



District Budget Advisory Committee (DBAC)

## Meeting Agenda – November 4, 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. **Approval of Minutes**

A. Confirm a Quorum

B. Approve Minutes of October 21, 2021

### III. **Current Topics**

Board Directives for 2022-23 Budget

### IV. **Future Topics**

### V. **Next Meeting Date & Adjournment**

The next meeting of is scheduled for December 2, 2021 at 2 p.m. via Zoom.

**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.*

- *Review and evaluation of current, projected or proposed Federal, State and local funding affecting California Community Colleges and SBCCD.*
- *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.)*
- *Review of both general fund unrestricted and restricted revenue sources, enrollment growth projections, and other workload measures.*
- *Review and make recommendations to Chancellor's Council regarding budget assumptions (revenues, allocations, COLA and growth).*
- *Promote budget awareness and communicate budget issues.*



District Budget Advisory Committee (DBAC)  
**Meeting Minutes – 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 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.*

Kelly Goodrich, Recorder | Page 1 of 3

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### 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.*



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?	
Yes	50% + one of appointed* voting members ( <i>10 members</i> )
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 ( <i>appointed by college president</i> )	Kevin Horan	X	
3) Management, SBVC ( <i>appointed by college president</i> )	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) ( <i>appointed by Academic Senate President</i> )	Brandi Bailes	X	
7) Faculty, CHC (2 of 2) ( <i>appointed by Academic Senate President</i> )	Josh Robles	X	
8) Faculty, SBVC (1 of 2) ( <i>appointed by Academic Senate President</i> )	Davena Burns-Peters	X	
9) Faculty, SBVC (2 of 2) ( <i>appointed by Academic Senate President</i> )	Romana Pires	X	
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	X	
11) Business Manager	Steve Sutorus		X
12) Chief Technology Officer	Luke Bixler	X	
13) Classified, CHC ( <i>appointed by Classified Senate President</i> )	Laura Van Genderen		X
14) Classified, SBVC ( <i>appointed by Classified Senate President</i> )	Girija Raghavan	X	
15) CSEA Treasurer ( <i>appointed by CSEA</i> )	Rosemarie Hansen	X	
16) DSO ( <i>appointed by CSEA</i> )	Corrina Baber	X	
17) Black Faculty & Staff	Denise Knight	X	
18) Latino Faculty & Staff	Erik Morden	X	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor

**DATE:** December 9, 2021

**SUBJECT:** Consideration of Approval to Accept the Prioritized Board Directives for Development of the 2022-23 Budget for First Read

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the attached Prioritized Board Directives for Development of the 2022-23 for first read.

### **OVERVIEW**

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2022-23 budget prior to March 1, 2022.

The attached directives have been collegially reviewed by the District Budget Advisory Committee and shared with Chancellors' Council and the Board Finance Committee. It is anticipated that the Board of Trustees will consider the directives during its January 24-25 mid-year retreat in preparation for final approval on February 10, 2022.

### **ANALYSIS**

The attached directives are different from those of 2021-22 in order to align SBCCD resources with the Board approved SBCCD Goals and Objectives. Specific changes include:

- Former directives 2) *Allocate resources to support college affordability*, and 4) *allocate funding through the budget process for deferred maintenance*, are being removed as they will be incorporated into the SBCCD Goal to Diversify Revenue Streams.
- Former directive 3) *Maintain a fund balance range of 10-15%...* is being revised to reflect the Government Finance Officers Association and State Chancellor's Office recommendation to maintain a fund balance of 16.67%, or approximately two months of expenditures.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

## **FINANCIAL IMPLICATIONS**

This direction of the Board of Trustees on the 2022-23 development budget process will facilitate the following:

- › Alignment of resources with the SBCCD Board approved Goals and Objectives.
- › Establishment of reserve levels following Government Finance Officers Association and State Chancellor's Office recommendations.
- › Establishment of preliminary budget allocations for the colleges, DSO and other sites.

Draft

**Prioritized Board Directives for the**  
**~~2021-22~~2022-23 SBCCD Budget**

[v.10.29.2021.p.1|1]

(Presented for First Read December 9, 2021)

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success and Guided Pathways frameworks Board approved SBCCD Goals and Objectives.
- ~~2) Allocate funding resources to support college affordability.~~
- ~~3)2) Maintain a fund balance range of two months (16.67%) ~~10-15%~~ in the Unrestricted General Fund as recommended by the GFOA and the State Chancellor's Office, unless fund balance is utilized for specially identified *one-time*<sup>1</sup> needs as authorized by the Board of Trustees.~~
- ~~4) Allocate funding through the budget process for deferred maintenance.~~
- ~~5)3) New positions must be approved through the process of program review or any other prioritization process as established at SBCCD.~~

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<sup>1</sup> *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.