

Finance Committee Meeting –Minutes for 2-23-15

Membership Attendance

MSC – Takeo Kubo, Jamie Alonzo

Faculty – Chris Frazier, Judith Bell

Classified – Corinne Salazar, Sandra Gonzales, Lina Brasil,

Associated Student Body – Lara Disy, Kulwaran Sandhu

Ex-Officio – Jorge Escobar

1. Approval of Agenda– Discussion/Action

Approved Agenda with additions – Motioned: Chris Frazier / 2nd Judith Bell

2. Approval of 9/8/2014

Motion to approve minutes with corrections: Chris Frazier / 2nd Corinne Salazar

3. Public Comments –

3.1 Jorge Escobar

Sandra Gonzalez expressed the need for San Jose City College to request additional funds from the District for discretionary budget. She mentioned that there is cost that shouldn't come from the discretionary budget. Examples she gave were membership cost, and specific conferences. There is a need for the college to go to the District level and say that the 1.3 million we receive isn't enough for the college.

4. Reports

4.1 District Budget Council

DISCUSSION

Jorge Escobar brought back some good news to the committee. He mentioned that the State Chancellor's Office was doing great. The State is in good fiscal condition that the District is expected to receive 4.2 million dollars. It's a onetime deal and it will be used to cover multiple things. The District Office has come up with a formula that will allocate the funds between the colleges and the District.

4.2 College Advisory Council

DISCUSSION

Corinne Salazar attended the meeting and mentioned that the book store wants to create an advisory committee. They are in need of members from all constituency groups. Also, Cambridge West Contractors did a presentation to the council.

5. Discussion/Action

5.1 Budget Allocation Process Timeline

DISCUSSION

Takeo Kubo mentioned that by this Friday February 27th the VP's should be forwarding the information of the budget request to Jorge Escobar's office to be compiled. There are about four weeks until the budget hearings take place. Judith Bell spoke with Jessica Berheny today. She said that there is a lot to do but things are on track.

Corinne Salazar and Sandra Gonzalez suggested that the program review process be available electronically instead of making individual binders. This will take less time, and cut down on supplies needed. The committee seemed to agree and Takeo Kubo will let them know if this change will happen.

Finance Committee Meeting –Minutes for 2-23-15

Chris Frazier suggested going to CAC (College Advisory Council) to coordinate with them to see if they can move their two meetings a week apart from each other. This could help the budget process get approved earlier.

Takeo Kubo also let the committee know that after the budget process, they will have around three meetings left. This will give the committee time to look over the process for any changes or suggestions. Judith Bell suggested that the committee invite Jessica Berheny to attend one of these meetings.

5.2 Integrated Planning/Resource Allocation Handbook

DISCUSSION

Takeo Kubo asked if anyone had a chance to look over the resource allocation pages he handed out in the last meeting. He wants the committee to revise and revisit the hand book for accreditation purposes. Kulwaran Sandhu asked what the allocation handbook was. Takeo Kubo explained that it was a document that outlined how the committee plans and allocates the resources to tie it all together with the program review.

5.3 Personnel

DISCUSSION

Takeo Kubo mentioned that Jorge Escobar wanted to include personnel items from the program review into part of this process.

Jorge Escobar stated this because sometimes the program review has content that this committee is not able to address because it might be outside of code or beyond discretionary funding. What Jorge Escobar is asking for is to have these items compiled into one list. This way the committee can submit the proposal to CAC (College Advisory Council) to have all these other items that have been brought up in the program review.

He would like to have this team be an extra set of eyes to help catch all requests. Chris Frazier also mentioned that it wasn't just personnel items that need to be addressed but any item that is a onetime need. Jorge Escobar agreed and also added that the college hasn't been doing a good job going back to the District to ask for additional funding because these new needs have come up. Judith Bell also stated that it would be nice if the committee found a way to capture these items as people are writing them. She said that the program review is difficult to understand because the budget can mean a lot of things.