

**San Jose City College
Finance Committee Minutes 10-26-15**

Membership Attendance

MSC –Keiko Kimura
Faculty –Judith Bell
Classified –Deanna Herrera
Associated Student Body –
Ex-Officio –

1. Approval of Agenda– Discussion/Action
No additions. No quorum.

- 1.A. Approval of 10-12-15 Minutes
No corrections. No quorum.

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 10-16-15, CAC is reviewing the Educational Master Plan. Also, she communicated to the CAC that the FC is still working on the budget worksheet and will return at a later date with a finalized version for their review and approval.**

4. Discussion/Action

- 4.1 Procedures for FC Meetings – **Rescheduled for next meeting with quorum.**

- 4.2 President’s Priorities – **President Breland has shared the following priorities:**

- **Innovation**
- **STEM**
- **Basic Skills Instruction**
- **Professional Development**

K. Kimura stated that Dr.Breland forwarded the suggestion that the FC set aside an amount (approx. 30K) to be housed in the President’s Office under ‘Innovation’. In this scenario, the FC would review the requests for innovation from the various cost centers and submit a prioritized list of projects for funding to the President. The FC will need to discuss the merits of this proposal in greater detail.

- 4.3 Budget Template

K.Kimura shared the latest version of the template. K.Kimura and J.Alonzo have met with the Dr. Breland, Jessica Breheny (PRvC chair), and Academic deans. J. Bell presented to the HUM/SS division. J. Alonzo also presented the document to the AS on 10-13-15 during Public Comments. General response has been positive. J.Breheny will be sending out an email announcement to the

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campus that in a joint effort to improve communications between FC and PRvC, the form may be attached to program reviews as an addendum, and will not be a part of the formal PRvC validation process. J. Breheny has agreed to attach budget worksheets to program reviews after due dates, if necessary. K.Kimura will send out to FC members to vote via email for approval of this form. If approved, D.Herrera will bring to CAC on 11-6-15. K.Kimura will request time on AS agenda for Discussion/Action.

K.Kimura will identify some Monday afternoons (3:15pm onwards) for open drop-in sessions for budget officers to get training on the forms. Participants will be encouraged to bring a sample budget request to the training.

4.4 Timeline for FY 16-17 requests

Dr. Breland, J.Breheny (PRvC chair) have reviewed the draft timeline. FC will utilize this timeline for planning out FY16-17 future dates.

4.5 Accreditation

K.Kimura will send out the Guiding Questions for each standard relevant to the FC. FC members are asked to review the questions and identify those that can/can't be answered and how.

5. Meeting adjourned at 4:55pm.

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	March14, 2016	
November 23, 2015	March 28, 2016	

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