



## I. Welcome & Introductions

*Larry Strong brought the meeting to order at 2:13 p.m.*

## II. Approval of Minutes

### A. Confirm a Quorum

*Quorum was not confirmed.*

### B. Approve Minutes of May 19, 2022

*Approval of the minutes was tabled pending confirmation of quorum.*

### C. Approve Minutes of August 18, 2022

*Approval of the minutes was tabled pending confirmation of quorum.*

## III. Current Topics

### A. 2023-24 Budget Calendar

*Larry went over the 2023-24 budget calendar. As a new member of the DBAC, Raise Jakpor asked where to go to find out more about the budget process. Larry advised that a link to the 2022-23 budget can be forwarded to him, which Raise thought would be helpful.*

*Davena Burns-Peters asked about receipt of the Emergency Conditions Allowance funding. She is particularly interested in the prioritization and incentivization for online teaching and learning. Will this be in the new 2023-24 budget? Larry advised that those funds are in the current fiscal year.*

*Davena felt that, although there is professional development and training in place, there are other needs in order to maintain compliance with the consortium. Tenille Norris advised that she has begun preparing a quarterly budget report for SBVC so that all funding for the campus can be reviewed and discussed. Tenille and Davena agreed to review this topic together.*

*Mary Valdemar advised that she had not received the meeting materials and suggested that a best practice will be implemented whereby meeting materials get dropped into the chat for every meeting. This will be implemented going forward.*

*Romana Pires referenced conversations from the Governor's office last year about colleges getting extra money to hire new faculty, particularly for Ethnic Studies. Larry advised that he doesn't have an answer to this question but will follow up with the committee. Romana clarified that she is asking about both campuses and added*



*that she would like to know how decisions are made on whether or not to take advantage of such incentives.*

*Raise commented that at the CTA Fall conference, it was communicated that some monies are out there to provide health insurance for part time adjunct faculty. He would like to know where SBCCD is in that process. Larry shared some information from a State training he had recently attended and advised he could report back to the committee on the District's status. Raise commented that the CTA would advise that this be strongly pursued.*

*Following up on the comment from Romana on the faculty hiring funding, Davena commented that her information from the state senate was that all but two campuses took advantage of that money. If SBCCD did take advantage, has this been allocated? If so, how was it? Is there anything left that could be used for the urgent Ethnic Studies needs?*

*Tenille made a plea to her fellow SBVC committee members, asking that they prioritize attendance at the SBVC Budget Committee meetings. At the meeting yesterday, there were only about five people in attendance. She would like to have these questions asked and addressed in that forum. She will make sure the meeting information is sent out.*

## B. 2023-24 Budget Directives

*Committee members reviewed the proposed Board Item for the budget directives. This was reviewed in the Board Finance Committee. Larry went over each directive. Romana had three comments, to which feedback was given.*

- 1) **Comment:** *Regarding the proposed removal 2022-23 directive 3 that new positions must be approved through program review, Romana commented that if both campuses have to follow program review, the DSO should follow it as well.*

**Feedback:** *Larry advised that this directive applied to SBCCD as a whole, not just the DSO. Additionally, the removal of the directive doesn't mean that program review will no longer be followed, merely that it doesn't need to be part of the budget directives. He clarified that the campuses and the DSO do follow program review.*

- 2) **Comment:** *Regarding the new directive setting aside funding for initiatives, who would get to decide that funding? She questioned why this directive would be necessary.*

**Feedback:** *Larry advised the decisions would be through the regular budget development process. He confirmed that program review is not going away. This directive relates to the district as a whole, although the Board of Trustees also has their own budget.*



- 3) **Comment:** *It looks as though Board Item has already been drafted and questions whether or not the inclusion of a comment that the DBAC discussed it on November 17 is a valid one.*

**Feedback:** *Kelly Goodrich advised that the Board Finance Committee had discussed the directives for the first the previous week and that they would not be discussed by the full Board until January 23-24.*

*Mary asked, and Larry confirmed, that the comments about “new positions” does not apply to positions being filled due to retirement or other attrition. She further expressed a desire by the Classified unit that information be provided regarding current management to staff and faculty ratios at each site. The CSEA feels that priority is being given to the hiring of management over other employment groups. They would like to evaluate this and would like to formally request that the management information be pulled out of the academic and classified salaries. Larry asked that Mary follow up with an email to him. Romana asked that this item be added to a future DBAC agenda.*

*Raise requested that the issue of what SBCCD is doing regarding applying for part time faculty health insurance be added to the agenda for the next meeting.*

*Raise asked about the reserve fund, specifically what the two months’ expenses encompasses. Larry explained that the GFOA would like us to maintain at least two-months’ worth of expenses in our fund balance in case there is a downturn. SBCCD’s budget is available on the website and was posted online for DBAC members to view.*

*Denise Knight voiced her continuing concern about enrollment and FTES. Tenille advised she will look back over the summer to see where SBVC is currently. Tenille reminded DBAC that districts are not funded based on year-to-year FTES; rather it is a three-year average.*

## II. Approval of Minutes (out of order)

- A. Confirm a Quorum

*Brandi Bailes joined the meeting and quorum was confirmed.*

- B. Approve Minutes of May 19, 2022

- C. Approve Minutes of August 18, 2022

*Robert Alexander made motion to approve both sets of minutes, which Stephanie Lewis seconded. The minutes were approved by a majority vote with four people abstaining.*



District Budget Advisory Committee (DBAC)  
Meeting Minutes – November 17, 2022, 2:00 p.m.

#### IV. Future Topics

*Due to a lack of time, these items were not discussed.*

##### A. Review of Budget Policies & Procedures

- BP 6200 Budget Preparation
- AP 6200 Budget Preparation
- BP 6250 Budget Management
- AP 6250 Budget Management

##### B. Any Member Suggestions?

#### V. Next Meeting Date & Adjournment

The next meeting is scheduled for December ~~22~~ 15, 2022 at 2 p.m.

*The meeting ended at 3:15 p.m. Larry thanked everyone for attending.*



District Budget Advisory Committee (DBAC)  
**Meeting Minutes – November 17, 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.

<u>yes</u>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).
<u>yes</u>	2) One faculty member from each campus
<u>yes</u>	3) Two persons from each site (CHC, SBVC, DSO)
<u>yes</u>	4) Three of four constituent groups represented (faculty, classified, student, management)
1	Faculty, CHC (1 of 2) (appointed by Academic Senate President) Brandi Bailes <i>present</i>
2	Classified, DSO (appointed by CSEA) Deborah Castro <i>present</i>
3	Faculty, SBVC (1 of 2) (appointed by Academic Senate President) Davena Burns-Peters <i>present</i>
4	Black Faculty & Staff Association Denise Knight <i>present</i>
5	Latino Faculty, Staff, & Administrators Association Erik Morden <i>absent</i>
6	Executive Vice Chancellor, Chair Jose Torres <i>absent</i>
7	Faculty, CHC (2 of 2) (appointed by Academic Senate President) Josh Robles <i>absent</i>
8	Confidential Group Kelly Goodrich <i>present</i>
9	Management, CHC (appointed by college president) Kevin Horan <i>absent</i>
10	Classified, CHC (appointed by Classified Senate President) Kevin Palkki <i>absent</i>
11	Classified, SBVC (appointed by Classified Senate President) Krista Ornelas-Mora (Proxy) <i>present</i>
12	Director of Fiscal Services Larry Strong <i>present</i>
13	Chief Technology Officer Luke Bixler <i>absent</i>
14	VP, Admin Services, CHC Mike Strong <i>present</i>
15	ASG President or designee, SBVC Nelva Ruiz-Martinez <i>present</i>
16	Asian Pacific Islanders Association Bethany Tasaka <i>present</i>
17	CTA (appointed by CTA) Riase Jakpor <i>present</i>
18	ASG President or designee, CHC Robert Alexander <i>present</i>
19	Faculty, SBVC (2 of 2) (appointed by Academic Senate President) Romana Pires <i>present</i>
20	CSEA Treasurer (appointed by CSEA) Mary Valdemar (Proxy) <i>present</i>
21	Management, SBVC (appointed by college president) Scott Thayer <i>absent</i>
	Police Officer’s Association Stephanie Babino Vacant <i>n/a</i>
22	Management Association Stephanie Lewis <i>present</i>
23	Business Manager Steve Sutorus <i>absent</i>
24	VP, Admin Services, SBVC Tenille Norris <i>present</i>