminded the group to be mindful of charging inaccurate source codes. Paramount summer camp = cd1 – we *still* have students being charged to CD1Donna commented on the LDRs – once we have the person [new Accounting Tech 1] onboard and trained, we will be able to get back into the regular flow of meetings for budget monitoring. We will help to make this easier on the front end so that when it arrives to Melanie, there aren’t too many things that need to be fixed. We are getting a tremendous amount of grants, SSSP, SEP; we have now applied for Talent Search, EOCBasic Skills will be getting more monies, a lot of things are going on, but we all need to maintain our fiscal responsibilities. **The feds are looking at our performance, making sure that our actions are aligned with what was written in the grant.** Melanie and Aaron will be going to an in-depth training soon in Philadelphia. There is another EDGAR training session being held locally in March.**Grant Worksheet** - Final amounts are listed in yellow, **we cannot go beyond this number**Donna reminded those to be mindful of their encumbrances. We do not want any money left on the table. Make sure you also mind the available percentage column, if you still have money left in your grant, you need to make sure that you figure out a way to begin spending it down. Donna shared that at the last training session, all were advised that they don’t want to see spending at the end, rather if you’re at a quarter of the way through, you should have spent a quarter’s amount. |
| 1. **Time and Efforts**

Melanie advised that Time & Efforts were discussed during their Accounting Group meeting. After July 1st, the format of the reporting will be changed. These changes will take away the detail. You will be able to go to a percentage base. Glynna and Cindy will come up with an example to discuss at the next Accounting Group meeting to see if all agree on the new Time and Effort form. We are trying to get away with a daily reporting. We will work through all of the details as we get closer to July 1. Because we need to bill, we have an urgent need to have time & efforts submitted on a timely basis. Melanie advised that our District conducts single activity audits and randomly select time and efforts.Renee had started a worksheet for Melanie to see who we’ve been missing. Once we have the new accounting tech, we will get that worksheet going again.  Until June 30th we are staying status quo; continue submitting time & efforts as per usual. After July 1, the new form will be rolled out. REMINDER - All persons paid with even $1 of federal funds MUST complete time & efforts. There are two time & efforts forms; one for monthly activities, the other quarterly. Both are available via the intranet. |
| 1. **Reports**

We have SEP due on Friday.Sector navigator for carryover is due on Thursday.SSSP due date has been moved to March 8th.Aaron is working on the monthly billing with CalWorks for DSS billing.Deans will also have to complete time & efforts *if* paid with Categorical funds. Jermain and Leticia will need to complete them. Reporting – some have quarterly, monthly, etc. We had talked about calendaring them to set up reminders as you need to complete them, then route them to Melanie accountant auditor, then to the DO. As we do a better job of doing budget monitoring, looking at them on a regular basis, we can clean up as we are moving through so that once we need to report, we are not needing to scramble at the end. Cannot just do an expense form as an end all, we still need to complete M.A.G.I.Cs/P.A.C forms for personnel changes. Claudia commented advising that we are not the only ones struggling with this, but that we are in much better shape than other colleges. She thanked Melanie for all of the hard work that she does to keep us in compliance |
| 1. **Travel**

Mileage amount change - Mileage forms, travel & conference (T&Cs). Reimbursement has declined to $.54 a mile; this change came into effect on January 1. An email-all was sent out. TRIO programs, SSS; Grant monitors are becoming strict on travel. Melanie reminded those to check their grant policies ***before*** going on travel. Program staff can only do national or state regional or local. Program staff can only do travel 2x a year and cannot attend all three. Directors are able to attend up to 3 a year. When travelling, please provide copy of permission approval from your grant monitor. Per the Chancellor, we should not be sending five people to the same training, rather we should only be sending a few and have those return and share the information. |
| 1. **Other**

Donna advised that we need to have a meeting for the admins (aides/assistants) |
| 1. **Open Discussion; Comments, Concerns**

***Brissa*** –she shared an email with the faculty advising that they need to spend the money by April. She asked to meet with Melanie in April or May. **Fume Hoods** – VWR is coming in $3k cheaper than Fischer, however Fischer is working around the electrical issues. Randy is okay moving forward with Fischer if we can move forward with the sole source. March is when the next STEM grant opens. ***Stephanie Curry*** is now the grant director, we are trying to get things taken care of up front. We want to know ahead of time what we are being required to do in the grants and see if they align with the college mission, strategic plan, etc. Melanie shared that Stephanie is working on a rubric with yes or no questions to help make answer whether we would need to institutionalize, etc. ***Furniture Standardization –*** Donna shared that we met with the furniture dealer on Tuesday. Donna asked Larry for an update. This was also discussed during the Finance & Admin meeting and whether we would need to go out to bid. The DO is working on obtaining help. They may be receiving help from Janelle Mendoza. ***Online Requisitions -*** Donna advised that IT will be working on their portion in March. ***Printers –*** They are being installed and coordinated with our on campus IT. Diana T.W. advised that *at Madera*, they received two printers. Donna will look at the list and share it with those who should have/should be receiving the new ones. New procedure is to enter your employee id number. For students, you will need to work with IT as they will need to be added. They should not be using your number. Sandra F. asked how this would be charged, mentioning that some pay and some do not. Melanie advised that the District Office pays. Toner is part of the contract. There is currently no set limit on printing, however, if you have a lot of items being printed, you should send them over to Print Services. |
| **Meeting Adjournment** |