



**I. Welcome & Introductions**

*Jose Torres brought the meeting to order shortly after 2:00 p.m.*

**II. Approval of Minutes**

**A. Confirm a Quorum**

*Quorum was confirmed.*

**B. Approve Minutes of January 19, 2023**

*Mike Strong made a motion to approve the minutes, which Stephanie Lewis seconded. The motion passed by a majority vote.*

**III. Current Topics**

**District Support Operations (DSO) Budget**

*Jose talked about the budget process. The DSO budget is being reviewed at DBAC today while both campuses are in the process of developing their budgets. All three forecasts will be combined to form the tentative budget which will be reviewed in May and adopted in June. Until that time, Fiscal Services will work with the sites to make adjustments, if necessary, while adapting revenues in response to the latest information from the State.*

*Larry went over the material. He mentioned that the information in this DSO budget pertained only to the Unrestricted General Fund. Although there are several other funds, such as Child Development Center, Cafeteria, etc., the Unrestricted General Fund is the main one.*

*Raise Jakpor asked in which account were funds that were used for part-time health benefits. He was advised that faculty benefits are part of the campus budgets and not the DSO's. It was also discussed that part-time faculty benefits are addressed in the CTA's negotiations with the District. Once a memorandum of understanding is agreed upon, the formulas are entered in SBCCD's budget software and automatically calculated.*

*Romana Pires asked what happened to funds that were unspent at the end of the fiscal year and Jose advised that these funds are usually returned to the fund balance. Last fiscal year, some of the excess was used to fund the early retirement incentive. It was mentioned that it is SBCCD's policy to maintain a minimum fund balance of approximately two months of expenditures.*

**IV. Future Topics**

*There were no member suggestions for future topics.*

**V. Next Meeting Date & Adjournment**

The next meeting is scheduled for February 16, 2023, at 2 p.m.

*The meeting ended at approximately 3 p.m. The next meeting is scheduled for Thursday, March 16 at 2 p.m.*



District Budget Advisory Committee (DBAC)  
**Meeting Minutes – February 16, 2023, 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) One faculty member from each campus
- yes 3) Two persons from each site (CHC, SBVC, DSO)
- yes 4) Three of four constituent groups represented (faculty, classified, student, management)

1	Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Davena Burns-Peters	
2	Classified, DSO (appointed by CSEA)	Debbie Castro	<i>present</i>
3	Black Faculty & Staff Association	Denise Knight	
4	Classified, CHC (appointed by Classified Senate President)	Erik Morden	<i>present</i>
5	Latino Faculty, Staff, & Administrators Association	Ernest Guillen	
6	Classified, SBVC (appointed by Classified Senate President)	Grigia Raghavan	
7	Executive Vice Chancellor, Chair	Jose Torres	<i>present</i>
8	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Josh Robles	<i>present</i>
9	Confidential Group	Kelly Goodrich	<i>present</i>
10	Management, CHC (appointed by college president)	Kevin Horan	<i>present</i>
11	Director of Fiscal Services	Larry Strong	<i>present</i>
12	Chief Technology Officer	Luke Bixler	<i>present</i>
13	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Meridyth McLaren/ Natalie Lopez	<i>present</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	Patty Quach	<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	Management, SBVC (appointed by college president)	Linda Fontanilla	<i>present</i>
21	Police Officer’s Association	<b>Stephanie Babino Vacant</b>	
22	Management Association	Stephanie Lewis	<i>present</i>
23	Business Manager	Steve Sutorus	
24	VP, Admin Services, SBVC	Tenille Norris	<i>present</i>
25	CSEA Treasurer (appointed by CSEA)	Yendis Battle	<i>present</i>