

Finance Committee Meeting –Minutes for 10-13-14

Membership Attendance

MSC – Keiko Kimura, Takeo Kubo
Faculty – Judith Bell, Chris Frazier
Classified – Corinne Salazar, Lina Brasil,
Associated Student Body –
Ex-Officio –

1. Approval of Agenda– Discussion/Action

Approved Agenda with additions – Motioned: T. Kubo /2nd C. Salazar

2. Approval of 9/22/2014 meeting minutes

Motion to approve minutes: T. Kubo/2nd C. Salazar

3. Public Comments – None

4. Discussion–

4.1 Membership Updates

DISCUSSION

Anh Soman has resigned and Seher Awan will no longer be part of the committee after this week. We are in need of two faculty members and one manager representative. Takeo Kubo will contact the academic senate and the president to fill in the missing positions.

4.2 Committee Charge

DISCUSSION

Takeo Kubo made some revisions based on what we had discussed on our last meeting. The charge statement now reads” To ensure an open, equitable and orderly budget process within the institution and to establish the operational budget for San Jose City College.” Under membership Takeo Kubo added some bullets. First bullet- each member should serve for one full academic year at minimum from fall to spring. Second bullet- Committee members shall report to and from their respective constituency groups. Fourth bullet- the committee will elect a chair and co-chair at the first meeting of each academic year. Fifth bullet-The committee may replace members who fail to attend three consecutive committee meetings without notice and last bullet -the committee does not allow proxy votes.

The third bullet under responsibilities was also added. It states that the members need to document and communicate the budget process and yearly timeline to all budget managers. Lina Brasil asked who exactly the budget managers were. It was discussed among the members that it varies by department. Usually the budget managers are the deans, managers, and supervisors that have the authority to sign. Each division is different but Jorge Escobar was going to take it upon himself to create a table that would lead to the names of the budget managers. Corinne Salazar also mentioned that in the GLBR reports there is a window in datatel where you can pick names of the deans that list who the budget officers are. Takeo Kubo will also bring it up on the next administrators meeting that the budget managers should clarify with their department who the budget managers are.

The last change is to update the name from “college planning council” to its new name “college advisory council”. Before closing the discussion of the charge Takeo Kubo wanted the committee to think about the way they vote. He wants the committee to consider a consensus vote vs a voting model. This will be discussed more in future meetings.

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4.3 Annual Committee Goals

DISCUSSION

Takeo Kubo asked if the goals that were in place last year should stay the same or change since there is new leadership. Jorge Escobar stated that he wanted to implement principals. The principals he wants to implement are: transparency, simplicity, and practicality. Examples he gave were that he wants small decisions not to be a big hassle. He wants to publicize as much information as the committee can and wants the public to understand. Jorge also mentioned that he wanted to stream line extensive paper work. As long as the committee implements these principals he is fine with keeping the goals since the process has worked in the past. The only things they need to change are the dates to match the new fiscal year. Keiko Kimura asked if the committee will use the rubric process. She mentioned that it would be a good idea to use it. This would keep the committee honest and guide their decisions. Takeo Kubo mentioned they would use it as a tool between now and when making decisions for the hearings. The committee will incorporate it when making recommendations. Takeo Kubo also asked Corinne Salazar if she is the contact to post the meetings and agenda to the website. Corinne Salazar agreed to post them. Before closing the conversation of the goals Keiko Kimura suggested that the committee work closely with the finance committee to improve presentations and program review. She thinks the way the program review versus the presentations could be improved. Takeo mentioned that he would add to meet with the program review committee chair to work with the time line and expectations. He will revise the dates to the goals so the committee can begin working towards them and he will attach them to the charge.

4.4 Flow Chart

DISCUSSION

Takeo Kubo past out the budget allocation process time line. This is what the committee used last year and mentioned that it worked pretty well. He also mentioned that this year it was going to be tricky since Seher Awan did most of the work for the template. Before Seher, it used to be the vice presidents responsibility. We have always only had one or the other. Takeo Kubo also mentioned that probably a lot of this function would be delegated to Jorge Escobar. Jorge Escobar is ready for the challenge. The committee will be reviewing the budget request template in the next two meetings and will try to distribute shortly after the Thanksgiving holiday. Jorge Escobar asked if the template was basic data. Takeo Kubo explained that the template was a spreadsheet with a list of different line items where the departments make their request. This spreadsheet goes back and forth to the departments, business services, and this committee. Corinne also mentioned that there was extra space at the bottom to explain as to why they wanted a certain amount. Takeo Kubo confirmed that this space was for departments to explain why they needed a significant increase.

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Another principal that Jorge Escobar forgot to mention was centralization. There are services that are distributed that are more difficult to manage than a centralized budget. Office supplies, paper, are examples of the items that could be distributed from a main location. Could these items be managed and controlled in a more efficient way. Is there a better way to provide this service to the departments? This is something he wants the committee to consider and look into for the future. Another question he had was if the committee knew in what category was the school spending more money. He wants to be able to simplify information to make the process easier.

Keiko Kimura suggested it would be a good idea if the committee and the budget officers had a breakdown of where the money is coming from. This would help dictate where we can spend it on. The college as a whole doesn't understand how some of the budget is only for certain items like instructional supplies and non-instructional supplies. It would make it easier if the budget officers knew the different pots of money that are accessible so they could tailor their expectations based on what's available. This way the committee will be able to allocate funds at the highest level possible. On our next meeting the committee will begin to dialog more on this topic.

The committee also discussed the issues of timing and the process of the program review. Takeo Kubo explained how we had to reinvent the budget every year. Jorge Escobar talked about how he would like to modify and simplify the process. He would like to eliminate the extra work. We will continue with the same process for this year but he would like to see it evolve for the future.