

San Jose City College
Finance Committee Minutes 10-09-17

Membership Attendance

MSC – Marilyn Morikang, Takeo Kubo, Robert Gutierrez

Faculty – Chris Frazier, Linda Ferrell, Bill Carlson

Student – Jammaar Hall

Ex-Officio – Jorge Escobar

1. Approval of Agenda – **Approved**
2. Approval of Minutes – **Approved as amended**
3. Public Comments – **None**
4. Reports
 - 4.1 District Budget Committee/District RAM – C. Frazier provided update
 - 4.2 College Advisory Committee – no report
 - 4.3 Program Review Committee – Judith Bell – Budget request form has been updated and published on website. There is a need to build a mechanism to count awards for summer as it is not currently counted and this data is not provided to the departments for their program review. This affects the validity of the data. Joyce Lui will provide more details as well as the impact on program review.
 - 4.4 Planning & Institutional Effectiveness Committee – T. Kubo provided update
5. Discussion/Action
 - 5.1 Review and approve Committee Charge – There was discussion about the committee’s charge. Members feel that the charge is very broad and unclear. Members also questioned if the committee’s charge be changed to be consistent with the new District’s RAM
 - 5.2 Review and revise Committee goals – Committees goals were reviewed and a new goal added. “Design and guide a fair and transparent transition for the College to a new District resource allocation model”
 - 5.3 Review President’s Priorities – President’s priorities were reviewed. C. Frazier feels that there should be a smooth transition from last year. For example professional development was not included in the new priorities.

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5.4 Timeline for budget process – Budget timeline was reviewed and agreed upon. T. Kubo will update and bring to next meeting.

5.5 Review and revise budget process – Resource allocation flowchart was reviewed to remove budget hearing, and add 2 more boxes. This revision will be forwarded to Planning & Institutional Effectiveness Committee to revise the integrated planning and resource allocation handbook.

5.6 Update on Bond Program – No Update

6. The meeting adjourned at 5:01pm

FC MEETING SCHEDULE 2016-2017 (2ND AND 4TH 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	March 26, 2018 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)