



District Budget Advisory Committee (DBAC)

Meeting Agenda – October 21, 2021, 2:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/360544163>

Or Dial-In: 669-900-6833 (Meeting ID: 360 544 163)

- I. **Welcome & Introductions** – Jose Torres, Chair
- II. **Annual Organizational Meeting**
 - A. Chancellor’s Council & Advisory Committee Structure
 - B. Committee Organization – Charge, Meetings, Representation, Membership, Quorum
- III. **Approval of Minutes**
 - A. Confirm a Quorum
 - B. Approve Minutes of August 26, 2021
- IV. **Current Topics**

Budget Calendar for 2022-23
- V. **Future Topics**
- VI. **Next Meeting Date & Adjournment**

Need to reschedule November 18 meeting due to Board Finance Committee meeting the same day.

SBCCD Mission: *Transform lives through the education and training of students for the benefit and enrichment of our diverse communities.*

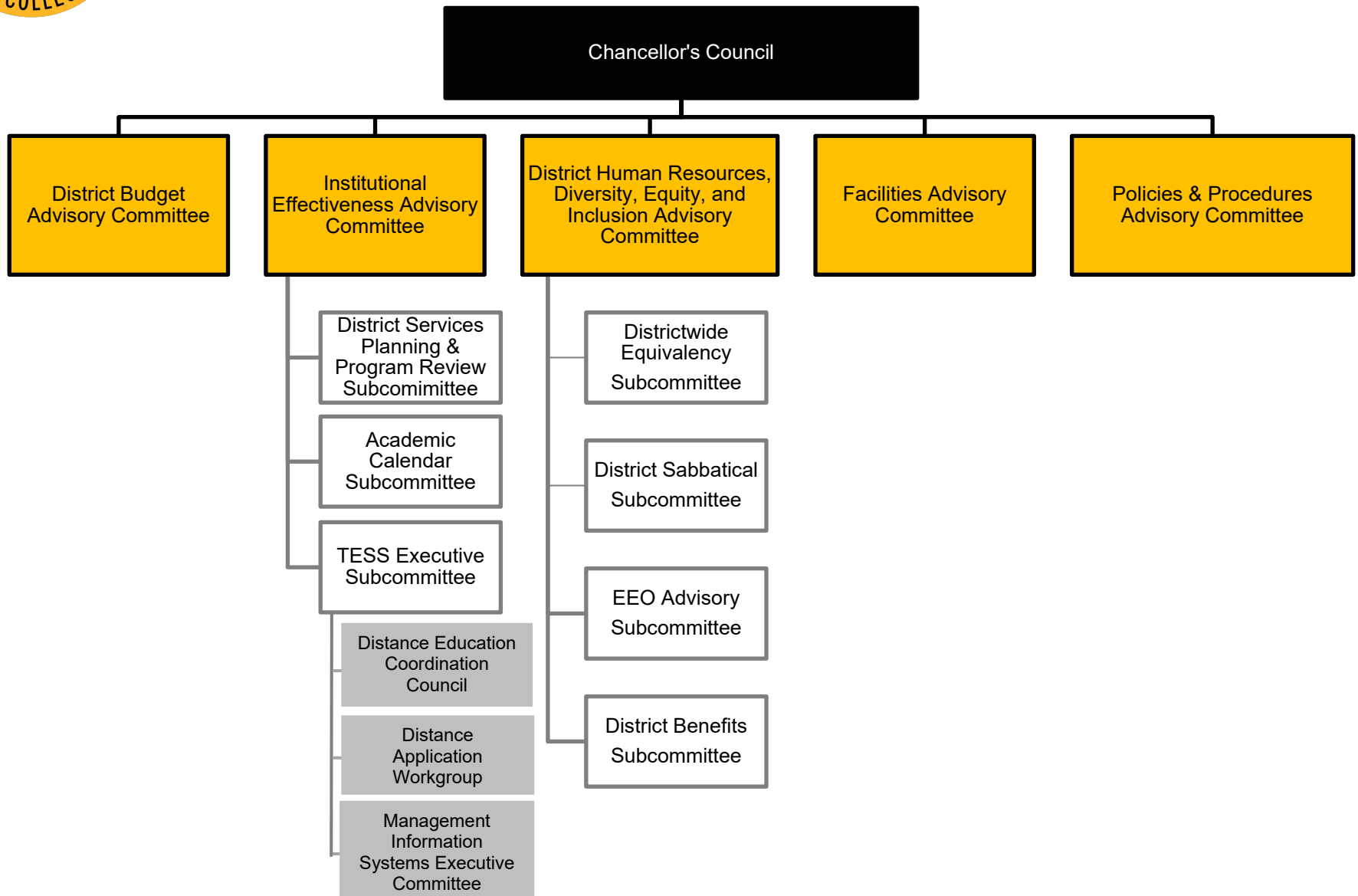
DBAC Charge: *The objective of the District Budget Advisory Committee is to share budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board action can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges. Responsibilities include, but are not limited to the following.*

1. *Review and evaluation of current, projected or proposed Federal, State and local funding affecting California Community Colleges and SBCCD.*
2. *Review of budgetary policies, administrative procedures, allocation model formulas and guidelines and the financial well-being of the District. (Union issues which are conducted as a part of labor negotiations are not a part of this Committee’s responsibility.)*
3. *Review of both general fund unrestricted and restricted revenue sources, enrollment growth projections, and other workload measures.*
4. *Review and make recommendations to Chancellor’s Council regarding budget assumptions (revenues, allocations, COLA and growth).*
5. *Promote budget awareness and communicate budget issues.*



Chancellor's Council Advisory Committee Structure

As of October 2021



District Budget Advisory Committee

The objective of the District Budget Advisory Committee is to share budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board action can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges. Responsibilities include, but are not limited to the following.

Charge

1. Review and evaluation of current, projected or proposed Federal, State and local funding affecting California Community Colleges and SBCCD.
2. Review of budgetary policies, administrative procedures, allocation model formulas and guidelines and the financial well-being of the District. (Union issues which are conducted as a part of labor negotiations are not a part of this Committee's responsibility.)
3. Review of both general fund unrestricted and restricted revenue sources, enrollment growth projections, and other workload measures.
4. Review and make recommendations to Chancellor's Council regarding budget assumptions (revenues, allocations, COLA and growth).
5. Promote budget awareness and communicate budget issues.

3rd Thursday, 2 p.m. via Zoom, Non-Brown Act

Members will:

Meetings

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all DBAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Members will:

Representation

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any DBAC recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the DBAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Quorum

- ▶ 50%+1 of appointed voting members (not 50% of appointed members plus vacancies), and
- ▶ Two members from each site (CHC, SBVC, and DSO members, and
- ▶ Three out of the four Constituent Groups represented (students, classified, faculty, management).

Subcommittees quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee. Advisory committees can adjust as they see fit.

Membership

- Executive Vice Chancellor, Chair
- Management Rep from each campus appointed by College Presidents
- 2 Faculty Reps from each campus appointed by Academic Senate Presidents
- VP of Admin Services from each campus
- Associated Student Government President or designee from each campus
- Director of Fiscal Services
- Business Manager
- Chief Technology Officer
- Classified Staff Rep from each campus appointed by Classified Senate Presidents
- CSEA Treasurer
- CTA Rep
- CSEA Rep from the DSO appointed by CSEA
- Black Faculty & Staff Rep
- Latino Faculty & Staff Rep





District Budget Advisory Committee (DBAC)
Committee Roster
 September 2021-August 2022

Representation	Appointee
1) Executive Vice Chancellor, Chair	Jose Torres
2) Management, CHC <i>(appointed by college president)</i>	Kevin Horan
3) Management, SBVC <i>(appointed by college president)</i>	Scott Thayer
4) VP, Admin Services, CHC	Mike Strong
5) VP, Admin Services, SBVC	Scott Stark
6) Faculty, CHC (1 of 2) <i>(appointed by Academic Senate President)</i>	Brandi Bailes
7) Faculty, CHC (2 of 2) <i>(appointed by Academic Senate President)</i>	Josh Robles
8) Faculty, SBVC (1 of 2) <i>(appointed by Academic Senate President)</i>	Davena Burns-Peters
9) Faculty, SBVC (2 of 2) <i>(appointed by Academic Senate President)</i>	Romana Pires
10) ASG President or designee, CHC	<i>(pending appointment)</i>
11) ASG President or designee, SBVC	<i>(pending appointment)</i>
12) CTA <i>(appointed by CTA)</i>	<i>(pending appointment)</i>
13) Director of Fiscal Services	Larry Strong
14) Business Manager	Steve Sutorus
15) Chief Technology Officer	Luke Bixler
16) Classified, CHC <i>(appointed by Classified Senate President)</i>	Laura Van Genderen
17) Classified, SBVC <i>(appointed by Classified Senate President)</i>	Girija Raghavan
18) CSEA Treasurer <i>(appointed by CSEA)</i>	Rosemarie Hansen
19) DSO <i>(appointed by CSEA)</i>	Corrina Baber
20) Black Faculty & Staff	Denise Knight
21) Latino Faculty & Staff	Erik Morden



District Budget Advisory Committee (DBAC)
Meeting Attendance – October 21, 2021, 2:00 p.m.

QUORUM: Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

Met?

_____ 50% + one of appointed* voting members (*10 members*)

_____ Two persons from each site (CHC, SBVC, DSO)

_____ Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) Executive Vice Chancellor, Chair	Jose Torres		
2) Management, CHC (<i>appointed by college president</i>)	Kevin Horan		
3) Management, SBVC (<i>appointed by college president</i>)	Scott Thayer		
4) VP, Admin Services, CHC	Mike Strong		
5) VP, Admin Services, SBVC	Scott Stark		
6) Faculty, CHC (1 of 2) (<i>appointed by Academic Senate President</i>)	Brandi Bailes		
7) Faculty, CHC (2 of 2) (<i>appointed by Academic Senate President</i>)	Josh Robles		
8) Faculty, SBVC (1 of 2) (<i>appointed by Academic Senate President</i>)	Davena Burns-Peters		
9) Faculty, SBVC (2 of 2) (<i>appointed by Academic Senate President</i>)	Romana Pires		
ASG President or designee, CHC	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
ASG President or designee, SBVC	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
CTA (<i>appointed by CTA</i>)	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
10) Director of Fiscal Services	Larry Strong		
11) Business Manager	Steve Sutorus		
12) Chief Technology Officer	Luke Bixler		
13) Classified, CHC (<i>appointed by Classified Senate President</i>)	Laura Van Genderen		
14) Classified, SBVC (<i>appointed by Classified Senate President</i>)	Girija Raghavan		
15) CSEA Treasurer (<i>appointed by CSEA</i>)	Rosemarie Hansen		
16) DSO (<i>appointed by CSEA</i>)	Corrina Baber		
17) Black Faculty & Staff	Denise Knight		
18) Latino Faculty & Staff	Erik Morden		

*50% +1 will be calculated using 50% of total appointed members (*not 50% of appointed members plus vacancies*).



District Budget Committee (DBC)
 Meeting Minutes – August 26, 2021, 2:00 p.m.
 Via Zoom

Members	Present	Absent	Members	Present	Absent
Jose Torres, Chair	X		Jackson Bottorff		X
Mike Strong		X	Sophia Zamora	X	
Scott Stark		X	Tony Papa	X	
Kevin Horan	X		Luke Bixler	X	
Scott Thayer	X		Deanna Krehbiel	X	
Ray Carlos		X	Steve Sutorus		X
Josh Robles	X		Larry Strong	X	
Brandi Bailes	X		Meridyth McLaren		X
Rania Hamdy	X		Kristina Hannon		X
Davena Burns-Peters	X		Rosemarie Hansen	X	
Laura Van Genderen	X		Shari Blackwell	X	
Girija Raghavan	X				

A. Welcome & Introductions

Jose Torres called the meeting to order at 2:11 p.m. and shared his screen. He thanked the members for their time and gave a shout-out to new Chancellor Diana Rodriguez and new Interim SBVC President Scott Thayer.

B. Approval of Minutes of 05/20/2021

A motion was made by Deanna Krehbiel to approve the minutes of the last meeting. The motion was seconded by Rania Hamdy. There was no further discussion and the motion was approved by a unanimous vote of the members present.

C. Current Topics

2021-22 Final Budget

Jose thanked everyone for being flexible with the meeting date. He advised that the DBC was being presented the same material that the Board of Trustees would be reviewing at its strategy session later today.

- Analysis

Jose addressed the DBC regarding the state budget, highlighting the following.

- State revenues came in much higher than anticipated.
- The approximate \$32 million in 2020-21 deferrals will be repaid to SBCCD.
- The budget sets aside some rainy-day funds.
- The community colleges are receiving COLA and a lot of one-time categorical funding.
- SBCCD will continue to advocate for additional ongoing funding.

- Multi-Year Forecast

The committee reviewed the Unrestricted General Fund Multi-Year Forecast. Larry Strong went over the structure and content of the document. Discussion of the final budget for 2021-22 included the following.

- Line 42 indicates the budget is essentially balanced.
- The year ending fund balance (line 51) is projected to be \$30,578,171 or 26.04%.
- Jose touched on the revenue portion (section A). This is where the COLA funds are located. Most of SBCCD's funding comes from the State.
- Line 18 usually reflects a shortfall in State funding, however, for 2021-22 there is no shortfall anticipated. This year's state revenue is anticipated to be about \$107 million.
- Line 29a reflects funding from the CalPERS (PARS Pension Rate Stabilization Trust gains) in the amount of \$2,050,000, bringing total revenue to \$117, 851,802, resulting in a surplus.
- Jose stated that line 45 shows the expense of the retro salary and benefit increases related to the completed classification study. This is a result of SBCCD's efforts over the past few years to have all its classifications brought up to the median. This is something to celebrate. We are now on par with most districts in the surrounding area.
- Regarding line 43, Jose pointed out that although a District surplus is a great thing to have, SBVC has a \$2.4 million surplus while CHC has a \$2 million shortfall. He commented that with SBCCD in a strong position financially, there shouldn't have to be discussions about shortfalls; SBCCD entities should take care of each other. This year there will need to be some difficult conversations in the community and some different strategies examined to address this situation. He commented on the opportunity now in front of the DBC and expressed confidence in the group to come up with a solution.
- Rania, while agreeing with Jose that SBCCD is all one District and should take care of each other, did express concern about possible inequities between the campuses in the number of students served, levels of staffing, data needs, etc. Dr. Horan mentioned that it is a local decision how campus dollars are expended. Rania believes that complex conversations need to happen and should explore why deficits and surpluses occurred, as well as the need for each campus to be fully staffed.
- Jose reiterated that we need to start working to find a solution as a group. There will be months of transparent and collegial conversations which DBC members will need to share with their constituent groups – classified senates, academic senates, bargaining units, management association, etc.

(Davena Burns-Peters joined.)

- Committee members reviewed the fund balance forecast through 2025-26. Larry pointed out some different sources of revenue (lines 29 a, b, and c) that will enable SBCCD to balance each year, including reimbursement of the DSO contribution to the FCC auction process, as well as the DSO's one-time allotment from the Board, which are both currently part of the PARS PRST principal.
- Future years each include an anticipated 1.00% shortfall from the State. However, if the State does not have a shortfall, then SBCCD will not need to take the funds from

line 29b (Commercial Property). This means of forecasting protects SBCCD in future years.

- COLA estimates are taken from School Services of California.
- Every single year shows a balanced budget, which hasn't happened in a long while. We are coming out of our anticipated deficit spending sooner than expected, which is good.

- Summary by Fund

Larry went over the various funds. Jose clarified that in Fund 590, Investment Properties, the \$51 million is not cash. Larry explained that this is an enterprise fund and that accounting rules requires us to show what was paid for the building. Girija Raghavan asked about the CARES money and Larry advised it is in Fund 125 Restricted General. He clarified that the entire grant doesn't show there, just the funds as SBCCD is using them.

Jose mentioned funds for KVCR, FNX and the Inland Futures Foundation, stating that in a way, they are all basically one fund. SBCCD is receiving a state grant in the amount of approximately \$4 million for KVCR. This budget shows \$1.3 million for 2021-22. Jose highlighted that this is the first year that KVCR has a surplus, which is a reason to celebrate. He thanked Tony Papa and Larry for working so very hard to stabilize the funding for KVCR.

D. Future Business

1. Chancellor's Council & District Budget Advisory Committee
 - Charge
 - Quorum
 - Membership

Jose asked that DBC members review the materials provided at this meeting. SBCCD's collegial process is changing. The committee's charge, quorum and membership will be changing. This is due to District Assembly's move last year to establish a Chancellor's Council which will have five committees reporting to it, including the District Budget Advisory Committee. He pointed out that a quorum was established to ensure representation at all of the committees.

We will begin to have conversations about the Resource Allocation Model (RAM) and make recommendations to the Chancellor's Council and, eventually, to the Chancellor.

2. Any Committee Member Suggestions?

There were no further suggestions for future topics.

E. ADJOURNMENT

The meeting adjourned at 2:56 p.m. The next meeting of the DBAC is scheduled for Thursday, September 16, 2021, at 2:00 p.m. via Zoom.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: December 9, 2021
SUBJECT: Consideration of Approval to Adopt 2022-23 Budget Calendar

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Budget Calendar.

OVERVIEW

District Administrative Procedure 6200 requires that the Board adopt a budget calendar prior to February 1 each year.

ANALYSIS

The attached Fiscal Year 2022-23 calendar identifies activities and sets dates for each step in the budget development process. The purpose of the document is to provide the timelines necessary to develop the District's annual budget and long-range forecast financial forecast.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this Board item will allow for budgeting processes to unfold which will ensure the careful planning of keep re are no financial implications associated with this board item.



Fiscal Year 2022-23 Budget Calendar

Submitted for Board Approval December 9, 2021

[v.10.18.2021.p.1|4]

Date	Task	Responsibility
December 2021	Budget calendar to Board of Trustees for adoption. <i>(AP 6200 Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.)</i>	Fiscal Services Board of Trustees
December 2021 to January 2022	DSO managers develop department budgets allowing for determination of shared costs.	Fiscal Services DSO Managers
December 2021	District Budget Advisory Committee reviews proposed budget directives. <i>(AP 6200: Prior to March 1, the Board will give direction for budget development to include:</i> <ol style="list-style-type: none"> <i>1. Reaffirmation or change in mission;</i> <i>2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.);</i> <i>3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;</i> <i>4. Preliminary establishment of budget allocations for the colleges, district office, and other sites.)</i> 	Fiscal Services District Budget Advisory Committee
January 2022	Budget directives are reviewed by the Board Finance Committee and submitted to the full Board for first read. Further consideration may occur during the January Board retreat.	Fiscal Services Board Finance Committee Board of Trustees
February 2022	DSO receives Budget directives from the Board of Trustees prior to March 1, after second read and final approval.	Fiscal Services Board of Trustees



Fiscal Year 2022-23 Budget Calendar

Submitted for Board Approval December 9, 2021

[v.10.18.2021.p.2|4]

Date	Task	Responsibility
February 2022	DSO budget is reviewed by Fiscal Services District Budget Advisory Committee with feedback provided to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee
February 2022	Projected funds and assessments for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. <i>(AP 6200: Prior to March 1 information will be provided to Responsibility Center Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)</i>	Fiscal Services Chancellor's Cabinet
February 2022	Prior and current year line budgets, instructions, and due dates are forwarded to Campus Presidents and Chancellor for distribution to responsibility centers.	Fiscal Services
February - March 2022	Campus budget processes determine priorities and reallocation of funds; responsibility center managers prepare budget forms for submittal to District.	College Presidents & VPs Fiscal Services Responsibility Managers
March 2022	Development Budget reports to establish Tentative Budget due at District.	College Presidents
April 2022	District Budget Advisory Committee reviews Tentative Budget and develops recommended adjustments, if any, for Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee



Fiscal Year 2022-23 Budget Calendar

Submitted for Board Approval December 9, 2021

[v.10.18.2021.p.3|4]

Date	Task	Responsibility
April 2022	Chancellor's Council and Cabinet are updated on status of Tentative Budget. Reviews recommended adjustments as necessary.	Fiscal Services Chancellor's Council and Cabinet
May 2022	Tentative Budget is presented to the District Budget Advisory Committee and the Board of Trustees. <i>(AP 6200: Tentative Budget – No later than July 1 the Board will adopt a Tentative Budget. This budget will reflect changes made to the Preliminary Budget.)</i>	Fiscal Services District Budget Advisory Committee Board of Trustees
May 2022	Board is updated on status of budget process and receives Tentative Budget presentation (no formal action required). <i>(AP 6200: Preliminary Budget – a. No later than May of each year ...Fiscal Services will present the preliminary budget to the Board. No formal action is required.)</i>	Fiscal Services Board of Trustees
July 2022	Draft of Final Budget discussed at District Budget Advisory Committee meeting. Final recommendations, if any, are made from District Budget Advisory Committee to Chancellor's Council and Cabinet. <i>(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year.)</i>	Fiscal Services
August 2022	Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, collegial recommendations, and changes in State financial picture.	Fiscal Services Chancellor's Council and Cabinet
August 2022	Draft of Final Budget discussed at Chancellor's Council and Cabinet.	Fiscal Services Chancellor's Council and Cabinet



Fiscal Year 2022-23 Budget Calendar

Submitted for Board Approval December 9, 2021

[v.10.18.2021.p.4|4]

Date	Task	Responsibility
August 2022	Board Study session to review Final Budget.	Fiscal Services Board of Trustees
September 2022	Public Hearing and adoption of Final Budget by Board of Trustees. <i>(Budget and Accounting Manual (BAM): Public Hearing and Final Budget Adoption must be completed on or before September 15.)</i>	Fiscal Services Board of Trustees

Draft