

**San Jose City College**  
**Finance Committee Minutes 10-12-15**

Membership Attendance

MSC –Keiko Kimura, Jamie Alonzo

Faculty –Judith Bell, Chris Frazier

Classified –Lina Brasil, Deanna Herrera

Associated Student Body –

Ex-Officio – Marilyn Morikang (proxy)

1. Approval of Agenda– Discussion/Action

**Motion to add Approval of Minutes as Item 1.A. – Approved w/o objection.**

1.A. Approval of 9-28-15 Minutes

**Motion to Approve Minutes – Approved with request to amend later, if necessary**

2. Public Comments- No Comments

3. Reports

3.1 District Budget Council – No report

3.2 College Advisory Council – D. Herrera reported that on Friday 10-2-15, she presented the Department Budget Justification Worksheet as an information item. She received the following feedback:

- Request to include the last time an item was purchased
- Request that the worksheet be sent out to departments from the Program Review Committee to avoid confusion and duplication of work

4. Discussion/Action

4.1 Procedures for FC Meetings - Discussion

K.Kimura proposed that the committee establish an agreed-upon set of principles to ensure efficient and inclusive meetings. The committee identified three actions they would like to pilot and incorporate into future meeting protocols:

- Each committee member is called upon by the chair before speaking
- All committee members have a chance to speak on an issue once before any one person can speak again
- Each committee member is invited to express their opinion and submit an idea within a time frame, perhaps 3 to 4 minutes.

4.2 Budget Template - Discussion

J. Alonzo presented a revised Department Budget Justification Worksheet for the committee to review. He stated that ultimately the FC may be able to get to the point where the tool used for resource allocation provides an objective picture of any department's request that leads to an unambiguous decision regarding levels of funding for requests. J. Bell indicated that she is using the template as a test case in her department's current budget process.

The committee discussed the merits of adding/expanding/modifying/placement of the following items:

**San Jose City College**  
**Finance Committee Minutes 10-12-15**  
October 12, 2015      3:00PM      SC 204

- Number of times an item has been requested
- The last time the same item was purchased
- Inclusion of funding categories
- Definitions of priority levels

The committee recommended the following changes be made:

- Add funding category as a drop-down menu
- Retain number of priority levels but change language of Priorities 3 and 4 to reflect “direct and indirect impact on SLOs and/or SAOs”
- Add definitions of the funding categories, including allowable expenses

Departments that inquire about where to indicate the number of times an item has been ordered will be directed to make use of the ‘Rationale’ text box.

J. Bell and J. Alonzo were tasked to put together a final version of the form and bring it to the 10-26-15 FC meeting, using the FC committee recommendations as well as the experience and feedback of an enduser (J.Bell). The goal will be to bring the revised form to the CAC meeting on 11-6-15.

Homework:

FC members will send J.Alonzo samples of requests that would fit into each priority category. J. Bell and J. Alonzo were tasked to put together a final version of the form, using the FC committee recommendations as well as the experience and feedback of an enduser (J.Bell).

K.Kimura and J.Alonzo will request president’s priorities for inclusion in form.

K.Kimura and J.Alonzo will meet with PRvC chair to solidify work flow, due dates, future collaborations re: worksheet training.

#### 4.3 Resource Allocation Model – Discussion

FC discussed the merits, concerns, history of current RAM. FC determined that investigation of other schools’ models would be beneficial to the institution. J.Alonzo and K.Kimura will request recommendations from R.Pacheco, the SJCC Accreditation consultant. FC members agreed to independently conduct research on RAMs for each school identified to bring back to the committee for review and consideration.

For the current academic year, J.Alonzo suggested that the committee consider offering up their services to other departments in developing their budget requests using the approved worksheet. C.Frazier commented that our current model obligates the FC to make decisions regarding expenses that are not truly discretionary. J. Alonzo also asked whether the group should come to agreement regarding the common requests across divisions (marketing, professional development, reprographics).

**San Jose City College**  
**Finance Committee Minutes 10-12-15**  
October 12, 2015    3:00PM    SC 204

4.4 Timeline for FY 16-17 requests

M. Morikang explained that the district requires the proposed budget be submitted by April 30, 2016. Therefore, the goal will be to have the CAC approve the FC's recommendation by April 15, 2016. K. Kimura will bring back a revised proposed timeline to the 10-26-15 meeting for FC review.

4.5 Accreditation

K. Kimura explained that she and cochair J. Alonzo will work with T. Kubo to flesh out the accreditation template form before bringing it back to the FC for additions, edits, deletions, expansion.

5. Meeting adjourned at 5:02pm.

**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.