

## Finance Committee Meeting –Minutes for 11-24-14

### Membership Attendance

MSC – Keiko Kimura, Takeo Kubo

Faculty – Judith Bell, Chris Frazier,

Classified – Corinne Salazar, Sandra Gonzalez

Associated Student Body –

Ex-Officio – Jorge Escobar

1. Approval of Agenda– Discussion/Action  
Approved Agenda– Motioned: Corrine Salazar /2<sup>nd</sup> Sandra Gonzalez
2. Approval of 10/27/2014 meeting minutes  
Motion to approve minutes: Chris Frazier/2<sup>nd</sup> Corrine Salazar
3. Public Comments – None
4. Discussion–

#### **4.1 Student Success Funds (fund 10)**

#### **DISCUSSION**

Sandra Gonzalez and Corinne Salazar both joined the district budget council. In their first meeting Sandra Gonzalez mentioned that Peter Fitzsimmons went over the 2013/2014 fund 10 discretionary student success initiative expenditures. She noticed that, the board of trustees awarded fund ten discretionary student success money. SJCC was awarded \$100,000, EVC \$100,000, and \$50,000 went to the Workforce Institute. Sandra Gonzales wasn't aware that the school was awarded this money. Duncan Graham is the Vice President of Academic Affairs and she recalls hearing him say last semester that we had student success funds a few times. When she went to ask the budget manager about the funds she was told that they didn't know anything about the fund. Sandra Gonzalez concern is that we do have this money but many of us aren't aware of it. Sandra Gonzalez did mention that some of the money was spent, but the money left was going to be carried over to this year. She would like to know how this money is being allocated and whoever is responsible for the allocation of the fund should make it transparent so this way people know where it's being spent. Takeo Kubo wanted to clarify or make sure he understood what Sandra Gonzalez question was. Based on the information Sandra Gonzalez has given us it appears to be fund 10 discretionary dollars that would have passed through the finance committee to preview the information and recommend allocation. If it was the President's discretion then that should be ok. It would be good to know what these funds were for or what they are going to be used for. This way as a committee we can answer these questions to others as they come up and we can be more informed. Judith Bell wanted to know if this money that was given from the board of trustees was an ongoing thing or a one-time thing. Sandra Gonzalez explained it was a one-time thing. Her concern was that the finance committee was never informed of this money. She doesn't recall hearing about it at all. If it's the President's decision on how to spend the money, that's fine she just would have liked to be notified about it. Chris Frazier said it couldn't be the President's decision.

Jorge Escobar wanted to know why the president wasn't entitled to make the determination of how the funds should be spent. Chris Frazier explained that the process of the budget and planning is responsibility of the senate. If you ignore the process completely the senate doesn't pursue its responsibility. If we have a new set of funds, unless stated or outlined by the senate saying it should go to the president, it should be determined what the process

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would be for the budget planning committee. Also, the budget planning committee should be linked to the program review.

Judith Bell wanted to know if anyone was governing fund 10 (general fund)? Jorge Escobar explained that it wasn't because it's discretionary funding. He wanted to clarify that the budget committee's role is to listen to the different departments needs and make the best recommendation of how the limited funds can be best allocated to be the most effective for student success. Jorge Escobar also reinstated that the budget committee isn't overseeing the process. The committee is here to help the preparation of the process. Once the committee turns in the recommendation's the President can always go back and make changes if he feels that it's necessary. Jorge Escobar mentioned that the board of trustees based on the financial performance of the District made the decision to take some funding from the reserves that the District Office has and gave the colleges a little more flexibility in their spending. Jorge Escobar also mentioned that he is new and he is still learning the background. He does know that the \$100,000 didn't come at the beginning of the fiscal year and there was a process of learning where it should be spent. This year there was a \$100,000 dollars committed to maintain some positions that we compromised as a college to make them institutional. An example of this was the Metas program. Once this program came to an end the employees were supposed to be laid off. In the transition of waiting to see if we would get HSI (Hispanic Service Institute) the President made the decision to use these funds to save these positions. Now we can transfer some of the expenses from Metas to HSI (Hispanic Service Institute) and free up some funding that we can use for something else. Unfortunately, despite the effort we put in the budget planning there are new things that will come up.

Sandra Gonzalez asked if the matching of funds that the President began this semester comes from the \$100,000. Jorge Escobar confirmed that they do come from this fund and it comes with some conditions. The people that would go to these conferences should come back with knowledge to share with the campus. They are trying to promote innovation. Jorge Escobar also mentioned he would talk to the President to see if once he makes his priorities he wants to use, if they could share the information with the committee to show transparency.

Chris Frazier also wants to know how the President went about the process to make his decision. How the ideas were given to the decision makers.

Keiko Kimura wants to understand what the committee is asking for. She asked if what we are looking for is the intent, process, to know how the money is being spent and what exactly the committee's goal is. Jorge Escobar will look into it and report back to the committee to clarify. Jorge Escobar in the future wants to discuss how we match money with the state. He wants us to start thinking big ticket items like, how do we cash match, and what constrains it has on the college to accept these funds from categorical. Chris Frazier wanted to confirm if the categorical funds are matched from fund 10? Jorge Escobar answered yes for effort and activity.

Judith Bell made a statement that if we received a million dollars from the state the school basically had to spend two million from our money to match it up. She mentioned that this really tied our hands on where we can spend the money. Takeo Kubo explained that not necessarily because we are spending some of that money already. An example would be counseling some counselors are being paid out through this system.

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### 4.2 Allocation Request Template

### DISCUSSION

Keiko Kimura suggested two items to be added to the agenda for our next meeting. She would like the committee to explore the centralization of some accounts and to evaluate our process toward improving efficiency of our allocation process. Takeo agreed but thinks it's not a good time to change anything as we already began the process. Jorge Escobar also agreed and suggested to try one item this time around. Judith Bell mentioned that we are still in the transition between the old and new terms. She thinks there is a lot of ways that we can build in things into the program review. We can begin to capture this information more clearly and inform/educate our departments of the money that is available to them.

Takeo Kubo thinks that all the suggestions are great but at the same time we are at a point in the cycle that we cannot make any significant changes. We may want to tweak it to run smoothly, but the managers are probably expecting the same pattern. Takeo Kubo does understand that we need to look into the process and to an extent reinvent the process. It needs to make sense for what we do. Judith Bell also suggested an open slot at PDD (Professional Development Day) in case anyone had any question. Takeo Kubo and Jorge Escobar agreed. Takeo Kubo will also send the information to the department by November 25<sup>th</sup>.