

**San Jose City College**  
**Finance Committee Minutes 10-23-17**

Membership Attendance

MSC – Takeo Kubo, Robert Gutierrez

Faculty – Chris Frazier, Linda Ferrell, Bill Carlson

Student – Jammaar Hall

Ex-Officio – Jorge Escobar

1. Approval of Agenda – **Approved by assent**

2. Approval of Minutes – **Approved - Calson/Takeo**

3. Public Comments – **None**

4. Reports

4.1 District Budget Committee/District RAM

The recent RAM discord was described, that the DO seemed to be moving forward with a plan which had not been approved by the Ram taskforce; Bill requested a copy of the Stutzman report. Chris is concerned that this is not an approved document, but agrees that it is public. Chris will provide this for Bill, along with the district approved budget URL.

4.2 College Advisory Committee – no report

4.3 Program Review Committee – Takeo reported that the committee has many new members. They are discussing student services forms, looking at oversight of SLO assessment and service area outcomes.

4.4 Planning & Institutional Effectiveness Committee – T. Kubo reported that college goals and key performance indicators need update.

5. Discussion/Action

5.1 Strategic Plan

5.1a Strategic Priority #3 - “Organizational Effectiveness and Sustainability” by assent, Some members who had already seen this said that the priorities seemed very ‘boilerplate’ not as specific as college goals, it was agreed that Doug was welcome to present, and 4 questions were developed as follows:

- 1) How do we make decisions quickly after the RAM is adopted?
- 2) How do we finance growth in benefits, new hires, and new programs?

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- 3) How does money flow from the board 'ends' to the college 'work'?
- 4) How does the college RAM budget find room for these 'ends'? If we do these ends how is that accommodated by the RAM?

5.2b President's Priorities – we do not know initially if the president's priorities can be aligned with the district strategic planning. How are these priorities integrated with district strategic planning?

5.2 Timeline for budget process – this was approved as presented, but the box “determine areas due for baseline” was held for future adoption it will not be part of this year's timeline. Takeo motion, Linda 2nd unanimous approval

5.3 Review and revise budget process –

5.3a RAM Impact – we are concerned and feel it is in our charge, and we don't know how to begin to analyze this.

5.4 Update on Bond Program – the senate and DO are in disagreement about the bond management hiring process. The senate was told at the last minute to 'send a faculty appointee'. They couldn't do this and pushed back

**6. The meeting adjourned at 4:15pm**

**FC MEETING SCHEDULE 2016-2017 (2<sup>ND</sup> AND 4<sup>TH</sup> MONDAYS AT 3:00PM)IN SC204**

~~September 25, 2017~~

~~October 9, 2017~~

~~October 23, 2017~~

November 13, 2017

November 27, 2017

December 11, 2017

February 12, 2018

February 26, 2018

March 12, 2018

~~March 26, 2018~~ Spring Break

April 9, 2018

April 23, 2018

May 14, 2018

**Standard IIID Financial Resources:**

## **D. Financial Resources**

### **Planning**

1. Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)
2. The institution's mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.
3. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

*Source: ACCJC Accreditation Standards (adopted June 2014)*