San Jose City College
Finance Committee Minutes 12-7-15

Membership Attendance
MSC – Keiko Kimura, Jamie Alonzo
Faculty – Chris Frazier, Sandra Honesto
Classified – Deanna Herrera, Lina Brasil
Associated Student Body – Larry Harris
Ex-Officio –

1. Approval of Agenda– Discussion/Action
   Approved.

2. Approval of 11-23-15 Minutes
   No corrections. Approved.

3. Public Comments- L. Harris (student) stated that he has been approved by Associated Students to serve as their representative on the Finance Committee. The committee welcomed him to the group.

4. Discussion/Action
   4.1 Budget Justification Worksheet
      • FAQS
      The Committee developed concepts for two FAQS to be developed.
      A) A standing document that answers general questions about the actions of the Finance Committee, such as:
         1. What are the fund areas that the Finance Committee deliberates over?
         2. What are the important dates that departments need to know?
         3. How come I didn’t get funded for my request?
         4. A chart showing the college’s total budget with detailed breakdown on what percentage is spent on the following areas (salaries/benefits, operations/maintenance, discretionary, etc.)
      B) A living document that addresses questions that may come up in the 2015-16 allocation process, such as:
         1. Why the change from ‘Priorities’ to ‘Categories’?
         2. A narrative to explain the process with some examples attached.
         3. What is the level of detail needed for items such as noninstructional supplies?

      • Rubric
      Discussion of the rubric was limited to what of the 5 categories (Critical, Maintenance, Direct Improvement, Indirect Improvement, Innovation) are under the purview of the FC. The purpose of the categorization this year is to isolate operational expenses from discretionary expenses, i.e. Categories ‘Critical’ and ‘Maintenance’ are representative of completion of a zero-based budget process that going forward would not be considered a part of the FC deliberations.

      Once the total sums of requests are finalized, the FC plans to make presentations to appropriate governance bodies to explain the results of the process (CAC, AS, etc.) and advocate for the transfer of the two categories to another office, along with an asset inventory process/body.

   4.2 Accreditation – Manual – postponed to 12-14-15 meeting.
5. The meeting adjourned at 4:07pm

**FC Meeting Schedule 2015-2016 (2nd and 4th Mondays at 3:00pm) in SC204**

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<tbody>
<tr>
<td>October 12, 2015</td>
<td>February 8, 2016</td>
<td>May 9, 2016</td>
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<td>November 10, 2015</td>
<td>March 14, 2016</td>
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* FC will meet.