

**San Jose City College  
Finance Committee Minutes 12-7-15**

Membership Attendance

MSC –Keiko Kimura, Jamie Alonzo  
Faculty –Chris Frazier, Sandra Honesto  
Classified –Deanna Herrera, Lina Brasil  
Associated Student Body – Larry Harris  
Ex-Officio –

1. Approval of Agenda– Discussion/Action  
**Approved.**

2. Approval of 11-23-15 Minutes  
**No corrections. Approved.**

3. Public Comments- **L. Harris (student) stated that he has been approved by Associated Students to serve as their representative on the Finance Committee. The committee welcomed him to the group.**

4. Discussion/Action
  - 4.1 Budget Justification Worksheet
    - FAQs

**The Committee developed concepts for two FAQs to be developed.**

- A) **A standing document that answers general questions about the actions of the Finance Committee, such as:**

1. **What are the fund areas that the Finance Committee deliberates over?**
2. **What are the important dates that departments need to know?**
3. **How come I didn't get funded for my request?**
4. **A chart showing the college's total budget with detailed breakdown on what percentage is spent on the following areas (salaries/benefits, operations/maintenance, discretionary, etc.)**

- B) **A living document that addresses questions that may come up in the 2015-16 allocation process, such as:**

1. **Why the change from 'Priorities' to 'Categories'?**
2. **A narrative to explain the process with some examples attached.**
3. **What is the level of detail needed for items such as noninstructional supplies?**

- Rubric

**Discussion of the rubric was limited to what of the 5 categories (Critical, Maintenance, Direct Improvement, Indirect Improvement, Innovation) are under the purview of the FC. The purpose of the categorization this year is to isolate operational expenses from discretionary expenses, i.e. Categories 'Critical' and 'Maintenance' are representative of completion of a zero-based budget process that going forward would not be considered a part of the FC deliberations.**

**Once the total sums of requests are finalized, the FC plans to make presentations to appropriate governance bodies to explain the results of the process (CAC, AS, etc.) and advocate for the transfer of the two categories to another office, along with an asset inventory process/body.**

- 4.2 Accreditation – Manual – postponed to 12-14-15 meeting.

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5. The meeting adjourned at 4:07pm

**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	

\* FC will meet.