

CABINET MEETING MINUTES

September 3, 2020

10:00 am

Yesterday we decided in Cabinet that we will be sticking to the FY2019 actual expenditures. The reason for that is because the projected FY2022 revenue is at the level of \$11,173,080. The actual expenditures of fy2019 are \$11,341,978.49. The difference is \$168,898 plus step increases for FY20, FY21, and FY22. All together we will have a little over \$400,000 that we need to trim from all college operation budget to balance it. According to the timeline, we should have all our budget by September 18, 2020.

Cabinet agreed on the following strategies:

1. Auxiliary Enterprises surplus revenue to be given to the budget \$100,000
2. Reduce all domestic and international travel because we can use Zoom to attend conferences, BOR meetings, and fewer site visits.
3. Review all unused Vacant positions by VPs and remove it from the budget.
4. IT Office will review the internet fees and other communications expenses and reduce them to help out.
5. Other salary reviews to help trim that categories but not to compromise services.