

**San Jose City College  
Finance Committee Minutes 3-28-16**

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

1. Approval of Agenda - Approved
2. Approval of 3-14-16 Minutes –  
**Approved (1 abstention)**
3. Public Comments
4. Discussion/Action
  - 4.1 Budget Justification Worksheet
    - Resource Allocation Process

**J. Escobar presented data on total requests across all 5 categories, less requests for each of the non-Fund 10 sources (State Block Grant, Lottery/Prop 20/Classified & Hourly vacant positions/Bond/Perkins). In categories 1 & 2, total unfunded is approximately \$2.26 million.**

**J. Alonzo distributed copies of a model developed by B. Pacheco (see attachment 1). Limitations and advantages were discussed. J. Bell indicated she would bring the model to Program Review Committee (PRvC) as a jumping-off point for discussions relating to revision of Program Review document. K. Kimura suggested that some members of FC could accompany J. Bell to that committee meeting to further strengthen ties between FC and PRvC. FC will also investigate inviting S. Abel to attend an FC meeting to discuss the capability and limitations of CurricUNET for integration of PRvC and resource allocation requests.**

**The FC also reviewed**

- the individual percent requests for each budget officer as a fraction of the total
- prior years' expenditures as a fraction of the total spent for each budget officer

**Discussion ensued on various methods by which allocation to budget areas can be accommodated. The following criteria were mentioned as important principles to retain in the process and methodology:**

- Retain transparency
- Retain objectivity
- Reward the divisions'/departments' good faith efforts to look critically at requests and categorize appropriately
- Provide all primary budget officer areas with discretionary funds to allocate at the division and department level

**FC appeared to reach some consensus on the model of awarding a consistent percentage of total request for each budget officer. This will require each budget officer to develop a transparent method by which allocations at the division and department level are determined. J. Alonzo was tasked with developing a final calculation for each budget officer. A final vote would be collected by email.**

**San Jose City College  
Finance Committee Minutes 3-28-16**

- Communication of FC Activities

**FC has a workshop time allotted at the 4-8-16 PDD from 1:30pm to 3pm. J.Escobar, J. Bell, K.Kimura, T.Kubo plan to be in attendance to answer any questions.**

**K. Kimura will give a presentation at the 4-1-16 CAC meeting with the FC final resource allocation methodology recommendation.**

**K. Kimura will send out an updated email to the campus, reiterating to all stakeholders of the FC decision to utilize the Budget Justification Worksheets in lieu of a budget hearing process.**

- ASG Meeting

**FC agreed to make efforts to communicate out information to the ASG. ASG meetings take place every Wed from 2-4pm.**

- Handbook

**Once final decisions are made for this funding year, the Handbook subcommittee will need to make appropriate updates.**

5. The meeting adjourned at 5:25pm, with the agreement that a final vote regarding the resource allocation process will take place via email.

**Motion:**

Please review the attached document and indicate whether you are in favor or not in favor of the following motion by T.Kubo, seconded by J.Alonzo:

“I would recommend to move forward with Jamie’s spreadsheet [see attachment 2], upon confirmation that the figures in columns B and C are accurate.”

Yes – 7 votes

No – 1 vote

Abstention – 1 vote

Motion carried.

**San Jose City College  
Finance Committee Minutes 3-28-16**

**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	March 14, 2016	
November 23, 2015	March 28, 2016	

\* FC will meet.