Finance Committee Meeting –Minutes for 3/11/13

Membership Attendance

MSC -- Takeo Kubo (Chair), Keiko Kimura, Kishan Vujjeni
Faculty – Margaret Muench, John Song
Classified – Anthony Vukelich, Roi Ann Thompson
Associated Student Body – Michael Casas (A.S. President), Bihama Vedaste (Comm. of Newsletter)

1. Approval of Agenda– Discussion/Action: Approved Agenda – Motioned: M. Muench/2nd R. Thompson

2. Approval of 2/25/13 Minutes: Approved Minutes – Motioned: M. Casas/2nd K. Vujjeni

3. Public Comments – None

4. Discussion/Action –

   4.1 Budget Priorities DISCUSSION

   T. Kubo reported that per the Committee request, he spoke to President Kavalier regarding clarification of budget priorities for FY13-14. In lieu of attending either the Finance Committee or CPC, Dr. Kavalier provided T. Kubo with the following list:
   1) Student Success Initiative eg. Increasing graduation rates
   2) International Students eg. Outreach and programming
   3) Marketing and Enrollment – This item is on the list due to potential state support for growth funding and/or COLA
   4) Professional Development eg. Resources to support the Professional Development Center
   5) Diversity – Initiatives that support cultural diversity on campus. This item is related to #4 but geared towards cultural diversity specifically. eg. LGBT Safe Space training

   The Committee discussed alignment to and divergence from College's Strategic Goals. For example, #3 is not a College strategic goal but is possibly a budget-based mandate. In addition, graduation rates are not a College strategic goal, nor are they necessarily directly relevant to every area on campus. Overall, this list is a useful tool for Committee members. On a related note, the Committee also identified the need for a list of the state mandates to better inform decision-making. M. Casas will send ppt with some information to T. Kubo. T. Kubo will send out a list of links of relevant items. Committee members will need to educate themselves on these items in preparation for budget request review.

   4.2 Organizing Budget Requests Binders DISCUSSION

   All feedback was provided at last meeting.

   4.3 Scoring Rubric DISCUSSION

   The Committee determined the latest version of the rubric to be appropriate. M. Muench asked whether the rubric should be made available to all in order to give everyone a clear idea of what will be used in the evaluation. The group agreed that providing a list of the criteria rather than the whole list would be appropriate. T. Kubo will ask VP Nelson to include that in the email with the budget templates to be sent out to all budget managers.

   The Committee also reviewed the timelines and noted that the next meeting would be the date of the Budget Hearings on Friday, April 5, 2013. The Committee asked for the binders to be provided as soon as possible, preferably earlier than the scheduled date of Monday April 1, 2013.

5. Meeting adjourned: 4: 20 p.m.

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Finance Committee Meeting –Minutes for 2/25/13

Membership Attendance

MSC -- Takeo Kubo (Chair), Keiko Kimura, Kishan Vujjeni
Faculty – Margaret Muench
Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzales
Associated Student Body – Michael Casas (A.S. President), Bihama Vedaste (Comm. of Newsletter, Andy Nguyen (Comm. of Intra Mural)
GUEST – John Song

1. Approval of Agenda with additions – Discussion/Action
   a. Approved Agenda – Motioned: M. Casas/2nd M. Muench

2. Approval of 2/11/13 Minutes as amended
   a. Approved Minutes – Motioned: M. Casas/2nd B. Vedaste Abstain - 2

3. Public Comments –

   Michael Casas reported as a member of the Program Review Committee that there were still outstanding program reviews per Mary Conroy's email. The due date was originally February 15th; an extension was given for March 11th to turn in program reviews to the committee.

4. Discussion/Action –

   4.1 Organizing budget request binders DISCUSSION

   The Committee discussed any other ideas or suggestions for the Budget Hearing binder's contents. Corinne Salazar will bring a mock binder for the committee to review at the next meeting. The Committee discussed the clarification of personnel funds that are not necessary hourly (i.e. Non-instructional salary). Takeo would check with VP Nelson and bring the information back to the committee at the next meeting.

   4.2 Scoring Rubric DISCUSSION

   The Committee reviewed the revised Scoring Rubric. The Committee discussed the changing of wording and taking the scoring off one column that wouldn't require scoring. Takeo will make these additional changes and bring another revised copy to the next meeting.

   4.3 Follow-up with President Kavalier DISCUSSION

   Margaret asked if Takeo had spoken to President Kavalier about presenting to the College Planning Council on her priorities and expectations for the Budget Hearing. Takeo hasn't had a chance to speak to her but assured Margaret he would.

5. Meeting adjourned: 4: 23 p.m.

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Finance Committee Meeting –Minutes for 2/11/13

Membership Attendance

MSC -- T. Kubo (Chair), Keiko Kimura
Faculty – Margaret Muench
Classified – Anthony Vukelich, Roi Ann Thompson
Associated Student Body – Michael Casas (A.S. President), Bihama Vedaste (Comm. of Newsletter

1. Approval of Agenda – Discussion/Action
   a. Approved Agenda – Motioned: M. Casas/2nd B. Vedaste
2. Approval of 12/10/12 Minutes
   a. Approved Minutes – Motioned: M. Muench/2nd R. Thompson Abstain - 2
3. Public Comments –

   Margaret asked if the shorter time frame of today's meeting would stand as a regular time schedule. It was explained that only on a couple of days the meeting would be shortened to accommodate the Facilities Committee meeting that falls on the same day. The Chair informed the committee that April 5th will be the Budget Hearings and April 8th will be a meeting to finalize the committee's recommendations.

4. Discussion/Action – DISCUSSION

   4.1 Budget allocation time-line

   The Committee reviewed the revised flow chart with hard dates. Takeo pointed out that March 22nd and 24th will be main dates for the Budget Officers. April 1st, the committee will receive their budget binders. There was discussion on clarification for the adjunct faculty budget within the divisions. The committee also inquired about the follow up discussion with President Kavalier. Takeo will follow up with Greg on the request.

   4.2 Hearing Schedule DISCUSSION

   The Budget Hearing will take place on Friday, April 5th from 8am-5pm. The Deans have been allocated 15 minutes for their presentations; the Vice Presidents have been allocated 30 minutes. The Committee will receive two fifteen (15) minute breaks and a forty five (45) minute lunch. All Administrators are currently contacting the Administrative Services office to reserve their presentation time.

   4.3 Organizing budget request binders DISCUSSION

   The committee discussed the organization of the binder and gave suggestions that three additional tabs be placed in the binder as Divisions (Academic Affairs, Student Affairs and Administrative Services) to assist in locating sub divisions easier. The committee also suggested that the full string account be placed on the budget sheets and that the data sheets be left out of the binders but be accessible electronically.

   4.4 Scoring Rubric DISCUSSION

   The committee reviewed the scoring rubric and discussed the meaning of the scoring verbiage for clarification. A suggestion was made to have the consensus scoring sheet be similar to the scoring sheet used in screening committees.

5. Meeting adjourned: 4: 45 p.m.

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Finance Committee Meeting –Minutes for 12/10/12

Membership Attendance

MSC -- T. Kubo (Chair), Keiko Kimura
Faculty – Joseph King, Scott Miller, Margaret Muench
Classified – Anthony Vukelich, Roi Ann Thompson
Associated Student Body –
Ex-Officio – G. Nelson

1. Approval of Agenda – Discussion/Action
   a. Approved Agenda with additions – Motioned: M. Muench/2nd R. Thompson

2. Approval of 11/5/12 Minutes
   a. Approved– Motioned: J. King/ 2nd K. Kimura
      - 5 approved, 1 abstention

3. Public Comments – no public comments

4. Discussion/Action –

4.1 Second Quarter Update DISCUSSION

VP Nelson reported that all budget managers had met with Business Services over the past two weeks to review current spending of budgets. All budget managers have been requested to submit budget reports by the beginning of January 2013, with an added column indicating changes to line items reflecting

- Balanced line items that had been overspent
- Indications of anticipated spending for the third quarter
- Anticipated overages that would not be expended

Business Services will likely make this a yearly practice.

4.2 Prop 30 Update/Impact DISCUSSION

VP Nelson explained that the passing of Prop 30 would yield an estimated $350K to SJCC in the new-year. The vast majority of this amount would be used to offset summer 2012 instructional costs. He reminded the committee that Prop 30 is only in effect for 4 years and that the funds must be used to support academic initiatives, not administrative functions.
VP Nelson also reminded the committee of two other tax measures – the Santa Clara County .25% tax increase and the San Jose minimum wage increase. The $10 minimum wage will go into effect in March 2013. Budget managers are advised to plan ahead for budget request purposes that reflect this change and that as the COLA changes in September of each year, the minimum wage will also increase in October of each year. T. Kubo also stated that federal work study students receive maximum funds totaling $2K. This minimum wage increase will mean hours of work may be decreased going forward.

4.3 Scoring Rubric for Requests DISCUSSION

T. Kubo noted the committee had previously discussed the possibility of using a rubric to help document decisions made in the resource allocation process. The group discussed different stages in which the rubric could be used and what criteria would be used. The committee decided that they would go forward with using a rubric which included the following five criteria:

- Program Review Report submitted – yes/no
- Rationale for request appropriately documented in Program Review

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Finance Committee Meeting –Minutes for 12/10/12

- Alignment with SJCC Strategic Goals
- Spending History
- Other Priorities (determined by state/federal mandate or department, etc.)

T. Kubo agreed to draft a template that he would send out to the committee members to review prior to the close of the fall semester. A discussion on the form would take place at the next meeting in January 2013. The committee also agreed to use the rubric prior to deliberations. It may or may not be used to eliminate programs from having to present at budget deliberations.

4.4 Budget and Planning Software DISCUSSION

VP Nelson explained that he has been reviewing different types of budget planning software that can be used to help build budgets. He showed the committee a sample of a budget planning software that could potentially be used in the FY13-14 resource allocation process. Budget Pac is made by XLerant and has some advantages, besides helping to build budgets: sad

- Can produce quarterly reports
- Can calculate and display seasonal spreading of budget (based on past spending history, or can be tailored to preference)
- Populates data up front for historical data

VP Nelson will send the link to the demo to all committee members to review; waiting on quote from XLerant.

Other:

Meeting dates for SP13: 2/11/13, 2/25/13, 3/11/13, 4/8/13, 4/22/13, 5/13/13; dates for budget hearings and follow-up meeting to be determined.

VP Nelson will discuss with President Kavalier, meeting with CPC to discuss expectations for budget allocation for FY14 – will inform Finance Committee members to attend.

Meeting adjourned: 5:00p.m.

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Finance Committee Meeting –Minutes for 11/26/12

Membership Attendance

MSC -- T. Kubo (Chair), Keiko Kimura, Kishan Vujjeni
Faculty – Joseph King, Scott Miller
Classified – Anthony Vukelich, Sandra Gonzalez, Roi Ann Thompson
Associated Student Body – Michael Casas (A.S. President),

1. Approval of Agenda – Discussion/Action
   a. Approved Agenda – Motioned: M. Casas/2nd R. Thompson

2. Approval of 11/5/12 Minutes
   a. Approved with corrections – Motioned: K. Kimura/2nd M. Casas

3. Public Comments – no public comments

4. Discussion/Action –

4.1 Template and Instructions ACTION

The Committee reviewed the instructional part of the Budget Hearing template. It was noted that the revised template showed the suggested changes from Dean Kimura from the prior meeting. The Committee discussed and made minor verbiage changes to the instructions. Chair Kubo communicated to the Committee on the request from Michele Fuqua from Business Services, to have the full budget codes shown on the spreadsheet.

Motion: To approve the template with changes.

Motion by J. King/2nd K. Kimura Unanimously voted

4.2 ECO Pass Information DISCUSSION

A.S. President Michael Casas presented to the Committee information on Santa Clara Valley Transportation ECO Pass program. He mentioned that the Associated Students visited the idea of having this program last year but was not able to follow through without Evergreen Valley College's Associated Students being a part of the program too. Michael has met with both EVC and VTA to discuss bringing the program to the District. It will cost the District $90,000 to start the program, which is a one-time fee. Evergreen A.S. doesn't have their half of their funds. Grant funding is being looked at for financial assistance. Admissions and Records would need to implement the distribution of the sticker to the students. Chair Kubo expressed concern that he doesn't have the staff currently to do the work and/or the budget to hire. Another option would be to have a third party involved to distribute the sticker/card to the student after it has been purchased. Employees of the District may be able to join in on the discounted passes but it will need to go through their constituency groups for review. The Committee had a concern about backing the idea until further data has been presented. Chair Kubo recommended that the A.S. look at the data flow for the program first.

5. Meeting adjourned: 4: 55 p.m.

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Finance Committee Meeting – Minutes for 11/5/12

Attendance

MSC -- V/P Greg Nelson (ex-officio), T. Kubo (Chair), Keiko Kimura, Kishan Vujjeni
Faculty – Margaret Muench, Joseph King, Scott Miller
Classified – Anthony Vukelich, Sandra Gonzalez, Roi Ann Thompson
Associated Student Body – Michael Casas, Mark Sheppard

1. Approval of Agenda – Discussion/Action
   a. Approved Amended Agenda – Motioned: J. King/2nd S. Gonzalez
2. Approval of Minutes from 10/22/12
   a. Approved – Motioned: M. Sheppard/2nd J. King/Abstained – R. Thompson

3. Public Comments – no public comments

4. Discussion/Action –

4.2 Final follow-up from Budget Hearing –
Chair Kubo met with President Kavalier at the request from the Committee to discuss the past Budget Hearing results. Unfortunately, due to a conflict of other commitments, President Kavalier is unable to attend the schedule Committee meetings. In the meeting with Chair Kubo, President Kavalier explained that she carefully looked at the department's budget requests and matched them with their Program Reviews to come up with the final budget. President Kavalier recommended that the Committee design a rubric tool that aligns with Program Review. The Committee will start working on the rubric in the next few months. The Committee expressed to Chair Kubo that they would still like to request a meeting with President Kavalier to discuss the upcoming Budget Hearing in the spring.

4.3 Allocation Process Time-Line –
Chair Kubo presented an Operating/Discretionary Budget flow chart to the Committee. A timeline was created on the flow chart based on the discussion from the last Committee meeting. The Committee requested some additions and changing of dates to the flow chart, which Chair Kubo will revise.
Motion to accept the Process for Building Operating/Discretionary Budgets Timeline: J. King/2nd R. Thompson: To strike "may" and add an "s" to provide along with changing of dates. Unanimously Approved

4.4 Template and Instructions –
Chair Kubo presented the template that was given to him by VP Nelson. He welcomed feedback and suggestions from the Committee. The Committee suggested some changes to the dates and goals. Chair Kubo suggested it would be a good idea to use the template every year but to re-visit it for minor changes. VP Nelson suggested morphing the document into a user-friendly data base.

4.1 District Budget Council Report –
VP Nelson discussed the voting on the Funding Caps at the last District Budget Council meeting. The Council delayed the vote until February 2013.

4.5 EcoPass -
Chair Kubo briefly discussed the Associated Student's desire to use the Santa Clara Valley Transportation Eco Pass Program.

5. Meeting adjourned: 4: 45 p.m.

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Finance Committee Meeting – Minutes for 10/22/12

Membership

MSC -- V/P Greg Nelson (ex-officio), T. Kubo (Chair), Kishan Vujjeni, Keiko Kimura
Faculty – Margaret Muench, Joseph King, Scott Miller
Classified – Anthony Vukelich, Bruce Geer-Proxy, Sandra Gonzalez
Associated Student Body – Michael Casas, Mark Sheppard

1. Approval of Agenda – Discussion/Action
   a. Approved Amended Agenda – Motioned: M. Sheppard/2nd M. Casas
2. Approval of Minutes from 10/8/12
   a. Approved – Motioned: M. Sheppard/2nd M. Casas

3. Public Comments – Mike Casas invited all to the surprise going away party for Jennifer Sweeny. There will be cake and refreshments in front of Merylee Shelton's office on Tuesday, October 23, 2012 at 12:30 p.m.
4. Discussion/Action -

4.0 District Budget Council –

a. Greg Nelson explained to the committee that there is a reserve balance of 1.6 million dollars for vacation time accrued for administrators and classified members. These funds in the past were previously placed in a fund 80 account. This year our auditors informed us that we cannot place these funds in a separate account. This amount must be included in our fund 10 balance and will show up as a liability in the financial statement, so that in the end it balances out. The drawback is this amount raises our fund 10 reserve amounts by 1.95% and looks like there is extra money. These are not reoccurring funds it is a lump sum amount that needs to be protected because it is a liability for vacation time. Some constituency groups may look at this as extra funds and will want to use it to benefit their group. This issue will come up at the District Budget Council.

Motion from Joseph King/2nd Mike Casas: The Finance Committee opposes any distribution of the vacation reserve for any other purpose than what it is intended for.
8 approved/1 opposed

b. Item No.2 Capping carry over funds. The District wants to put a cap on the amount of money each college carries over from one fiscal year to the next. Any money over this cap goes back to the district general fund and the district has control over those funds. This will not be good for each of the college's and for budget managers, because then there will be a big rush at the end of the fiscal year to spend any unspent funds. San Jose City College has a process in place for resource allocation. The committee should take a stance against capping rollover funds.

Motion from Margaret Muench/2nd Joseph King: The Finance Committee opposes any action by the District Budget Committee to recommend capping of any rollover funds for SJCC.
10 approved/1 abstained

4.3 Budget Hearing follow-up questions – Takeo- hopes to take the questions we develop to the president this week so that we can invite her to our November 5th finance committee

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meeting. Takeo recommends that when we ask the follow-up questions to the president we make sure that we are on point and ask quantifiable and meaningful questions. We should not take the approach of asking her specific line items. We should ask her if there are certain areas the committee should pay more attention to. Were there factors that the finance committee didn't consider or review more closely such as program review, strategic planning, or other reasons for her changes to the final budget allocation? Takeo will bring back feedback once he meets with the president. The committee should also ask the president as we move forward with the 13-14 budget what are her funding priorities and criteria.

4.1 Budget Process for next cycle (13-14)–Takeo passed out the budget timeline that was followed for the 2012/2013 budget planning process. Following alongside with the due dates for Program Review the committee mapped out dates for the budget process. The finance committee will begin the review process in November with the template reviewed and approved by the committee. The budget template to be submitted to the VPAS by the division deans by the end of February and budget hearings to take place in late March. The final date for the President to make approvals or adjustments will be on May 15, 2013. There is also discussion on if and how we should handle an appeals process. This will need to be discussed at another meeting.

4.2 Template and Instructions – Tabled for next meeting.

5. Meeting adjourned: 4: 50 p.m.

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Finance Committee Meeting – Minutes for 10/8/12

Membership

MSC -- V/P Nelson (ex-officio), T. Kubo (Chair), Kishan Vujjeni, Leandra Martin (Proxy)
Faculty – Margaret Muench, Joseph King
Classified – Anthony Vukelich, Roi Ann Thompson, Sandra Gonzales
Associated Student Body – Michael Casas, Mark Sheppard

1. Approval of Agenda – Discussion/Action
   a. Approved – Motioned: M. Casas/2nd M. Muench
2. Approval of Minutes from 9/10/12 with corrections
   a. Approved – Motioned: M. Muench/2nd M. Casas

3. Public Comments - No public comments.
4. Discussion/Action -

4.1 Committee Membership – The Committee welcomed new members: Sandra Gonzales, Joseph King and Scott Miller (absent). Mike is working on another member from the Associated Students.

4.2 Budget Hearing Results – A handout was given to the committee of the Summary of the Hearing Report. Committee members discussed with VP Nelson the changes that President Kavalier made to their recommendations on the reports. The committee would like to sit down with President Kavalier and discuss why their recommendations were changed and what they can do to improve for next year's budget hearing. Takeo will speak with the President about setting up a time to meet with the committee. The committee asked if VP Nelson could obtain from President Kavalier paperwork showing her reasons for recommendations.

Motion: To work on specific questions to ask President Kavalier before inviting her to the Finance Committee meeting.

Unanimously approved – Motioned: M. Muench/2nd R. Thompson

4.3 District Technology Plan – The Committee reiterated discussion from the last meeting regarding the District Technology Plan. The Senate has not acted on it during their meeting but didn't feel they needed to since it was already moving to the board.

Motion: The Committee acknowledged and received the District Technology Plan and had a chance to speak on it. The Committee accepts and approves the plan as a living document.

Unanimously approved – Motioned: L. Martin/2nd K. Vujjeni

4.4 Resource Allocation Process – The Committee discussed looking at the timeline of when Program Reviews are supposed to be completed, getting Divisions to work on the Allocation Process questions and running personnel through a process to the College Planning Council and Academic Senate. The Committee asked where the money comes from for Substitutes and Hourly Classified. A suggestion to recommend that the committee prioritize full time classified positions as they come in and give their recommendations to the President.

5. Meeting adjourned: 4:35 p.m.

Finance Committee Meeting – Minutes for 9/24/12

Membership
MSC -- V/P Nelson (ex-officio), T. Kubo (Chair), Kishan Vujjeni, Kieko Kimura
Faculty – Margaret Muench
Classified – Anthony Vukelich, Roi Ann Thompson
Associated Student Body – Michael Casas, Mark Sheppard
Visitors – Charles Heimler, Clem Lundie, Romero Jalomo

1. Approval of Agenda – Discussion/Action
   a. Approved – Motioned: M. Casas/2nd M. Muench
2. Approval of Minutes from 9/10/12 with corrections
   a. Approved – Motioned: M. Muench/2nd K. Vujjeni
3. Public Comments - No public comments.
4. Discussion/Action -

   4.2 District Technology Plan –
   Clem Lundie spoke to the Committee about the final draft of the District Technology Plan which is currently a live document. If there were no objectives he wanted to move it forward but reassured the Committee that the District Technology Plan wouldn't change the Campus' Technology Plan. It does combine both campuses with best practices in mind. Currently there is not a CIO Office in place but when one is hired it will become their responsibility. He asked that the members contact him with any questions.

   4.3 Integrated Strategic Planning/Resource Allocation –
   Charles Heimler and Romero Jalomo presented models for Strategic Planning and Resource Allocation. They discussed roles that the Finance Committee could take in both areas and how it would align with what we see in our Program Review. The purpose of the presentation was to show the recommendations and goals for the Finance Committee. The committee reviewed the handouts and asked questions regarding decision making in the areas of Personnel. Charles Heimler requested a copy of the Finance Committee charge and dates of upcoming meetings.

   4.1 Budget Hearing Results –
   Takeo passed out USB Drives that contained the Budget Allocation Process Survives. There was a 97% response rate from the survey that was taken. A suggestion was given to use Lime Survey for this upcoming year. A finalized Budget Book for the Committee has been completed and given to the chair. The Committee discussed bringing questions for the next meeting and possibly inviting the President. A question was asked about posting the survey to the public which it will be put into the Accreditation Follow-Up Report.

5. Meeting adjourned: 4:35 p.m.