San Jose City College  
Finance Committee Minutes 09-25-17

Membership Attendance
MSC – Marilyn Morikang, Takeo Kubo, Robert Gutierrez  
Faculty – Chris Frazier, Linda Ferrell, Bill Carlson  
Classified – Deanna Herrera  
Ex-Officio – Jorge Escobar

1. Approval of Agenda – Discussion/Action  
   Approved

2. Public Comments – None

3. Reports  
   3.1 District Budget Committee – J. Escobar provided update  
   3.2 College Advisory Committee – D. Herrera indicated the committee has not met yet  
   3.3 Program Review Committee – T. Kubo provided update  
   3.4 Strategic Planning Committee – Y. Kubo provided update

4. Discussion/Action  
   4.1 Elect Committee Chairs  
      The committee nominated and voted for chair and co-chair  
      Chair – Marilyn Morikang  
      Co-chair – Chris Frazier

4.2 Membership  
   Confirmation of 2 more CSEA members is needed because Lina Brasil has not been participating.  
   There is still need for 3 student representatives. The committee discussed about paying students to participate in college committees.  
   Actions  
      - M. Morikang will contact CSEA and student reps to assign members to the committee.  
      - J. Escobar will look into what steps to take about paying students to participate in college committees and provide details to the group.

4.3 Update on Adopted Budget  
   J. Escobar updated that the adopted budget was approved by the Board of Trustees and there were no surprises. He explained that the process of developing the adopted budget report is very manual and tedious and not produced systematically. C. Frazier pointed out the volume of the report and if it is cost effective, and that there is still disconnect between the colleges and the district office.

4.4 Update on Budget Collection Template  
   The spreadsheet for FY18/19 budget request will stay the same.

4.5 Update on Resource Allocation Model  
   C. Frazier mentioned that R. Stutzman presented a recommendation that is not necessarily in agreement with both colleges. The recommendation is more favorable to EVC than SJCC. Chancellor will meet with Senates regarding process. C. Frazier indicated that some members of
the RAM taskforce would like to approve R. Stutzman’s recommendation and be done with the process, however, there are still about 5-6 underlying problems to be resolved prior to finalizing the process such as carryover, business rules etc. SJCC senate had unanimously rejected the report. There was a question if the FC will now be responsible for allocating the entire SJCC budget when the new RAM is in place. M. Morikang reminded everyone of the committee’s charged and recommended that the FC should begin to review and enhance SJCC’s resource allocation process found in the Strategic Planning manual in preparation for the new district RAM.

5. The meeting adjourned at 4:30pm

Agenda Items for 10/9/17
President Priorities
Update on Bond Program
Committee goals
Timeline for Resource Allocation Process

**FC MEETING SCHEDULE 2016-2017 (2ND AND 4TH MONDAYS AT 3:00PM) IN SC204**

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<td>September 25</td>
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**Standard III D Financial Resources:**

D. Financial Resources Planning

1. Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)

2. The institution’s mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner.

3. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

*Source: ACCJC Accreditation Standards (adopted June 2014)*