San Jose City College
Finance Committee Minutes 9-28-15

1. Approval of Agenda– Discussion/Action
   Motion to add Approval of Minutes as Item 2 – Approved w/o objection.

2. Approval of 9-14-15 Minutes
   Motion to Approve Minutes – Approved with request to amend later, if necessary

3. Public Comments- No Comments

4. Reports
   4.1 District Budget Council – No report
   4.2 College Advisory Council – D. Herrera reported that Friday 10-2-15, the CAC will be approving the committee comprehensive reports

5. Discussion/Action
   5.1 Approve Committee Charge
      Motion to Approve Committee Charge – Approved w/o objection.

   5.2 Membership
      The Finance Committee welcomed the following new members:
      Deanna Herrera – CSEA
      Cody Mowbray – ASB
      Robel Gidey - ASB

   5.3 Meeting Dates
      Motion to Add December 7, 2015 to meeting dates schedule as tentative meeting – Approved w/o objection.

   5.4 Resource Allocation Process – review/revise
      J. Bell and K. Kimura gave background on the issues raised during the last resource allocation process. K. Kimura identified two major areas of concern for the FC from the last academic year:
      • Need for structured communication between FC and other committees, such as Program Review (PRvC) and Strategic Planning
      • Lack of input and connection between campus FC and District Budget Council
      The Department Budget Justification Worksheet developed by J. Alonzo was distributed and reviewed, as a possible tool to be used for the 2015-16 allocation process. Three additions were suggested:
      • Indicate # of times the item was requested
• Selection of a funding category from a drop-down menu (Lottery, Bond, Fund 10, etc.)
• Inclusion of student feedback sought (student survey results of prioritized items, student testimonials)

J. Bell suggested that eventually something like this worksheet be used as part of the Program Review Document. Future connections between FC and PRvC could include having the FC members review the budget portion of the program review and give guidance to departments directly on their budget requests.

Motion to accept the Department Budget Justification Worksheet as a working document for department use – Approved w/o objection.

D. Herrera will bring it to CAC on Friday, 10-2-15 for review and feedback.

5.5 Accreditation

K. Kimura distributed Accreditation Project Plan spreadsheets for Standard 3.D., having to do with Financial Resources. She explained that the FC input is integral to reporting on this section. She asked that committee members do some homework for the next meeting in October: To read the standards and begin filling in their thoughts regarding how well the College meets these standards. A soft copy with embedded questions will be emailed to all committee members.

5.6 Self-Evaluation Goals

K. Kimura distributed copies of the FC Self-Evaluation Report from 2014-15. She identified issues that the committee had listed as areas for potential change. Items 1, 8, 9 were discussed:

1. Need clear structure for communication between committees (especially Program Review, Strategic Planning)
   • Adoption of Department Budget Justification Worksheet will assist in this area

8. Clarify budget categories (Lottery, Bond, Perkins, Fund 10) to the campus community
   • Education/training needs to be done for stakeholders regarding these funding streams.
   • Inclusion of these funding streams on the Department Budget Justification Worksheet will assist in this area.

9. Amen quorum practices (for unexpected absences, etc.)
   • The Committee does not allow proxy votes, per FC charge. However, the FC will meet w/o taking action if quorum is not present.
   • No change needed at this time

6. Meeting adjourned at 4:37pm.

Agenda Items for 10-12-15:
Timeline for Resource Allocation Process
President’s Priorities
Training for Budget Officers
**FC MEETING SCHEDULE 2015-2016 (2ND AND 4TH MONDAYS AT 3:00PM) IN SC204**

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*Tentatively scheduled. FC will meet, if deemed necessary.*
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