San Bernardino Community College District
DISTRICT BUDGET ADVISORY COMMITTEE
August 17, 2023
2:00 pm-3:00 pm Pacific Time

MEETING AGENDA

District Budget Advisory Committee (DBAC)
Thursday, August 17, 2023, 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. **Annual Orientation**

    2022-23 Self-Evaluation

    A. Organization & Charge

III. **Approval of Minutes**

    A. Confirmation of Quorum

    B. Approval of Minutes from May 18, 2023
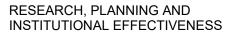
IV. **Current Topics**

    2023-24 Budget

V. **Future Topics?**

VI. **Next Meeting Date & Adjournment**

The next meeting is scheduled for September 21, 2023, 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 evaluate current, projected or proposed Federal, State and local funding affecting California Community Colleges and SBCCD.

• Review 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 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 Self-Evaluation, 2022 -2023

Q1 - What is your primary location?

Item #	Answer Choice	Percent	Count
1	CHC	15.38%	2
2	SBVC	53.85%	7
3	District	30.77%	4
	Total	**100%**	**13**

Q2 - What constituency group are you representing on this committee?

Item #	Answer Choice	Percent	Count
1	Administrator/Supervisor	53.85%	7
2	Classified/Confidential	23.08%	3
3	Faculty	15.38%	2
4	Student	7.69%	1
5	Other	0.00%	0
	Total	**100%**	**13**

Q3. How many years have you worked or been a student (if you are a student rep.) in the district?

Item #	Answer Choice	Percent	Count
1	Less than a year	15.38%	2
2	1-3	7.69%	1
3	4-7	23.08%	3
4	8-10	15.38%	2
5	11 or More	38.46%	5
	Total	**100%**	**13**

Q4. How many years (total) have you served on this committee?

Item #	Answer Choice	Percent	Count
1	Less than a year	15.38%	2
2	1-3	53.85%	7
3	4-7	7.69%	1
4	8-10	7.69%	1
5	11 or More	15.38%	2
	Total	**100%**	**13**

Q5. How many other district committees did you serve on this year?

Item #	Answer Choice	Percent	Count
1	0	7.69%	1
2	1	23.08%	3
3	2	7.69%	1
4	3	0.00%	0
5	4 or More	61.54%	8
	Total	**100%**	**13**

SUMMARY OF SELF-EVALUATION QUESTIONS (SCALE 1 – 5):

- The range of responses was Strongly disagree to Strongly agree (scale 1-5).
- This is true of all questions below (6-15).

Item #	Question	Minimum	Maximum	Mean	Total Count
Q6	Constituency groups are adequately represented for the purposes of this committee	3	5	4.31	13
Q7	Meetings are well attended by constituency groups.	3	5	4.15	13
Q8	The roles and responsibilities of each committee member are clear.	2	5	3.69	13
Q9	The committee promotes the shared values, mission, and goals among the Colleges and the District.	3	5	4.08	13
Q10	The committee provides effective communication (e.g., accurate, relevant, timely, accessible, clear, and concise) on relevant information for decision-making.	3	5	4.15	13

Question	Strongly disagree (1)	Disagree (2)	Neither agree nor disagree (3)	Agree (4)	Strongly agree (5)	Total	% Responding Strongly agree or Agree	Mean
Q6	0 0.00%	0 0.00%	2 15.38%	5 38.46%	6 46.15%	13	11 84.62%	4.31
Q7	0 0.00%	0 0.00%	2 15.38%	7 53.85%	4 30.77%	13	11 84.62%	4.15
Q8	0 0.00%	2 15.38%	4 30.77%	3 23.08%	4 30.77%	13	7 53.85%	3.69
Q9	0 0.00%	0 0.00%	4 30.77%	4 30.77%	5 38.46%	13	9 69.23%	4.08
Q10	0 0.00%	0 0.00%	3 23.08%	5 38.46%	5 38.46%	13	10 76.92%	4.15

Scale: 1= Strongly disagree; 2=Disagree; 3=Neither A nor DA; 4= Agree; 5=Strongly agree.

Item #	Question	Minimum	Maximum	Mean	Total Count
Q11	The committee promotes a climate of openness and transparency (e.g., ongoing communication, opportunities for two-way communication regarding discussion, plans and polices).	3	5	4.23	13
Q12	Discussions were facilitated in a way that provided adequate opportunities for all constituency groups to participate.	2	5	4.08	13
Q13	Decisions were made in a manner appropriate for this committee.	3	5	4.08	13
Q14	I feel that the working relationships among the members of the committee are professional, respectful, and collegial.	3	5	4.31	13
Q15	The members of the committee support diverse opinions, ideas, and actions of others.	3	5	4.23	13

Question	Strongly disagree (1)	Disagree (2)	Neither agree nor disagree (3)	Agree (4)	Strongly agree (5)	Total	% Responding Strongly agree or Agree	Mean
Q11	0 0.00%	0 0.00%	1 7.69%	8 61.54%	4 30.77%	13	12 92.31%	4.23
Q12	0 0.00%	1 7.69%	1 7.69%	7 53.85%	4 30.77%	13	11 84.62%	4.08
Q13	0 0.00%	0 0.00%	4 30.77%	4 30.77%	5 38.46%	13	9 69.23%	4.08
Q14	0 0.00%	0 0.00%	1 7.69%	7 53.85%	5 38.46%	13	12 92.31%	4.31
Q15	0 0.00%	0 0.00%	1 7.69%	8 61.54%	4 30.77%	13	12 92.31%	4.23

Q16 - Please indicate all means in which you communicate committee decisions/discussions to your constituency group.:

Item #	Answer Choice	Percent	Count
1	In-person	32.00%	8
2	Email	24.00%	6
3	College/District website	4.00%	1
4	Updates in committee meetings	32.00%	8
5	Other	8.00%	2
	Total	**100%**	**25**

COMMENTS

Q17 - Please enter the improvement(s) most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

I would like to take back more than just updates. I would like to suggest strategies for being more effective.

The inclusion of constituent group voices in the development of budgetary decisions.

Continue to include ASG student representation

District Budget Advisory Committee

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.

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- Review and make recommendations to Chancellor's Council regarding budget assumptions (revenues, allocations, COLA and growth).
- Promote budget awareness and communicate budget issues.

Membership

- Executive Vice Chancellor, Chair
- Management Rep from each campus appointed by college Presidents
- VP of Admin Services from each campus
- Director of Fiscal Services
- Business Manager
- Chief Technology Officer
- 2 Faculty members from each campus appointed by Academic Senate Presidents
- Classified Staff members from each campus appointed by Classified Senate Presidents
- Associated Student Government President or designee from each campus
- Black Faculty & Staff Assn Rep
- Latino Faculty, Staff & Administrators Assn Rep
- CTA Rep
- CSEA Treasurer
- CSEA Rep from the DSO appointed by CSEA
- Management Assn Rep
- Confidential Group Rep
- Police Officer's Assn Rep
- EEO Rep
- Asian Pacific Islanders Assn Rep

Meetings

3rd Thursday, 2 p.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all DBAC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any DBAC recommendations to their constituency.

- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the DBAC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

Quorum

- 50%+1 of appointed voting members (not 50% of appointed members + vacancies), and
- Two members from each site (CHC, SBVC, and DSO members), and
- One faculty member from each site (CHC and SBVC), 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.

District Budget Advisory Committee (DBAC)
Meeting Minutes – May 18, 2023, 2:00 p.m.
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I. **Welcome & Introductions**
Jose Torres brought the meeting to order shortly after 2:05 p.m.

II. **DBAC Self Evaluation**
Members of the committee were asked to complete the self-evaluation survey.

III. **Approval of Minutes**

A. Confirm a Quorum
Quorum was confirmed.

B. Approve Minutes of April 20, 2023
Mike Strong made a motion to approve the minutes, which Karen Peterson seconded. The motion passed by a unanimous vote.

IV. **Current Topics**

State Budget Update & SBCCD Tentative Budget

Jose advised the committee that the Governor's State Budget May Revision was not the final word, and that there will be much negotiation between now and the final budget. Staff is analyzing the data and sharing the latest information with DBAC.

Larry Strong presented the Fiscal Update to committee members. One item of particular concern is the "reappropriation" of funds allocated in 2022-23, which are now being taken back to balance the State's 2023-24 budget. These funds have already been earmarked by SBCCD to support students through the Books+ free books program. The District will be working with CCC partners and our consultant to advocate for the rejection of the May Revision proposed reductions to Deferred Maintenance, and the COVID-19 Block Grant. Jose asked that the DBAC members advocate among their constituent groups and any other bodies for the same.

Mike advised that the COVID-19 funds, which were being held in reserve until the other COVID grants had been exhausted in June, were to be used to help and encourage students to continue their education and stay in school. The loss of deferred maintenance funds would affect many planned projects, some of which have already started. This will impact facilities and possibly the Measure CC program.

Committee members discussed how the 8.22% COLA increase translates into actual revenue. Since it is the rate that is increasing, SBCCD will only be compensated for the number of FTES, which does not necessarily equate to a like percentage increase in revenue.

Jose commented that staff will be working to advocate for the State to reverse the decision to reappropriate funds. Our students are the number one priority, and we are committed to free tuition and Books+ for the summer.

IV. **Future Topics**
There were no member suggestions for future topics.

V. **Next Meeting Date & Adjournment**
The meeting ended at approximately 3 p.m. The next meeting is scheduled for Thursday, June 15 at 2 p.m.

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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	*absent*
2	Classified, DSO (appointed by CSEA)	Debbie Castro	*present*
3	Black Faculty & Staff Association	Denise Knight	*present*
4	Latino Faculty, Staff, & Administrators Association	Erik Morden	*present*
5	Classified, SBVC (appointed by Classified Senate President)	Girija Raghavan	*present*
6	Executive Vice Chancellor, Chair	Jose Torres	*present*
7	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Josh Robles	*absent*
8	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	*present*
9	Confidential Group	Kelly Goodrich	*present*
10	Management, CHC (appointed by college president	Kevin Horan	*absent*
11	Director of Fiscal Services	Larry Strong	*present*
12	Chief Technology Officer	Luke Bixler	*present*
13	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Natalie Lopez	*present*
14	VP, Admin Services, CHC	Mike Strong	*present*
15	ASG President or designee, SBVC	Nelva Ruiz-Martinez	*present*
16	Asian Pacific Islanders Association	Patty Quach	*absent*
17	CTA (appointed by CTA)	Riase Jakpor	*present*
18	ASG President or designee, CHC	Robert Alexander	*absent*
19	Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	Romana Pires	*absent*
20	Management, SBVC (appointed by college president	Scott Thayer	*present*
21	Police Officer's Association	Stephanie Babino Vacant	*n/a*
22	Management Association	Stephanie Lewis	*absent*
23	Business Manager	Steve Sutorus	*absent*
24	VP, Admin Services, SBVC	Tenille Norris	*present*
25	CSEA Treasurer (appointed by CSEA)	Ernest Guillen (proxy)	*present*