



Board of Trustees Budget Committee (BBC)

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

Meeting Minutes

December 1, 2016

Members Present – **Donna Ferracone, Gloria Macías Harrison, Joseph Williams, Mike Strong, Scott Stark** (arrived 1:45 p.m.), **Larry Strong, Jose Torres**

Members Absent – None

Guests Present – **Steve Sarres**, San Bernardino Valley College ASG Treasurer;

I. Welcome & Introductions

Gloria called the meeting to order at 1:36 p.m. No introductions were necessary.

II. Public Comment

There were no public comments.

III. Approval of Prior Meeting Minutes

Donna made a motion to approve the minutes of November 3, 2016. Jose seconded the motion and the minutes were approved by the following vote:

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

IV. New Topics

A. Retirement Incentives

Jose distributed the handout reviewed at the previous meeting. BBC members discussed the importance of evaluating the impact of prospective retirees on SBCCD's compliance with the Fifty Percent Law. Close attention needs to be given to the balance between classified staff and full-time instructional faculty expenses, while still considering student success and access. Jose advised that Business & Fiscal Services would have to evaluate the feasibility of the plan once interested retirees were identified. Based on the discussion, the BBC requested Jose make the following revisions to the discussion handout.

Under Goals:

- Add language to the fourth bullet to clarify the cost of a full-time faculty position as \$63,000 more than the \$35,000 cost of an adjunct; not just \$63,000.
- Remove language regarding the FON requirement from the fourth bullet. Add a separate goal to address the FON.

Kelly Goodrich, Recorder

- Prioritize the goals as follows: 1) Compliance with the Fifty Percent Law, 2) Strategy to increase funds for classified staff to support new facilities at both colleges, 3) Strategy to increase funds to support operating costs related to increased enrollment (utilities, supplies, etc.), 4) Reduction of ongoing expenditures, and 5) FON compliance.

Under Backfill of Positions & Replacement Salaries:

- Remove the language "positions or restructuring of departments" from the first bullet and replace it with "full time instructional positions."

B. Strong Workforce Update

Jose distributed a table showing allocation scenarios for Strong Workforce funding. This new money from the state is categorical and earmarked for the expansion and improvement of CTE programs. Jose explained that the Strong Workforce Committee had met to discuss the appropriate allocation of this new funding and felt SBCCD's Resource Allocation Model should be followed, but also wanted input from the District Budget Committee. The two scenarios under consideration were 1) divide the money based on CTE, or 2) divide the money based on FTES, as outlined in SBCCD's approved Resource Allocation Model (RAM). The difference in allocation between the two methodologies was \$184,843. The DBC met specifically to discuss the matter. In consideration of the accreditation requirement that resource allocation must be clear and transparent, it was decided by unanimous vote to recommend the funding for this academic year be split based on the RAM. The DBC will revisit this budget structure based on actual projects, allocations, and other factors as they unfold.

Mike mentioned that both colleges are currently doing a study of which programs could best benefit from the money. Unfortunately, during the budgeting and prioritization process last year, the scope of this funding was unknown. The state made its determination in July, and with faculty not returning until mid-August, it was a challenge to get up and running. SBCCD will be in a much more effective position this coming year.

Joseph asked for more detail on how the money will be utilized. Jose advised there are metrics under which it must be spent. SBCCD will submit its plan to a regional group and that group is providing data on which sectors are in need. There are additional funds for which SBCCD plans to compete. Economic Development & Corporate Training center staff are working with the campuses on this effort. Gloria asked for a briefing on the Strong Workforce metrics.

C. BOT Budget Review

Jose advised that the Chancellor had expressed to him the BBC's desire to review the BOT budget on a monthly basis. To that end Larry distributed a summary of expenses as of November 29, which is 42% through the fiscal year. He explained that some of the large variances were based on money that was anticipated to be spent, rather than actually spent. For example, there could be an open purchase order to US Bank established in anticipated of planned travel throughout the year.

Donna commented that this will raise awareness about BOT expenditures. Previously the BOT budget has been developed and monitored by the Chancellor's office and expenses covered as necessary. If, going forward, the BOT wants to start developing its own budget it needs to start reviewing expenses. Jose advised that the SBCCD District Office officially begun

the 2018 budgeting process today. He recommended that if it so desires, the BBC can develop a budget at its January meeting which could then be discussed with the BOT.

Donna requested a breakout of expenditures made by the BOT on food which Larry will develop.

IV. Recurrent Topics

Jose reported that there are no new updates on the 2016-17 budget or enrollment. Scott felt that SBVC has gained some ground on its FTES shortage but added there is a lot of work to do for Spring. Joseph asked for a presentation of the campus enrollment plans. Jose advised he would invite the Vice Presidents of Instruction to a future BOT meeting.

VI. Next Meeting

Joseph also requested that Bookstore be added as a Future Topic.

VII. Adjournment

The meeting adjourned at 3:04 p.m. The next BBC meeting is scheduled for January 5, 2017.