

## Finance Committee Meeting –Minutes for 9-22-14

### Membership Attendance

MSC – Seher Awan, Takeo Kubo

Faculty – Judith Bell, Anh Soman

Classified – Corinne Salazar, Lina Brasil, Sandra Gonzales

Associated Student Body –

Ex-Officio – Jorge Escobar

1. Approval of Agenda– Discussion/Action

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

2. Approval of 9/8/2014

- There were no minutes to approve. Quorum was not met in the last meeting, agenda items were moved to the meeting of 9/22/14.

4. Public Comments –

5. Discussion–

5.1 New Chair/Co-chair,

DISCUSSION

Takeo asked if anyone would like to volunteer or nominate new committee chair. No one volunteered and there was no discussion. Corinne mentioned if there was a possibility to have a co-chair. The committee would have to change the charge. Seher thought it was a good idea and volunteered to be Co - chair if the committee approves and if the charge is changed.

5.2 Membership

DISCUSSION

The committee welcomed new members, Lina Brasil, and Corinne Salazar. We also welcomed Jorge Escobar as Ex-Officio (advisor). The committee mentioned we are still in need of one more faculty member and three students to complete the committee. Blake Balajadia and Jonathan Calamateos were mentioned in the conversation that they were willing to help recommend students. Takeo mentioned he was open to take recommendations on the faculty side and that he would like a broader representation. Seher suggested that Keiko Kimura and Roland Montemayor would be good contacts for the faculty members. Jorge Escobar questioned the composition of the committee and the amount of resources that are used for the committee's. He wanted to know if it was effective and if it could be reviewed.

Takeo explained that it has been this way since he has been around. He doesn't know how it got developed but it has been like this for several years now. Each committee has been asked to review the charge. They will be reviewed by the committee members and forwarded to be CPC for review.

Jorge shared that there are around 75 employees that are appointed to committees and he's concerned of how effective this is. He mentioned that CPC and the President are looking into this and hoping to streamline it.

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### 5.3 Charge

#### DISCUSSION

All members received a copy of the charge to be reviewed. Takeo mentioned it was reviewed last year around this time. Not much was change to it. Seher pointed out a spelling error. She also mentioned that on the third bullet, if everyone was open to it that they could add to elect a chair and co-chair for this committee at the beginning of each year.

On the fourth bullet where it states "the finance committee reserve the right to replace members" Corinne mentioned that in other committees this was brought up to be changed to if the member missed a meeting but had a proxy in their absence that it wouldn't count. She wanted to know if this was something to consider. Seher and Takeo didn't agree because of the budget decisions that need to be made. It would be too difficult for the proxy to be brought up to date.

Takeo will re-word and add to the charge on the fifth bullet that for this committee a proxy is not permitted. He will also add that if a member misses three consecutive unexcused absence's he or she will be replaced.

Anh suggested rewording the top of the charge; she thinks that it doesn't sound right. Seher re-worded it to say "to insure an open equitable orderly budget process within the institution and establish the operational budget of San Jose City College".

### 5.4 Responsibilities

#### Discussion

Members discussed responsibilities of communication. Some members were confused as to who we needed to report to. Should we report to constituency groups or budget managers? Discussing back and forth the committee decided that as part of the charge our responsibility is to report to the budget managers. As members our responsibility is with our constituency groups. Jorge then expressed his concern on who will take accountability of the budget's follow through. The committee explained that they only give a recommendation for the budget. The district budget committee is the one that overviews the spending of the departments in more detail. They monitor the maintenance in a very high level. Committee expressed how they all have responsibility to let their departments know that all the finance committee does is give a recommendation to CPC.

### 5.5 Membership

#### Discussion

Takeo went back to the topic of membership and wanted to know if anyone wanted to discuss changing it. It was discussed of how hard it is to fill the spots, especially with students. The committee is still in need of one faculty and three students. Seher also mentioned that she is open to a co-chair. Ann also wants to change the first bullet to clarify the time of the commitment of being in the committee. Takeo will change the charge to say that one full year of representation is from the beginning of Fall thru the end of the Spring semester.

Lina then asked, if anyone missed a meeting because they have a preapproved vacation day how that would affect their representation. Takeo clarified that this was fine. The absences

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only affect when there are three consecutive unexcused absences. As long as you let the chair know in advance of your absence that would be ok.

Takeo then went back to the representation of the committee and everyone agreed to leave it as is. This way there is full representation from each group. Everyone also, agreed to add a co-chair to the charge.

Jorge asked if there was a specific task for the chair. Takeo explained that he is the one that puts together the agenda, communicates to the campus community all the updates and gets together with the president to talk about budget priorities. He also has to report to CPC twice a semester to let them know what the committee has accomplished and communicate with the chair of the program review committee.

Jorge mentioned that he would like to see the work divided among the members. He wanted to know why the chair owned all the responsibilities. Takeo responded that this is the way it has been. Takeo is willing to explore down the line on delegating responsibilities to the other members. Corinne thought it was a good idea and she suggested that other committees should look into this as well. The responsibilities shouldn't fall on only one person. Once the charge is changed and we elect a co-chair Takeo will begin with delegating responsibilities for help. Throughout the year the committee will discuss further responsibilities to other members.

Takeo confirmed if everyone was for adding a co-chair to the charge and everyone agreed. He will finalize the draft and bring it to the next meeting for approval. Then he will forward to CPC on their next meeting.

### 5.6 Committee goals

#### Discussion

There were seven goals listed last year. Takeo mentions that if we carry the same allocation process that the goals can pretty much stay the same. Seher wants to look over the recommended changes from last year. She mentioned that some can be improved. Takeo pointed out that most of the suggestions had to do with the hearings. Some committees were vague. Anh suggested a workshop. Takeo wants to meet with Jessica Breheny to talk about the timing, and program review. Takeo will also do mock budget training or a document to help with future hearings. This will show budget managers tell the committees what we need and some sort of instructions on what to cover. We need the committees to get to the main points.

### 5.7 Budget Allocation Process Timeline

#### Discussion

Takeo explained that this is what the committee has been using to show each year how the process works. We send a template (spreadsheet) to the budget manager that section's out each line item for the budget. This gets compiled into a division spreadsheet and then a college spreadsheet. The teams then fill out and work with the template.

After, the budget managers and vice presidents work with it to match up with their divisions to make sure we don't over spend. When ready it gets sent to Jorge's office to be compiled and prepped to be forward to the District office budget committee. His office then tells the Finance Committee how much money we have to work with based on information from the D.O. The finance committee starts cutting and adjusting to be sent to the College Planning Council. They will send one to read and the other to be approved. Next, it gets sent to the

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President's office for adjustment, Jorge's office, district budget committee and last to the board.