

**San Jose City College
Finance Committee Minutes 11-23-15**

Membership Attendance

MSC –Keiko Kimura, Jamie Alonzo, Takeo Kubo
Faculty –Judith Bell, Chris Frazier, Sandra Honesto
Classified –Deanna Herrera
Associated Student Body –
Ex-Officio –

1. Approval of Agenda– Discussion/Action
Approved.
2. Approval of 10-26-15 Minutes
No corrections. Approved.
3. Public Comments- **L. Harris (student) stated that he is currently doing some work on behalf of the ASG as it relates to discretionary funds for SJCC. He asked for FC members’ cooperation in answering questions he might have about FC processes.**
4. Reports
 - 4.1 District Budget Council – No report
 - 4.2 College Advisory Council – **D. Herrera reported that CAC approved the Budget Justification Worksheet as a working document for the FY15-16 resource allocation process on 11-6-15.**
5. Discussion/Action
 - 5.1 Procedures for FC Meetings – **The FC approved the following procedure to pilot as FC 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, up to 4 minutes.**
 - 5.2 Budget Justification Worksheet
 - **Approval and Training**
 - **K.Kimura stated that along with the CAC approval, the AS also approved the Budget Justification Worksheet as a living document for use in the 15-16 resource allocation process.**
 - **T.Kubo, D.Herrera, J. Alonzo, K.Kimura will be available to answer questions and guide programs who are seeking assistance with completing the worksheet**
 - **FC will need to schedule time to review completed worksheets in time to seek feedback from programs, if necessary (February 2016)**
 - **12-7-15 meeting will be held as scheduled – agenda at this meeting will largely focus on developing FAQ for common questions related to the worksheet. From 12-7-15 until the end of the semester, all FC members will be available to support programs with completing the worksheet.**

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Finance Committee Minutes 11-23-15
 October 12, 2015 3:00PM SC 204

- **President's Priorities**

- **FC still has the following issues to resolve re: allocating a set amount of funds for innovation in the 16-17 academic year:**
 - **What will be the total amount?**
 - **How will the priorities be set?**
 - **What does Innovation mean? What does it look like?**
 - **Where will the funds come from?**
 - **How do we ensure honoring the priorities?**
 - **Will the new chancellor support this initiative? And how will this take place?**

5.3 Timeline for FY 16-17 Requests

The FC timeline still holds.

C.Frazier advocated that the FC make a conscious effort to provide a mechanism by which the results of the resource allocation process are communicated back to the stakeholders. Ideas for doing this were discussed, including a town hall meeting, a session at PDD, and communication with the budget officers to ensure that results are made available to all. If PDD, FC will need to request a slot from Staff Development Committee.

5.4 Accreditation Manual

FC committee has identified a subgroup to work on a FC Manual that will clarify the following:

- **Tasks that are the responsibility of the FC**
- **Reporting structure**
- **Structural communication with other committees**
- **Etc.**

Subcommittee members: J. Alonzo, J. Bell, C.Frazier, T.Kubo

5.5 December 7 – Meeting

FC will meet as agreed. See 5.2 for detail.

6. Meeting adjourned at **4:03pm.**

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	

* FC will meet.