

**San Jose City College**  
**Finance Committee Minutes 09-25-17**

Membership Attendance

MSC –Marilyn Morikang, Takeo Kubo, Robert Gutierrez

Faculty –Chris Frazier, Linda Ferrell, Bill Carlson

Classified – Deanna Herrera

Ex-Officio – Jorge Escobar

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

**Approved**

**2. Public Comments – None**

**3. Reports**

3.1 District Budget Committee – J. Escobar provided update

3.2 College Advisory Committee – D. Herrera indicated the committee has not met yet

3.3 Program Review Committee – T. Kubo provided update

3.4 Strategic Planning Committee – Y. Kubo provided update

**4. Discussion/Action**

4.1 Elect Committee Chairs

The committee nominated and voted for chair and co-chair

Chair – Marilyn Morikang

Co-chair – Chris Frazier

4.2 Membership

Confirmation of 2 more CSEA members is needed because Lina Brasil has not been participating.

There is still need for 3 student representatives. The committee discussed about paying students to participate in college committees.

**Actions**

- M. Morikang will contact CSEA and student reps to assign members to the committee.
- J. Escobar will look into what steps to take about paying students to participate in college committees and provide details to the group.

4.3 Update on Adopted Budget

J. Escobar updated that the adopted budget was approved by the Board of Trustees and there were no surprises. He explained that the process of developing the adopted budget report is very manual and tedious and not produced systematically. C. Frazier pointed out the volume of the report and if it is cost effective, and that there is still disconnect between the colleges and the district office.

4.4 Update on Budget Collection Template

The spreadsheet for FY18/19 budget request will stay the same.

4.5 Update on Resource Allocation Model

C. Frazier mentioned that R. Stutzman presented a recommendation that is not necessarily in agreement with both colleges. The recommendation is more favorable to EVC than SJCC.

Chancellor will meet with Senates regarding process. C. Frazier indicated that some members of

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the RAM taskforce would like to approve R. Stutzman's recommendation and be done with the process, however, there are still about 5-6 underlying problems to be resolved prior to finalizing the process such as carryover, business rules etc. SJCC senate had unanimously rejected the report. There was a question if the FC will now be responsible for allocating the entire SJCC budget when the new RAM is in place. M. Morikang reminded everyone of the committee's charged and recommended that the FC should begin to review and enhance SJCC's resource allocation process found in the Strategic Planning manual in preparation for the new district RAM.

**5. The meeting adjourned at 4:30pm**

**Agenda Items for 10/9/17**

- President Priorities
- Update on Bond Program
- Committee goals
- Timeline for Resource Allocation Process

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

September 25, 2017	February 12, 2018
October 9, 2017	February 26, 2018
October 23, 2017	March 12, 2018
November 13, 2017	<del>March 26, 2018</del> Spring Break
November 27, 2017	April 9, 2018
December 11, 2017	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)**