I.   Welcome & Introductions

Jose Torres started the meeting at 2:04 p.m. Everyone introduced themselves and stated their role at the meeting.

II.   Annual Organization Meeting

A. Chancellor's Council & Advisory Committee Structure

Jose shared onscreen the revised Chancellor's Council chart and advised that changes are being made as the new collegial process unfolds. Each advisory committee was briefly discussed. Under this new structure, DBAC (as well as the other advisory groups) will make recommendations to Chancellor's Council.

B. Committee Organization – Charge, Meetings, Representation, Membership, Quorum

Committee members discussed the organization material, including the new quorum guidelines. Jose shared that the initial quorum requirement, which included representation from every constituency, was unsustainable for the constituent groups. The following quorum was developed at Chancellor's Council:

- 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).

Subcommittee quorum structure (if needed, not mandatory) will be unique and established by the overriding advisory committee.

Mike Strong confirmed that DBAC was not subject to the Brown Act. Jose explained that Brown Act committee members could not appoint proxies, however, DBAC members can appoint them.

Upon the request of Jose, Brandi Bailes made a motion to approve the committee charge, meetings, representation, membership and quorum. [Unfortunately, the second was not recorded.] Without further discussion, the committee members present voted unanimously to approve.

III. Approval **of Minutes**

A. Confirm a Quorum

Quorum was confirmed.

B. Approval of Minutes of August 26, 2021

Larry Strong made a motion to approve the minutes, which Brandi seconded. Erik Morden confirmed that it was allowable to vote approval even if you weren't in attendance. Members present voted unanimously to approve the minutes, except for Romana Pires, who abstained.

IV. Current Topics

Budget Calendar for 2022-23

Jose advised the committee that there is a budget calendar that goes to the Board each year. He mentioned that it also goes to the Board Finance Committee. It is the intent of staff to bring things to DBAC first, then the BFC, and finally to the full Board.   SBCCD Administrative Procedure 6200 requires that the Board approve a Budget calendar prior to February 1 each year.

Larry discussed the calendar with the committee and advised that an effort has been made to closely align this coming year's document with the internal department calendar for getting things done. The process is carefully planned to give budget managers the time to build their budgets while allowing for the different groups to have a look at it. Some of the big milestones are the DSO budget being completed in January, and the campus budgets being completed in mid-March. Those components are compiled, reviewed and reconciled to develop a tentative budget for the June Board. There is a small window for budget managers to make changes, and then the budget gets locked down so it can be prepared for the final approval in September. The lockdown period lasts approximately six weeks.

V. Future Topics

No future topics were discussed.

VI. Next Meeting Date & Adjournment

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

The committee discussed different options for moving the November meeting. It was suggested that they may want to shift from the third Thursday of the month, which is typically a week after the Board meeting, to the first Thursday of the month, which is typically a week before the Board meeting. After some discussion, Brandi made a motion to move the meeting day from the third Thursday of every month to the first Thursday of every month. Jose seconded the motion. There was no further discussion and the motion was unanimously passed. The meeting adjourned at 2:47 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?	
Yes	50% + one of appointed* voting members (*10 members*)
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	Three of four constituent groups represented (faculty, classified, student, management)

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