The meeting was called to order at 1:37 p.m. by acting facilitator Sean McGowan.

1. **Order of Agenda**
   Tracy Johnson pointed out that Items 7 and 8, listed as 1st Quarter Financial Report and 311 Report, should instead be ‘2 Quarter’ reports.

   Action taken: It was M/S/P (Farnsworth-Ryan/Wasserbauer) to approve the Order of the Agenda with the change noted above.

2. **Oral Communications**
   There were none.

3. **Approval of the Minutes**
   Action Taken: It was M/S/P (Winsome/Pape; Kinley abstained) to approve the minutes of the November 9, 2016, meeting.

   Action Taken: It was M/S/P (Pape/Wasserbauer; Kinley abstained) to approve the minutes of November 30, 2015, meeting.

   Action Taken: It was M/S/P (Farnsworth-Ryan/Kinley; Williams abstained) to approve the minutes of the January 22, 2016, meeting.
4. **Review of the February 16, Draft Board Agenda**
Vice Chancellor Ed Maduli reviewed the draft agenda for the February 16, 2016, Board of Trustees Meeting, which will be the Board Budget Workshop.

In addition to a number of items of routine business, the agenda will also include acceptance of a $1 million California Apprenticeship Initiative New and Innovative Grant to Mission College, an update of the Measure C Project Priority List, and the review of Mission College’s Accreditation Report.

5. **College Enrollment Update**
Enrollment at both Colleges is on-target for this time of the semester, and each College expects to meet its enrollment goals. Vice Chancellor Maduli requested that enrollment reports be given in reference to the semester’s goal rather than in reference to enrollment at this time in the last year.

6. **Banner Implementation Update**
Mr. Maduli reported that Fiscal Services’ implementation continues to be right on-schedule for cut-over on July 1. The 2016-17 Tentative Budget will be loaded into the new system. In-depth training and testing will continue through April. Human Resources is working intensively on its business process mapping and planning for the move to Banner.

7. **2nd Quarter Financial Report**
Mr. Maduli reported that the report is in-line with expectation, with expenditures in most funds being at about 50% of expectations. However, only about 21% of Fund 120 has been spent. He reminded all of the firm deadlines for the year-end close. Mr. Bennet said that a faster approval turn-around time in purchasing would be of assistance as the year-end nears and Mr. Maduli said that a buyer has just been hired.

Mr. Maduli said that Fiscal Services provides the Colleges with their financial data, and that the Colleges are doing a good job of managing their funds. He indicated that the parking and bond funds are doing well, as is the child development fund. He noted that the enterprise funds belong to the College, and that there may be a $5 million ending balance. This money is carried-over for the Colleges, but he pointed out that one or two Board members follow this very closely.

Action taken: It was M/S/P (Winsome/Fenton) to approve the 2nd Quarter Financial Report.

8. **2nd Quarter 311 Report**
The 311 Report shows the District to be in good shape financially and that there are no problems. This is a good time for the District to look ahead and make sure that there will be no glitches that could have been prevented by planning at this stage. He said money should be put into the OPEB trust and the District should examine refinancing the bond program.

Action taken: It was M/S/P (Bennett/Kinley) to approve the 2nd Quarter Financial Report.

9. **Facility Bond Program Update**
Mr. Maduli distributed and discussed an update on the Measure C and Measure H Bond Programs. (Will be attached in the posted version of the approved minutes.) There was discussion regarding the facilities needs that will not be met with the current bonds, and the potential need for a future bond. He said that the Colleges should begin looking at their programs and what will be needed. There will be many discussions as the District moves forward with the E&FMP process.

10. **Other**
Mr. McGowan briefly updated the group regarding the Classification and Compensation Study. All classification specifications have been loaded onto a website and these recommendations from the consultants are ready to view. A link will be sent out, and Mr. McGowan reminded that all constituencies should review the recommendations.

Ms. Kinley indicated that a review of the 2015-2017 District Goals will be coming up. Anyone wishing to participate on the subcommittee should let her know.

Tracy Johnson pointed out that, with Max Crumley’s retirement, there is an opening on Council. (Council’s fourth faculty member should be from the College opposite that of the ACE representative, so that each College will have two faculty members on Council.) Mission’s Academic Senate will make an appointment.

11. **Announcements**
- There were none.

12. **Future Agenda Items**
The meeting was called to order at 1:38 p.m. by facilitator Albert Moore.

1. **Order of Agenda**
   Action taken: It was M/S/P (Farnsworth-Ryan/McGowan) to approve the Order of the Agenda.

2. **Oral Communications**
   There were none.

3. **Approval of the Minutes**
   Action Taken: It was M/S/P (McGowan/Farnsworth-Ryan; Williams abstained) to approve the minutes of the April 25, 2016, meeting.

4. **Review of the May 17, 2016, Draft Board Agenda**
   Chancellor Patrick Schmitt reviewed the draft Board Agenda with members.

5. **Third Quarter Budget Adjustments**
   Mr. Maduli indicated that the third quarter budget adjustments had been discussed in detail at the Fiscal Workgroup meeting. With three-quarters of the year over, expenditures are where they should be at this time of year. He reminded everyone that categorical funds cannot be carried-over and so should be spent. He also noted the balance of the fund for student advocacy, and said that both Colleges should remember and use the funds for student advocacy efforts. He pointed out that the OPEB trust fund is about 40% of the $83 million liability, but it should be at about 60%. The District should consider putting some of the one-time RDS money into this fund.