

**San Jose City College
Finance Committee Minutes 3-14-16**

Membership Attendance

MSC –Keiko Kimura, Jamie Alonzo
Faculty –Chris Frazier, Judith Bell
Classified –Deanna Herrera
Associated Student Body – Larry Harris, Duy B. Vo
Ex-Officio – Jorge Escobar
Guest: Marilyn Morikang, Business Services Supervisor

1. Approval of Agenda– Approved with addition of “ASG Involvement in Resource Allocation Process”
2. Approval of 2-22-16 Minutes
Approved.
3. Public Comments
4. Discussion/Action
 - 4.1 Budget Justification Worksheet
 - Total Request Update

J. Alonzo gave an update on the status of requests to date. Total request across all 5 categories is approximately \$4.3 million. This is combination of one-time and ongoing requests.

- Communication of FC Activities

K. Kimura gave a presentation to the CAC on 3-4-16 (see attached ppt). CAC receptive to information and to request for a one-time allocation to address longstanding repairs and upgrades needed on the campus, with the caveat that the college develop a plan for scheduling upgrades and maintenance in a strategic fashion.

FC also sent out an email to the SJCC campus on 3-3-16, informing all stakeholders of the FC decision to utilize the Budget Justification Worksheets in lieu of a budget hearing process. Minimal responses back; however, all responses have been positive.

- Resource Allocation – Filtration of Requests

In keeping with the 2-22-16 decision to utilize the verified Budget Justification Worksheets and forego budget hearings this year, FC discussed methods by which resource allocation can be completed in an objective and transparent manner.

M. Morikang and J. Escobar provided an update on how funds from the following sources can be used to offset the total requests for 2016-17:

- State Block Grant – Instructional Equipment
- Lottery or Prop 20 Funds – Instructional Supplies
- Classified and Hourly assistants – vacant positions

With the inclusion of these three funds, the requests for Categories 1 and 2 can largely be accommodated. In addition, Bond funds may also apply to some additional requests from Categories 1 and 2.

**San Jose City College
Finance Committee Minutes 3-14-16**

The remaining \$2.3 million will need to be reconciled with the anticipated \$1.9 million.

Given that efforts were made to encourage all stakeholders to critically identify where requests should be placed (without regard for likelihood of funding), FC's goal is to provide opportunities for all areas to have access to some discretionary dollars.

Discussion included consideration of the following criteria to determine how the discretionary funds should be allocated to each budget officer:

- FTES generation
- Prior years' spending
- 2016-17 requests (Budget Justification Worksheet)
- New programs

FC seemed to reach consensus on utilizing a combination of 3-5 years' prior years' spending and 2016-17 requests in Categories 3-5. The percentage that each budget officer received and is requesting may then be used to arrive at an amount, per budget officer. FC discussed how to encourage transparency at the division level.

Final decision will be made at 3-28-16 meeting.

- Timeline Review

FC is on track with respect to established timeline.

FC focus will remain on:

- Increasing transparency of decision making

- ASG Involvement in Resource Allocation Process

FC agrees ASG should have involvement in this process. FC representatives can attend ASG meetings. L Harris will send invite for upcoming meetings.

5. The meeting adjourned at 5:02pm

FC MEETING SCHEDULE 2015-2016 (2ND AND 4TH 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	March 14, 2016	
November 23, 2015	March 28, 2016	

* FC will meet.