



San Bernardino Community College District  
DISTRICT BUDGET ADVISORY COMMITTEE  
March 03, 2022  
2:00 pm-3:00 pm Pacific Time

## **MEETING AGENDA (REVISED)**

*District Budget Advisory Committee (DBAC)*

*Thursday, March 3, 2022, 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. Confirmation of Quorum

B. Approval of Minutes from February 3, 2022

### **III. Current Topics**

A. **Addition of Membership Role for Asian Pacific Islander Association (APIA)**

B. Multi-Year Forecast | Resource Allocation Model (RAM)

### **IV. Future Topics**

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

The next meeting is scheduled for Thursday, April 7, 2021, at 2 p.m.

### *Committee Charge*

*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 – February 3, 2022, 2:00 p.m.

**I. Welcome & Introductions**

*Jose Torres opened the meeting at 2:02 p.m.*

**II. Approval of Minutes**

A. Confirm a Quorum

*Quorum was confirmed.*

B. Approve Minutes of November 4, 2021

*Robert Alexander made a motion to approved the minutes of November 4, 2021 meeting, which Rosemarie Hansen seconded. The motion was unanimously approved.*

**III. Current Topics**

A. State Budget Update

*Larry Strong presented an update to the committee on the FY 2022-23 State Budget. The Governor released his proposed budget in January. Highlights that are relevant to SBCCD:*

- *86% of new spending is one-time*
- *\$150 million is proposed to be allocated to assist with retention and enrollment strategies.*
- *Student Centered Funding Formula – permanent new hold harmless funding proposed to be set at the 2024-25 proposed level.*
- *Possible 5.33% COLA*
- *0.5% enrollment growth*
- *\$200 million for part-time faculty health insurance*
- *\$388 million for deferred maintenance and energy projects*
- *\$100 million for student success and completion grant.*

*Jose emphasized that, as indicated in the multi-year forecast, enrollment is going to be extremely important in the coming years. We need to be proactive and start looking now at ways to increase.*

*Kevin Horan commented that, in addition to looking into ways that we can increase enrollment, we need to talk about ways that we can decrease expenses. He would like this discussed so that not all the pressure is on the enrollment. Jose agreed that we need to look at the expenses and revenues.*

*Scott Thayer asked for clarification on the time line for student hold harmless. It was confirmed that the new baseline year will be 2024-25.*



District Budget Advisory Committee (DBAC)  
**Meeting Minutes – February 3, 2022, 2:00 p.m.**

**B. DSO Unrestricted General Fund Budget**

*Every year the budget process begins in December. Larry has been working with DSO directors so that the DSO budget can be reported to the colleges. A structured methodology approach has been used for the last 4-5 years. The goal is to be as transparent as we can with the changes and help everyone to understand the components, departments and changes.*

*In summary, the total DSO Budget is proposed at \$23,248,99, which is an increase of \$1,101,857.*

*Kevin asked about how positions in administrative hold are reflected in the budget. After some discussion, Jose agreed that in the future, when a position is put on admin hold, the funding will remain in the budget and then it will show a savings for the vacant positions.*

*Denise Knight asked if strategies to increase enrollment would be rolled out at the campus or district level, and where will the student funding be reflected in the budget? Jose shared that Cabinet level discussions strategizing how to increase student enrollment districtwide utilizing \$1.3 million from the state budget have begun. Next year we should receive additional funding for enrollment strategies. The student funding is part of the restricted fund, so it is not reflected on the Unrestricted Budget report that Larry shared.*

**IV. Update – 2022-23 Budget Directives**

*In November the committee approved the Budget Directives and they were sent the Board for approval. There was a lot of discussion at the Board level. They did not revise any of the proposed language only the attachments that go with them, to provide clarification. The Board did take our recommendations but they are not yet approved.*

**V. Future Topics**

*Jose stated that an upcoming topic will be the Resource Allocation Model and Multiyear Forecast. There will be a training on the Resource Allocation Model to ensure that everyone has a basic understanding of the process, then at the following meeting the changes will be reviewed.*

**VI. Next Meeting Date & Adjournment**

*The next meeting is scheduled for March 3 at 2:00 p.m. The meeting adjourned at 2:31 p.m.*



District Budget Advisory Committee (DBAC)  
Meeting Attendance – February 3, 2022, 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.

yes 1) 50% + one of appointed voting members (not 50% of members plus vacancies).

yes 2) Two persons from each site (CHC, SBVC, DSO)

yes 3) Three of four constituent groups represented (faculty, classified, student, management)

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

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Fund Descriptions

The SBCCD budget is comprised of several funds, which are described as follows.

<b>Governmental</b>	<b>Proprietary</b>	<b>Fiduciary</b>
<p><i>Governmental funds are used to track information on resources associated with the District's educational objectives.</i></p> <p><b>General Funds</b></p> <ul style="list-style-type: none"> <li>› Unrestricted</li> <li>› Restricted</li> </ul> <p><b>Debt Service Funds</b></p> <ul style="list-style-type: none"> <li>› Bond Interest &amp; Redemption</li> </ul> <p><b>Special Revenue Funds</b></p> <ul style="list-style-type: none"> <li>› Child Development</li> <li>› KVCR</li> </ul> <p><b>Capital Projects Funds</b></p> <ul style="list-style-type: none"> <li>› Capital Outlay</li> <li>› Measure M</li> <li>› Measure CC</li> </ul>	<p><i>Proprietary funds are for tracking district activities similar to those in private sector accounting due to their income-producing character.</i></p> <p><b>Enterprise Funds</b></p> <ul style="list-style-type: none"> <li>› Cafeteria</li> <li>› Investment Properties</li> </ul> <p><b>Internal Service Funds</b></p> <ul style="list-style-type: none"> <li>› Workers Comp/Self-Insurance</li> <li>› Retiree Benefits</li> </ul>	<p><i>Fiduciary funds account for assets held on behalf of another party for which the District has some discretionary authority.</i></p> <p><b>Trusts Funds</b></p> <ul style="list-style-type: none"> <li>› Associated Students</li> <li>› Student Representation</li> <li>› Student Body Center Fee</li> <li>› Financial Aid</li> <li>› Scholarship &amp; Loan</li> <li>› OPEB Trust (Other Post-Employment Benefits)</li> <li>› PARS PRST (Pension Rate Stabilization Trust)</li> <li>› Student Clubs &amp; Trusts</li> </ul> <p><b>Agency Funds</b></p> <ul style="list-style-type: none"> <li>› FNX</li> <li>› Inland Futures Foundations</li> </ul>

**Unrestricted General Fund  
Multi Year Forecast: 2021-22 Forecast**

	SBVC	CHC	DSO	SBCCD Total
<b>Section A - State-Based Revenue</b>				
1 Base Allocation Revenue (medium and small colleges)	\$ 4,959,045	\$ 4,250,609		\$9,209,654
2 Credit FTES	9,748.21	4,416.33		14,164.54
3 Rate Per Credit FTES				\$4,212.26
4 Total Credit FTES Funding	\$41,061,999	\$18,602,726		\$59,664,725
5 Special Admit and CDCP (enhanced) FTES	429.47	71.25		500.72
6 Rate Per Special Admit and CDCP (enhanced) FTES				\$5,906.97
7 Total Special Admit and CDCP (enhanced) FTES Funding	\$2,536,885	\$420,854		\$2,957,739
8 Non-Credit FTES	229.45	17.55		247.00
9 Rate Per Non-Credit FTES				\$3,552.03
10 Total Non-Credit FTES Funding	\$815,013	\$62,338		\$877,351
11 Total SBCCD FTES	10,407.13	4,505.13		14,912.26
12 Supplemental Component (based on %)	15,858	5,367		21,225
13 Rate Per Supplemental Component				\$996
14 Total Supplemental Component Funding	\$15,795,207	\$5,346,043		\$21,141,250
15 Total Student Success Incentive Component Funding	\$7,456,183	\$3,173,250		\$10,629,433
16 Total State-Based Revenue (sum of lines 1,4,7,10,14,15)	\$ 72,624,306	\$ 31,855,809		\$104,480,116
16a Stability Provision	\$992,088	\$435,168		\$1,427,256
16b Total State-Based Revenue After Stability Provision	\$73,616,395	\$32,290,977		\$105,907,372
17 State-Based Revenue Percent By College	69.51%	30.49%		
18 Calculated Revenue Shortfall Percent				0.00%
19 Revenue Shortfall Amount	\$0	\$0		\$0
20 Adjusted State-Based Revenue (line 16 + line 19)	\$73,616,395	\$32,290,977	\$0	\$105,907,372
21 Proposed Base Allocation Increase				\$0
22 Total State Revenue	\$73,616,395	\$32,290,977	\$0	\$105,907,372
23 Change From Previous Year State Base Revenue				\$3,022,892
<b>Section B - Other Revenue</b>				
24 Part-time Faculty Funding	\$703,540	\$308,600		\$1,012,140
25 Full-time Faculty Funding	\$1,080,604	\$473,995		\$1,554,599
26 Lottery Funding	\$1,689,583	\$741,116		\$2,430,698
27 Interest Income	\$247,525	\$108,574		\$356,099
28 Other Campus Revenue Per Campus Projections	\$1,146,842	\$503,049		\$1,649,891
29 Other Revenue	\$900,701	\$380,177		\$1,280,878
30a PARS Pension Rate Stabilization Trust Gains	\$1,424,958	\$625,042		\$2,050,000
30b Commercial Building Annual Revenue	\$0	\$0		\$0
30c FCC Auction Legal Fees Reimbursement	\$0	\$0		\$0
31 Total Other Revenue	\$7,193,754	\$3,140,552		\$10,334,305
32 Total Revenue (line 22 + line 31)	\$80,810,148	\$35,431,529	\$0	\$116,241,677
<b>Section C - Site Expenses</b>				
33 1000 - Academic Salaries	\$30,422,531	\$14,692,674	\$797,576	\$45,912,781
34 2000 - Classified Salaries	\$11,797,379	\$6,848,824	\$10,171,199	\$28,817,403
35 3000 - Benefits	\$13,390,740	\$7,151,055	\$5,387,006	\$25,928,801
36 4000 - Supplies	\$826,201	\$327,316	\$346,624	\$1,500,141
37 5000 - Other Expenses and Services	\$6,536,938	\$2,142,838	\$5,159,809	\$13,839,585
38 6000 - Capital Outlay	\$642,498	\$60,330	\$135,145	\$837,973
39 7000 - Other Outgo	\$12,021	\$0	\$580,000	\$592,021
40 Site Budgeted / Projected Actual Expenditures	\$63,628,309	\$31,223,038	\$22,577,359	\$117,428,705
41 Percentage of Budget by Site	54.18%	26.59%	19.23%	
42 Shared Costs (DSO)	\$15,693,561	\$6,883,798	-\$22,577,359	
43 Annual Excess/(Deficit) (line 32 - line 40 - line 42)	\$1,488,279	-\$2,675,307	\$0	-\$1,187,028
<b>Section D - One-Time Adjustments &amp; Fund Balance</b>				
45 Salary & Benefits Increases (Retro)	-\$1,073,512	-\$582,173	-\$450,339	-\$2,106,024
46 Annual Increase/(Decrease) to Fund Balance				-\$3,293,052
48 Fund Balance July 1, Year Beginning				\$24,893,310
49 Year-end Estimated Fund Balance (actual is per CCFS 311)				\$21,600,258
50 Fund Balance Coverage in Months (line 51/(line 70/12))				2.21
51 Unrestricted Fund Balance				\$21,600,258