

San Jose City College
Finance Committee Minutes 11-27-17

Members Present

MSC – Marilyn Morikang, Takeo Kubo, Robert Gutierrez

Faculty – Chris Frazier, Linda Ferrell, Bill Carlson

Classified – Deanna Herrera

Student – Jammaar Hall

Ex-Officio – Jorge Escobar

1. **Approval of Agenda** – T. Kubo motions to approve agenda. Motion seconded by C. Frazier. Motion Passes
2. **Approval of Minutes** – B. Carson motions to approve minutes. Motion seconded by R. Gutierrez. Motion passes
3. **Public Comments** – None
4. **Reports**
 - 4.1 **District Budget Committee/District RAM** – M. Morikang and C. Frazier indicated that they were not at the last District Budget Committee (DBC) meeting. VC Smith who was in attendance was asked if he could provide an update. He provided run-down of the agenda of November 16, 2017 meeting that was held at EVC's Misha room from 3pm.
 - VC Smith updated that he will meet with the Board in February to recommend language that will codify when to put funds into and take fund out of the stabilization fund. His recommendation will be based on the property tax value. That is stabilization fund will get funded when the property tax reaches a certain percentage.
 - 50% Law (50% of unrestricted general funds should be spent on instruction) - the district ended the year FY16/17 at 50.33%. The cabinet has had multiple meeting to go over strategies to best utilize opportunities to maximize the 50% law. State-wide average is 51%
 - Parking fee – the police chief proposes 2 approaches to utilizing parking revenue.
 - Transportation fee – VTA has doubled its fees, therefore college cost will go up. There is discussion about whether to have students vote for a new rate. Jammaar is concerned that it is already hard for students to pay fees and purchase books, increasing the fee will be additional burden for students. He asked what if the students do not pass the fee increase if they were asked to vote. VC Smith responded that the options are still being discussed and will be presented to the Board of Trustees for final decision. R. Gutierrez asked about the total population of students that actually use the VTA and if it is possible for the Colleges to only purchase the number of passes needed in lieu of paying for all students. T Kubo responded that he receives a report from VTA about usage and the average is about 2,500 students district-wide.
 - Property tax – 1st data point 2.92%, second data point came in at 4.94%.
 - 4.2 **College Advisory Committee** – No Report
 - 4.3 **Program Review Committee** – T. Kubo – the committee is currently reading program reviews now. 11/29/17 is the deadline for all annual program reviews and 2nd submission for the comprehensive program reviews. There are discussions on clarifying how we (as an institution) define programs. Does each cost center represent a program? Linda Ferrell asked if the Deans need to certify the program reviews.

San Jose City College
Finance Committee Minutes 11-27-17

4.4 Planning & Institutional Effectiveness Committee – No Report

4.5 Bond Program – VC Smith updated that the District Budget Committee looked at facility master plan in their November 16, 2017 meeting.

5. Discussion/Action

5.1 Strategic Plan – VC Smith

5.1a Strategic Priority #3 – “Organizational Effectiveness and Sustainability” – VC Smith introduced District Strategic Priority 3. He provided a handout to the FC that included all 6 Strategic Priorities and said he was only assigned to Priority #3. This goal has 3 objectives which VC Smith elaborated on the intent as well as explained the key performance indicators.

- Objective 1: Develop, manage, and maintain the physical plant and facilities effectively and consistent with the Facilities Master Plan
- Objective 2: Optimize District Resources through sound fiscal management
- Objective 3: Ensure reporting compliance and enhance marketing strategies

C. Frazier asked what about cost of ownership. VC Smith explained that the community college system as a whole has not done a good job about calculating total cost of ownership, and that it is an area that continues to be looked at.

There was a general concern from the FC about the communication process to derive the goals put forward by the board, and if the colleges needs were taken into consideration. VC Smith responded that he could only speak to goal #3 which he has been tasked with. Robert Gutierrez made a recommendation to VC Smith as follows;

“Adopt and manage a district budget that reflects the priorities of each college by which the Board’s institutional priorities and district will support student success to increase the measures outlined in strategic priority #1”

5.2 Report to College Advisory Council on 11/17/17 –

M. Morikang and C. Frazier informed the group that the presentation to the College Advisory Council was successful. The goal was to highlight the activities of the FC and to shed light on upcoming challenges the College will face with the new resource allocation model.

5.3 Transfer of budget requests information to spreadsheet – M. Morikang indicated it is very labor intensive to convert the information from the various budget requests submitted by the departments into a format that is easy to analyze and summarize. She indicated that last year, she spend lots of hours and assisting the previous FC Chair, and cannot do this alone this year. The recommendation from the FC is to hire a student through federal work-study to do this. L. Ferrell proposed to find a student with excels skills.

5.4 Check in with Program review committee on budget template – M. Morikang asked Judith Bell how the FC will receive the budget request forms. Judith responded that last year a drop box was used. M. Morikang recommended that the preferred group account be SharePoint since the district owns this tool as part of office 365. Judith agreed to create a group account in SharePoint.

5.5 Strategic planning for the RAM –

5.5a Update of SJCC Strategic Planning Manual - this is an on-going conversation. The business rules for the new resource allocation model have not been finalized yet. Most of the rules have been finalized except for a few. Chris recommends bringing the business rules for FC to look at.

6. The meeting adjourned at 5:05pm

**San Jose City College
Finance Committee Minutes 11-27-17**

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)