

San Jose City College
Finance Committee Minutes 11-13-17

Members Present

MSC – Marilyn Morikang, Takeo Kubo

Faculty – Chris Frazier, Linda Ferrell, Bill Carlson

Classified – Deanna Herrera

Student – Jammaar Hall

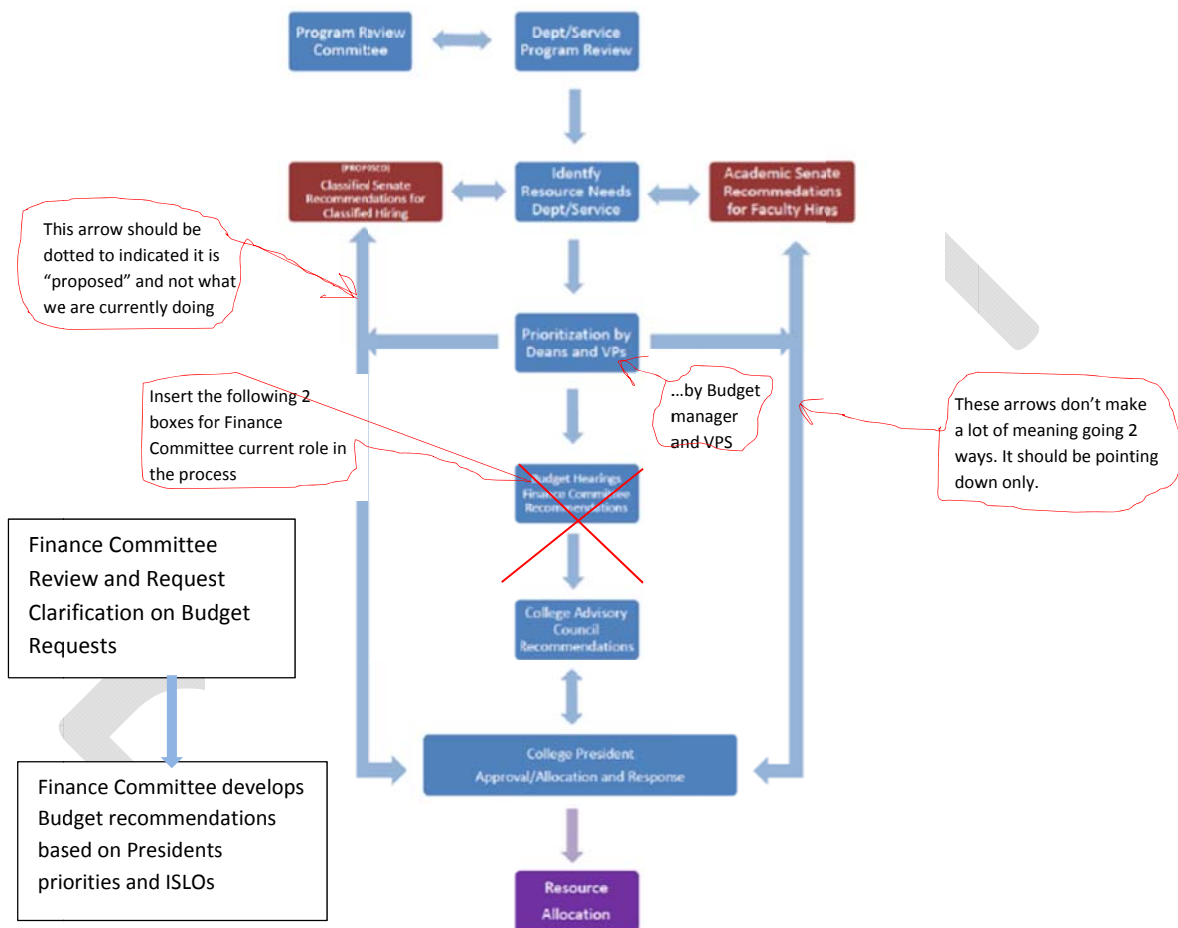
Ex-Officio – Jorge Escobar

1. **Approval of Agenda** – Deanna motions to approve agenda. Motion seconded by Chris. Motion Passes
2. **Approval of Minutes** – Takeo motions to approve minutes. Motion seconded by Chris (**Abstain** – Morikang/Herrera)
3. **Public Comments** – None
4. **Reports**
 - 4.1 **District Budget Committee/District RAM** – Marilyn updated that the district 1st quarter report was presented and will be placed on the BOT on 11/14/17 meeting. Chris updated that there has been no RAM meeting.
 - 4.2 **College Advisory Committee** – Deanna updated that [REDACTED]
 - 4.3 **Program Review Committee** – Takeo reported that the committee has begun reading comprehensive program reviews and will provide 1st feedback to the writers/departments. Annual reviews are due November 29th. Jessica Breheny emailed various departments who their readers are. The committee is currently discussion the form to be used by non-instructional activities that are part of an instructional department such as library, tutoring center. This does not affect FC budget request form.
 - 4.4 **Planning & Institutional Effectiveness Committee** – No update
5. **Discussion/Action**
 - 5.1 **Strategic Plan**
 - 5.1a **District Strategic Priority #3 “Organizational Effectiveness and Sustainability”** Marilyn reported that she got a response from VC Smith who will plan on attending the next meeting or the December meeting to address the 4 questions from the committee.
 - 5.2 **SJCC Strategic Planning Manual** –
 - The committee reviewed the resource allocation flow chart found on page 15 of the Strategic planning manual.
 - The departments do not have a way of requesting for new classified positions similar to faculty (Faculty Senate). The flow chart indicates as such, however, the Classified Senate is not currently a part of this process (Linda)
 - Classified positions have strategic importance and decisions for funding classified positions should be looked at strategically (Chris).
 - There needs to be a process similar to Academic Senate for classified positions (Takeo).
 - Flow chart appears to be through the lens of esthetics and neatness rather than functional and organization effectiveness (Chris)

San Jose City College Finance Committee Minutes 11-13-17

- Deans and VPs make decisions for classified staffing. The classified senate is not currently involved, so the arrow on the flow chart leading from classified senate to college president does not apply (Linda)
- There is no strategic place for making decisions on management positions (Chris)
- Document is misleading (Linda)
- Below are the changes/recommendation made by the group.

Resource Allocation Model



- The committee charged Takeo to take recommendations to the PIE.

5.3 Analysis for Planning & Institutional Effectiveness Committee –

Marilyn corrected that the request committee report/update came from CAC and not PIE. The group completed the template provided by CAC. Marilyn and Chris will provide the report to CAC on Friday.

5.4 Adapting to New District RAM – the following questions/comments were raised

- The RAM should include oversight of all entities of the District (SJCC/EVC/DO)
- Clearly document the business process
- How to deal with step and column increases

**San Jose City College
Finance Committee Minutes 11-13-17**

- How to deal with health and welfare changes
- How much to carryover by each entity?
- Will the currently ERP and procedures function for the new RAM?

5.5 Update on Bond Program –

Senate wants to have a role in hiring for bond manager (Chris)

There is sufficient funding for instructional equipment and computer upgrade; however, there is no man-power to install (Jorge)

6. The meeting adjourned at 4:15pm

FC MEETING SCHEDULE 2016-2017 (2ND AND 4TH 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)