

**San Jose City College  
Finance Committee Minutes 9-28-15**

Membership Attendance

MSC –Keiko Kimura  
Faculty –Judith Bell  
Classified –Lina Brasil, Deanna Herrera  
Associated Student Body – Cody Mowbray, Robel Gidey  
Ex-Officio –

1. Approval of Agenda– Discussion/Action  
**Motion to add Approval of Minutes as Item 2 – Approved w/o objection.**
2. Approval of 9-14-15 Minutes  
**Motion to Approve Minutes – Approved with request to amend later, if necessary**
3. Public Comments- No Comments
4. Reports
  - 4.1 District Budget Council – No report
  - 4.2 College Advisory Council – D. Herrera reported that Friday 10-2-15, the CAC will be approving the committee comprehensive reports
5. Discussion/Action
  - 5.1 Approve Committee Charge  
**Motion to Approve Committee Charge – Approved w/o objection.**
  - 5.2 Membership  
The Finance Committee welcomed the following new members:  
Deanna Herrera – CSEA  
Cody Mowbray – ASB  
Robel Gidey - ASB
  - 5.3 Meeting Dates  
**Motion to Add December 7, 2015 to meeting dates schedule as tentative meeting – Approved w/o objection.**
  - 5.4 Resource Allocation Process – review/revise
    - J. Bell and K. Kimura gave background on the issues raised during the last resource allocation process.
    - K. Kimura identified two major areas of concern for the FC from the last academic year:
      - **Need for structured communication between FC and other committees, such as Program Review (PRvC) and Strategic Planning**
      - **Lack of input and connection between campus FC and District Budget Council**The Department Budget Justification Worksheet developed by J. Alonzo was distributed and reviewed, as a possible tool to be used for the 2015-16 allocation process. Three additions were suggested:
    - Indicate # of times the item was requested

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- Selection of a funding category from a drop-down menu (Lottery, Bond, Fund 10, etc.)
- Inclusion of student feedback sought (student survey results of prioritized items, student testimonials)

J. Bell suggested that eventually something like this worksheet be used as part of the Program Review Document. Future connections between FC and PRvC could include having the FC members review the budget portion of the program review and give guidance to departments directly on their budget requests.

**Motion to accept the Department Budget Justification Worksheet as a working document for department use – Approved w/o objection.**

D.Herrera will bring it to CAC on Friday, 10-2-15 for review and feedback.

#### 5.5 Accreditation

K. Kimura distributed Accreditation Project Plan spreadsheets for Standard 3.D., having to do with Financial Resources. She explained that the FC input is integral to reporting on this section. She asked that committee members do some homework for the next meeting in October: To read the standards and begin filling in their thoughts regarding how well the College meets these standards. A soft copy with embedded questions will be emailed to all committee members.

#### 5.6 Self-Evaluation Goals

K. Kimura distributed copies of the FC Self-Evaluation Report from 2014-15. She identified issues that the committee had listed as areas for potential change. Items 1, 8, 9 were discussed:

**1. Need clear structure for communication between committees (especially Program Review, Strategic Planning)**

- Adoption of Department Budget Justification Worksheet will assist in this area

**8. Clarify budget categories (Lottery, Bond, Perkins, Fund 10) to the campus community**

- Education/training needs to be done for stakeholders regarding these funding streams.
- Inclusion of these funding streams on the Department Budget Justification Worksheet will assist in this area.

**9. Amen quorum practices (for unexpected absences, etc.)**

- The Committee does not allow proxy votes, per FC charge. However, the FC will meet w/o taking action if quorum is not present.
- No change needed at this time

6. Meeting adjourned at 4:37pm.

**Agenda Items for 10-12-15:**

Timeline for Resource Allocation Process

President's Priorities

Training for Budget Officers

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**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	

\*Tentatively scheduled. FC will meet, if deemed necessary.

## Finance Committee (FC) Meeting –Minutes for September 28, 2015

September 14, 2015

February 8, 2016

September 28, 2015

February 22, 2016

October 12, 2015

March 14, 2016

October 26, 2015

March 28, 2016

November 10, 2015

April 11, 2016

November 23, 2015

April 25, 2016

December 7, 2015\*

May 9, 2016

December 14, 2015

May 23, 2015

\*if necessary