

**San Jose City College  
Finance Committee Minutes 2-8-16**

Membership Attendance

MSC –Keiko Kimura, Jamie Alonzo, Takeo Kubo

Faculty –Chris Frazier, Judith Bell

Classified –Deanna Herrera

Associated Student Body – Larry Harris

Ex-Officio – Jorge Escobar

1. Approval of Agenda– Added SJECCD Accreditation Functional Map as item 4.3

2. Approval of 12-7-15 Minutes

**Approved.**

3. Public Comments

**L. Sanchez (Dental Hygiene, Psychology) spoke briefly regarding the resource allocation process. She outlined the predicament of the Dental Hygiene program, that received \$6000 in instructional supplies when historically the program has received and expended over \$25K in instructional supplies. This makes it difficult for the program to have faith in the current resource allocation process and has forced the program to plead for funds from Business Services.**

4. Discussion/Action

4.1 Budget Justification Worksheet

- Worksheet Status – clarification/submission due date & ramifications

**There remain some outstanding budget worksheets and worksheets that are awaiting revisions. All submitted worksheets are in the FC Dropbox folder under “Raw”, “Verified”, “Awaiting Revision”.**

**FC voted to approve the following:**

**Proposed due date for all outstanding budget sheets (raw and awaiting revisions) is 2-16-16. FC will do their best to utilize existing data and make changes as they see appropriate for sheets that do not meet the due date.**

- Allocation Process

**FC continued discussion on the allocation process. Three approaches were proposed with discussion for each:**

**1. Maintain Current Structure as in past years**

- Budget Hearings held
- FC makes recommendations at the Object Code level

**2. Straw Man**

- No Budget Hearings
- Category - Critical to Maintain Operations – becomes the College’s assumed operating budget and placed into division accounts for budget officers to provide oversight.
- Category – Innovation – Some TBD amount is recommended for the President’s Office to develop a process by which innovative projects are funded.

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- For Categories 2,3,4, each budget officer would be allocated an amount of funds, the allocation of which would be determined by each budget officer.

**3. Any Other Suggested Structure**

FC voted to adopt Approach 2.

FC then spent some time reviewing problems and solutions related to the Approach in small groups. Major categories were identified as followed:

➤ **Equitable Allocation**

*Problems: FC needs a methodology by which to allocated 2/3/4 requests. FC also relies on budget officers to ensure equitable allocation of resources to departments. Departments may begin to compete with one another and create silos.*

*Solutions:*

FC holds budget hearings but focus and approach is different: budget officers would not be seeking allocations but instead would explain their approach to equitable allocation

Hearings become resource for FC to give guidance, not rulings

Hearings become source of best practices that can be shared and disseminated

➤ **Transparency & Marketing of the Approach**

*Problems: College campus is as yet unaware of Strawman Approach.*

*Solutions:*

FC publishes final report.

FC gives presentations at critical college committees.

➤ **Departure from Established Process vis a vis Accreditation Self Study**

*Problems: College has already outlined its resource allocation process as it appears in Program Review Handbook and Integrated Strategic Planning Handbook.*

*Solutions:*

J.Bell explained that the self-study conclusions have three possible outcomes: standard is met and continued monitoring needed, college has identified a need for improvement and has worked on established a plan for improvement, institutional change needed with further details noted in QFE. Therefore, FC decision could fall under second outcome.

➤ **Conflict with FC Charge – Making decisions about non-discretionary funds**

*Problems: Current district allocation process does not differentiate discretionary from non-discretionary funds. As a result, the FC role becomes intertwined with the role of allocating non-discretionary funds.*

*Solutions:*

President and student representatives make presentation to Chancellor regarding this issue

- **Timeline Review**

Provided all sheets are submitted, FC is on track with respect to established timeline

- **February Activities**

FC focus will remain on:

- **remaining on track with timeline**
- **finalizing method of allocation of Categories 2/3/4**
- **marketing of approach**

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Per the AS request, the FC timeline needs to include a step where final deliberation recommendations are shared with campus stakeholders.

4.2 Accreditation – Manual

**Manual subcommittee will meet once above tasks and process is finalized.**

4.3 SJECCD Accreditation Functional Map Draft

**FC reviewed the standards that relate to resources, resource allocation, and planning. FC voted that draft accurately describes the locus of responsibility for reviewed standards, and that responsibility for each standard is shared between the College and the District.**

5. The meeting adjourned at 5:27 pm

**FC MEETING SCHEDULE 2015-2016 (2<sup>ND</sup> AND 4<sup>TH</sup> MONDAYS AT 3:00PM)IN SC204**

September 14, 2015	*December 7, 2015	April 11, 2016
September 28, 2015	December 14, 2015	April 25, 2016
October 12, 2015	February 8, 2016	May 9, 2016
October 26, 2015	February 22, 2016	May 23, 2016
November 10, 2015	March14, 2016	
November 23, 2015	March 28, 2016	

\* FC will meet.