



Board of Trustees Budget Committee

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

Meeting Minutes

August 16, 2016

Members Present – **Donna Ferracone, Gloria Macias Harrison, Joseph Williams** (*via teleconference from 510 S. La Brea Ave., Inglewood CA 90301*), **Scott Stark, Larry Strong, Mike Strong, Jose Torres**

Members Absent – None

Guests Present – **Steven Sutorus**, SBCCD Business Manager

I. Welcome & Introductions

Jose called the meeting to order 2:38 p.m. Self-introductions were made.

II. Election

Joseph nominated Gloria for chairperson. Donna seconded. There were no other nominations or discussion. Members cast the following votes by poll to approve Gloria as chair for this committee.

Ayes: Donna, Gloria, Joseph, Scott, Larry, Mike, Jose,
Noes: None
Abstentions: None
Absent: None

III. Public Comment

No members of the public were present at either location.

IV. New Business

Jose presented a Final Budget Discussion Guide and information packet which he used to address the committee on the following topics. The presentation was also made available online.

- A. Recap of Tentative Budget Assumptions
- B. Enrollment Review and Goals
- C. Review of Unrestricted General Fund Final Budget

Discussion included the following.

- \$4 million has been set aside for STRS/PERS retirement health care cost, as indicated on page 2 of the packet, line 73.
- As indicated on line 74, \$2.3 million has been set aside to address districtwide facilities needs. Jose distributed an un-prioritized list of projects under consideration for 2016-17. Some of the projects will be funded through the block grant some with the \$2.3 million.

Kelly Goodrich, Recorder

- Each campus will decide the priority of its projects. Scott commented that factors in prioritization at SBVC include impact on health and safety, impact on program delivery, and wear and tear issues. Mike commented that the list has been developed from broad discussion, including a facilities condition assessment performed by ISES in 2015-16.
- There still is no plan for the 8th street building. Conversations are just starting on whether or not it is feasible for TESS to consider returning to that facility. Another possibility is for EDCT to use the facility for classes such as adult education. Jose advised that an assessment was done which indicated it would cost approximately \$350,000 just to get the building cleaned up. The District of the State Architect (DSA) would have to be involved if the site were to be used for classrooms.
- Joseph asked for clarification of the facilities project list wording. Jose advised that the wording will be revised and a list of the items identified in the Facilities Condition Assessment will be provided at the 8/25/2016 BOT study session.
- BBC members turned to page 5 of the packet and discussed faculty positions. SBCCD is projecting the conversion of 8 part-time positions to full-time in each of the next 4 years. Gloria confirmed that these would be 32 new employees. The colleges will determine which positions they need most. These projections are for keeping up with the FON (Faculty Obligation Number) and staying ahead of it as well.
- Reserve fund support of KVCR and EDCT, as indicated on line 75 of page 2, is budgeted at \$730,000 for 2016-17. This amount includes funding for four positions – the General Manager at KVCR, the Associate Vice Chancellor of EDCT and the two foundation directors, as well as \$40,000 for EDCT Foundation clerical support. This amount is also shown as part of the forecast for each of the next four years.
- KVCR is receiving \$320,000 – \$160,000 for the General Manager and \$160,000 for the Foundation Director. In 2015-16 KVCR received \$300,000 in unspecified support.
- Prior support for EDCT was always a specific percentage of the Executive Director salary. In 2016-17 SBCCD is paying 100% of the Associate Vice Chancellor and Foundation Director positions, as well as providing \$40,000 for clerical support.
- Jose pointed out that funding from district reserves cannot be sustained. Gloria agreed that this support, which is depicted as part of the budget forecast through 2021, needs to be reviewed by the Board of Trustees and she will take this up with the President. Jose was tasked with providing two scenarios at the 8/25/2016 BOT study session – one with the support for KVCR and EDCT left in the forecasts, and one with it taken out.
- Jose reviewed that the 2015-16 fund balance was reduced to 12% per BOT directive.
- This October SBCCD will implement a plan to fund grant-related employee retirement benefits with grant money, rather than general fund.
- Steve Sutorus joined the meeting for a discussion of enrollment management and the data on page 8 of the packet. It was mentioned that CHC and SBVC borrowed FTES from 2016-17 (260 and 202, respectively). Scott clarified the process of 'borrowing'. Sections from a summer bridging session (one which begins in June and ends in July) can be applied at a district's discretion to either fiscal year. This allows the campuses to back into a target and hit it on the nose.
- The committee studied page 9 which depicts productivity scenarios by section and FTES. The productivity rate is determined by how many FTES are generated per section offered. Best practice says we should, on average, generate 3.5 FTES per section. This is the 525

formula. Jose advised that we believe CHC is offering enough sections but needs more students.

- Jose reviewed page 17, District Budget Committee Recommendation 2017-01. Joseph asked that the college marketing plans be presented to the BOT for information purposes and as a forum to receive trustee suggestions.

V. Announcements

There were no announcements.

VI. Next Meeting

Members decided to schedule the next meeting of the BBC in late September. The suggested topics list will carry forward to that meeting.

VII. Adjournment

The meeting was adjourned at approximately 4:15 p.m.