

## Finance Committee Meeting –Minutes for September 14, 2015

### Membership Attendance

MSC –Takeo Kubo, Jaime Alonzo

Faculty –Chris Frazier, Sandra Honesto, Judith Bell

Classified –Lina Brasil

Associated Student Body

Ex-Officio – Jorge Escobar

#### 1. Approval of Agenda– Discussion/Action

Approved Agenda– Motioned: Chris Frazier suggested moving Doug Smith and Peter Fitzsimmons to the top of the Agenda. He also suggested the reports be moved to the end. The committee agreed.

#### 2. Public Comments-

Representative from ASG (Associated Student Government) was present. Takeo Kubo mentioned that the committee needed three student members.

#### 3. Discussion/Action

##### 3.1 Meeting with Doug Smith and Peter Fitzsimmons

Jorge Escobar began explaining the purpose of wanting to meet with representation from the Fiscal Services department and Doug Smith last year. He began explaining how the committee wanted to speak with them before the recommendations got forwarded to the CAC (college advisory council), but there were always schedule conflicts. The Finance Committee wanted to voice their concern regarding the program reviews and the limitation in funds. Jorge Escobar explained to them how vigorous and time consuming the process is. He mentioned that his understanding is that Evergreen Valley College doesn't follow a similar process to San Jose City College. He also mentioned how his office (Business Services) was stuck in the middle. He explained that his office was like the voice of the customer.

Chris Frazier also explained the importance of meeting with Peter Fitzsimmons and Doug Smith. He explained to them how difficult it was to allocate the funds last year due to lack of funds. He explained to them how they had to allocate 60% of the funds to items that had to be fixed immediately. Chris Frazier voiced his concern that the committee had the same amount of funds to work with as five years ago. He also mentioned how sad it is to listen to what some people have to go through to cut back on certain things to maintain their budget. He was glad Doug Smith and Peter Fitzsimmons were at the meeting and hope to have them attend more meetings so that they can see what the Finance Committee has to go through to allocate the budget.

Doug Smith began with stating that he has fifteen years of experience of working at one college. This is his first time at a multiple-college district. He understands the system and has developed an adopted budget presentation that he passed out to the Finance Committee. He went over a couple of slides to try to explain his part of the allocation of funds. He introduced a budget allocation model that he has been working on that should help lead to facilitate the understanding.

Peter Fitzsimmons states that San Jose City College does have a more robust budget development process than Evergreen Valley College does and from his perspective he thinks that is a good thing. He also thinks that all organizations including the District Office can do a little bit better in optimizing the funds that they do have because at the end of the year each location has unspent discretionary funds that roll over.

Takeo Kubo spoke on behalf of the Finance Committee and wanted Doug Smith and Peter Fitzsimmons to know that the committee was looking for a way to open a conversation to figure

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out how to work with the district office and the district budget committee to get what we need as a college and to operate at a level that we would like to base on program review and student outcomes. He explained that the Finance Committee struggles to allocate the funds because they get many more requests than what the committee has to work with.

Doug Smith explained his understanding of the committees concern. He explained one of the issues is timing. The school is a Basic Aid District and explained that we are not like the other 66 college districts. We are funded like six of the seventy-two. The school gets most of its money based on property taxes. He tried explaining the graph he has in his presentation. The committee went over the graph and got a clearer understanding of it. Doug Smith and Peter Fitzsimmons will be invited to future meetings to continue to work with the committee.

### 3.2 Review and revise (as applicable) Committee Charge

Takeo Kubo asked the committee to look over the charge from last year and went over the few changes the committee had done. He wanted to know if the committee wanted changes for this year. Chris Frazier suggested including under responsibilities, something stating when the school receives a onetime funding. Takeo Kubo said he would add something. Chris Frazier also mentioned to change under membership the ex-officio to state that it's a non-voting ex-officio. Takeo Kubo will revise the charge and e-mail it to the committee members. The committee will approve it at the next meeting and send it to CAC (college advisory council).

### 3.3 Elect Committee Chair and Co-Chair

Takeo Kubo stepped down from being the Chair. He explained he would be missing a lot of the meetings and didn't think it would be fair to the committee. If Keiko Kimura agrees, the committee appointed her for Chair and Jamie Alonzo for Co-Chair.

### 3.4 Membership

Sandra Gonzalez and Corinne Salazar are no longer in the committee due to other commitments. Takeo Kubo is working with CSEA to fill their spot. He will also work with Blake Balajadia to get students on the committee.

### 3.5 Meeting Dates

Meetings will be the second and fourth Monday of every month. The next meeting will be on September 28, 2015. November 9, is a Holiday there will only be one meeting in November. The committee will try to meet December 7. This will be discussed at the next meeting.

### 3.6 Resource Allocation Process-review/revise

Takeo Kubo asked for Jorge Escobar's guidance regarding how the process works. He wants to know if maybe there is a more efficient way of doing the allocation process. He mentioned if they want to look at the total division or department allocations line by line. Jamie Alonzo thinks there is something missing when they have to prioritize the request. Jorge Escobar agreed that there should be some kind of measurement to tie in to. The committee will think of ways to make changes for the future.

### 3.7 Accreditation

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Not enough time to discuss moved to the next meeting

### 4 Reports

#### 4.1 District Budget Council

Not enough time to discuss moved to the next meeting

#### 4.2 College Advisory Council

Not enough time to discuss moved to the next meeting

### 5. Adjourn