



San Bernardino Community College District
DISTRICT BUDGET ADVISORY COMMITTEE
October 26, 2023
2:00 pm-3:00 pm Pacific Time

MEETING AGENDA

District Budget Advisory Committee (DBAC)

Thursday, October 26, 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. Approval of Minutes

A. Confirmation of Quorum

B. Approval of Minutes from August 17, 2023

III. Current Topics

A. SBCCD Budget Process

B. Board Item Draft - 2024-25 Budget Calendar

IV. Next Meeting Date & Adjournment

The next meeting is scheduled for November 16, 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 (DBAC)

Meeting Minutes – August 17, 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. No introductions were necessary.

II. Orientation

A. 2022-23 Self-Evaluation

Committee members reviewed each result of the self-evaluation. Jose reminded everyone that staff from DSO Fiscal Services is available whenever they need assistance communicating budget information to constituents.

B. Orientation & Charge

The DBAC reviewed its charge, meeting format, representation duties, and quorum requirements. A discussion followed as to the true nature of the SBCCD advisory committees. Are there any advisory actions?

Davena Burns-Peters commented that the charge states that the intent is not to replace or undermine the local college decision making process. Perhaps we need to continue to wrestle with the concept of this being more of a reporting committee.

It was suggested that a topic for conversation could be the SBCCD broader budget process and how it relates to the State process in forecasting revenue for the coming year and providing guidance to the colleges. Each college has its own budget process which is managed for the most part by the Vice President of Administrative Services and the college budget committee.

The Fiscal Services team works to consolidate the budgets and analyze them to determine if adjustments are necessary to ensure a balanced SBCCD budget. Linda Fontanilla gave her perspective that this process is a collaboration and a partnership. Jose suggested that DBAC has more of a “global” perspective to bring it altogether for constituents.

III. Approval of Minutes

A. Confirm a Quorum

Quorum was confirmed.

B. Approve Minutes of May 18, 2023

Kevin Horan made a motion, which Davena seconded to approve the minutes. This motion was unanimously approved.

IV. Current Topic

2023-24 Budget

Jose presented the draft 2023-24 final budget for DBAC review. The PDF will be sent to DBAC members. The committee went over enrollment goals and the five-year forecast summary for the unrestricted general fund. The proposed budget is balanced and meets the two-months reserve requirement.



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IV. Future Topics

It was suggested that a presentation on the budget process be provided at a future meeting. Jose advised he will task Director of Fiscal Services Larry Strong to do this.

V. Next Meeting Date & Adjournment

The meeting ended at approximately 2:45 p.m. The next meeting is scheduled for Thursday, September 21 at 2 p.m. It was also mentioned that there will be a final budget presentation at the August 31 Board of Trustees strategy session.

Unapproved



District Budget Advisory Committee (DBAC)

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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.

<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, SBVC (1 of 2) (appointed by Academic Senate President)	Davena Burns-Peters	<i>present</i>
2	Classified, DSO (appointed by CSEA)	Debbie Castro	<i>present</i>
3	Black Faculty & Staff Association	Denise Knight	
4	Latino Faculty, Staff, & Administrators Association	Erik Morden	<i>present</i>
5	Classified, SBVC (appointed by Classified Senate President)	Girija Raghavan	
6	Executive Vice Chancellor, Chair	Jose Torres	<i>present</i>
7	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Josh Robles	
8	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<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	
12	Management, SBVC (appointed by college president)	Linda Fontanilla	<i>present</i>
13	Chief Technology Officer	Luke Bixler	<i>present</i>
14	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Meridyth McLaren/ Natalie Lopez	<i>present</i>
15	VP, Admin Services, CHC	Mike Strong	
16	ASG President or designee, SBVC	Nelva Ruiz-Martinez Dyami Ruiz-Martinez	<i>present</i>
17	Asian Pacific Islanders Association	Patty Quach	
18	CTA (appointed by CTA)	Riase Jakpor	
19	ASG President or designee, CHC	Robert Alexander	<i>present</i>
20	Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	Romana Pires	
21	Police Officer’s Association	Vacant	
22	Management Association	Stephanie Lewis	
23	VP, Admin Services, SBVC	Steve Sutorus	
24	Business Manager	Vacant	
25	CSEA Treasurer (appointed by CSEA)	Ernest Guillen (Proxy)	<i>present</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director of Fiscal Services

DATE: December 8, 2023

SUBJECT: Consideration of Approval to Adopt 2024-25 Budget Calendar

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Budget Calendar.

OVERVIEW

District Administrative Procedure 6200 requires that the Board adopt a budget calendar prior to February 1 each year.

ANALYSIS

The attached Fiscal Year 2024-25 calendar identifies activities and sets dates for each step in the budget development process. The purpose of the document is to provide the timelines necessary to develop the District's annual budget and long-range forecast financial forecast.

This calendar has been reviewed at both the District Budget Advisory Committee and the Board Finance Committee at their November meetings.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.





Fiscal Year 2024-25 Budget Calendar

Submitted for Board Approval December 8, 2023

[v.10.23.2023.p.1]3]

Date	Task	Responsibility
November to December 2023	Draft budget calendar and draft budget directives to District Budget Advisory Committee and Board Finance Committee for review.	Fiscal Services District Budget Advisory Committee Board Finance Committee
December 2023	Budget calendar to Board of Trustees for adoption. <i>(AP 6200 Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.)</i>	Fiscal Services Board of Trustees
December 2023 to January 2024	Budget directives submitted to the full Board for first read. <i>(AP 6200: Prior to March 1, the Board will give direction for budget development to include:</i> <ol style="list-style-type: none"> <i>1. Reaffirmation or change in mission;</i> <i>2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.);</i> <i>3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;</i> <i>4. Preliminary establishment of budget allocations for the colleges, district office, and other sites.)</i> 	Fiscal Services Board of Trustees
December 2023 to January 2024	DSO ¹ Budget Managers develop unrestricted general fund budgets, allowing for determination of shared costs.	Fiscal Services DSO Responsibility Center Managers
February 2024	Budget directives received from the Board of Trustees (prior to March 1), after second read and final approval.	Fiscal Services Board of Trustees

¹ DSO – District Support Operations



Fiscal Year 2024-25 Budget Calendar

Submitted for Board Approval December 8, 2023

[v.10.23.2023.p.2]3

Date	Task	Responsibility
February 2024	District Budget Advisory Committee reviews DSO unrestricted general fund budget with feedback provided to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee Chancellors Council and Cabinet
February 2024	Projected funds and shared costs for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. <i>(AP 6200: Prior to March 1 information will be provided to Budget Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)</i>	Fiscal Services Chancellor's Cabinet
March 2024	Campus unrestricted general fund development budgets due in Questica. ²	College VPIs Budget Managers
April 2024	All remaining fund budgets due in Questica.	College VPIs Budget Managers
April to May 2024	District Budget Advisory Committee reviews Tentative Budget and provides feedback to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee Chancellor's Council and Cabinet
May 2024	Board is updated on status of budget process and receives Tentative Budget presentation (no formal action required). <i>(AP 6200: Preliminary Budget – a. No later than May of each year ...Fiscal Services will present the preliminary budget to the Board. No formal action is required.)</i>	Fiscal Services Board of Trustees

² Questica – SBCCD budget software.



Fiscal Year 2024-25 Budget Calendar

Submitted for Board Approval December 8, 2023

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Date	Task	Responsibility
June 2024	Board of Trustees reviews/adopts Tentative Budget.	Fiscal Services Board of Trustees
August 2024	Draft of Final Budget discussed at District Budget Advisory Committee meeting with feedback to Chancellor's Council and Cabinet. <i>(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year.)</i>	Fiscal Services District Budget Advisory Committee Chancellor's Council and Cabinet
August 2024	Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, collegial recommendations, and changes in State financial picture.	Fiscal Services Chancellor's Council and Cabinet
August 2024	Board strategy session to review Final Budget.	Fiscal Services Board of Trustees
September 2024	Public Hearing and adoption of Final Budget by Board of Trustees. <i>(Budget and Accounting Manual: Public Hearing and Final Budget Adoption must be completed on or before September 15.)</i>	Fiscal Services Board of Trustees