



I. Welcome & Introductions

Jose Torres brought the meeting to order shortly after 2:00 p.m. No introductions were necessary.

II. Approval of Minutes

A. Confirm a Quorum

Quorum was not confirmed so the committee moved onto the presentation portion of the meeting.

B. Approve Minutes of August 17, 2023

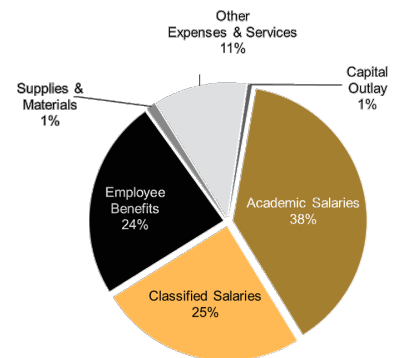
Approval of the minutes was tabled due to lack of quorum.

III. Current Topic

A. SBCCD Budget Process

Jose commented that over the past couple meetings there have been conversations indicating a desire to better understand SBCCD's budget process. In response, a detailed presentation has been prepared which will be shared at today's meeting. Members were encouraged to ask any questions they have along the way. Larry Strong proceeded to give the presentation.

- The question was asked how many months' of reserve does SBCCD currently have. Larry advised that SBCCD is in compliance with State guidelines with about 2.2 months in its Unrestricted General Fund reserve.*
- The question was asked if COLA was deemed part of the Academic Salaries. This is a good question that a lot of people have. Larry clarified that the COLA covers the increase of all costs incurred by SBCCD, not just increased salaries.*
- Jose redirected the presentation to the expenditures slide. COLA, or Cost of Living Adjustment, must be used to support increases in all the expenses, for example increases in utilities, supplies and materials, employee benefits, academic and classified salaries, etc.*
- Romana Pires asked for clarification of how step increases are balanced with retirements. Jose advised that there are 20 steps in the academic salary range and 6 in the classified salary range. A certain percentage of employees are at the maximum step. Looking long term, SBCCD is offering an early retirement incentive with the intent that higher step employees retire and get replaced with lower step employees. This would free up funds to do other things, such as increase positions, give more salaries increases, and make sure that employee benefits are covered.*





District Budget Advisory Committee (DBAC)
Meeting Minutes – October 26, 2023, 2:00 p.m.
 Page 2 of 4

- Denise Knight asked if COLA was allocated throughout the budget. Larry commented that COLA is announced by the governor and that is what gets included in the budget to help estimate revenues. This COLA percentage is calculated as part of the per FTES rate, so it is dependent on enrollment as described in the SCFF. COLA is ongoing.

- Raise Jakpor asked how we can estimate while still in negotiations with CTA. Larry commented that we must budget based on that unknown as well as many others.

- Jose redirected the group to the SCFF slide. The second to last column depicts the rates to which Larry is referring. COLA is a percentage increase to the States' FTES rates.

- The State issues an Advanced Apportionment memo that contains estimated total computational revenue. All the revenue in this memo is an estimate until it gets reconciled the following March, after the fiscal year has already finished.

- Jose clarified that the DBAC cannot get into negotiations, but SBCCD attempts to be proactive in continuing to increase salaries and ensure we remain competitive. 87% of the SBCCD Unrestricted General Fund budget goes to salaries and benefits because that's where our assets are – in our people.

- Denise asked that if 87% of the budget goes to salary and benefits, do we allocate 87% of the COLA to salaries. Jose answered later in the meeting that the figure is 84% to cover salaries, increases, and benefits.

- The question was asked how savings from unfilled positions are used. Jose advised that the answer is dependent on different factors. For example, if positions get put on administrative hold, there is no budget for them. If a position is open until fill, and that means that means the salary and benefits are still within the budget within the department. At times these funds will be used for other expenses. It depends on the department and varying factors.

- Denise asked where the early retirement incentive funds of \$20,000 per retiree would come from. Jose replied that the funds would come from an approval of one-time Unrestricted General Fund reserves. Once it is determined how many people plan to participate in the incentive, an analysis will be completed to determine whether or not it is feasible to move forward.

- The cessation of the Books+ free books funding was brought up. Jose advised that this was funded out of the Restricted COVID funding, rather than the Unrestricted General

N BERNARDINO COMMUNITY COLLEGE DISTRICT
 Sample Data | For Discussion Purposes Only

Student Centered Funding Formula

SECTION 1: BASIC ALLOCATION:		(a)	(b)	(a x b)		
	Quantity	Rate	Rate	Revenue		
1	Large College (over 20,000 FTES)	-	\$8,000,000	\$0		
2	Medium College (10,000 to 20,000 FTES)	1	\$7,000,000	\$7,000,000		
3	Small College (less than 10,000 FTES)	1	\$6,000,000	\$6,000,000		
4	Total Basic Allocation			\$13,000,000		
SECTION 2: FTES		(c)	(d)	(c x d)		
	Quantity	Rate	Rate	Revenue		
5	Credit	14,600	\$4,800	\$70,080,000		
6	Incarcerated Credit	-	\$6,800	\$0		
7	Special Admit Credit	375	\$6,800	\$2,550,000		
8	CDCP (Enhanced)	125	\$6,800	\$850,000		
9	Noncredit	250	\$4,100	\$1,025,000		
10	Total FTES	15,350		\$74,505,000		
SECTION 3: SUPPLEMENTAL ALLOCATION		(e)	(f)	(g)	(f x g) = (h)	(e x (h))
	Quantity	Point Value	Points	Rate	Rate	Revenue
11	AB540 Students	615	\$1,145	1	\$1,145	\$704,175
12	Pell Grant Recipients	4,500	\$1,145	1	\$1,145	\$5,152,500
13	Promise Grant Recipients	11,900	\$1,145	1	\$1,145	\$13,625,500
14	Total Supplemental Allocation	17,015				\$19,482,175
SECTION 4: STUDENT SUCCESS ALLOCATION		(i)	(j)	(k)	(j x k) = (l)	(i x (l))
	Quantity	Point Value	Points	Rate	Rate	Revenue
15	All Students	960	\$675	4	\$2,700	\$1,782,000
16	Associate Degrees for Transfer	820	\$675	3	\$2,025	\$1,660,500
17	Associate Degrees	-	\$675	3	\$2,025	\$0
18	Credit Certificates	340	\$675	2	\$1,350	\$459,000
19	Transfer Level Math and English	660	\$675	2	\$1,350	\$891,000
20	Transfer to a Four-Year University	860	\$675	1.5	\$1,013	\$870,750
21	Nine or More CTE Units	2,600	\$675	1	\$675	\$1,755,000
22	Regional Living Wage	3,900	\$675	1	\$675	\$2,632,500
23	Subtotal All Students					\$10,050,750
24	Pell Grant Recipients					
25	Associate Degrees for Transfer	390	\$170	6	\$1,020	\$397,800
26	Associate Degrees	445	\$170	4.5	\$765	\$340,425
27	Baccalaureate Degrees	-	\$170	4.5	\$765	\$0
28	Credit Certificates	100	\$170	3	\$510	\$51,000
29	Transfer Level Math and English	280	\$170	3	\$510	\$142,800
30	Transfer to a Four-Year University	425	\$170	2.25	\$383	\$162,563
31	Nine or More CTE Units	1,190	\$170	1.5	\$255	\$303,450
32	Regional Living Wage	1,300	\$170	1.5	\$255	\$331,500
33	Subtotal Pell Grant Recipients					\$1,729,538
34	Promise Grant Recipients					
35	Associate Degrees for Transfer	546	\$170	4	\$680	\$371,280
36	Associate Degrees	675	\$170	3	\$510	\$344,250
37	Baccalaureate Degrees	-	\$170	3	\$510	\$0
38	Credit Certificates	160	\$170	2	\$340	\$54,400
39	Transfer Level Math and English	420	\$170	2	\$340	\$142,800
40	Transfer to a Four-Year University	650	\$170	1.5	\$255	\$165,750
41	Nine or More CTE Units	1,900	\$170	1	\$170	\$323,000
42	Regional Living Wage	2,600	\$170	1	\$170	\$442,000
43	Subtotal Promise Grant Recipients					\$1,843,480
44	Total Student Success Allocation					\$13,623,768
45	TOTAL COMPUTATIONAL REVENUE (Total Sections 1 - 4)					\$120,610,943
46	LESS ESTIMATED SHORTFALL					\$5,610,943
47	AVAILABLE REVENUE					\$115,000,000



Fund. These moneys have been spent and a reporting of them can be found online at https://www.valleycollege.edu/open-education-resources/faculty/oer_by_subject.php and <https://www.craftonhills.edu/faculty-and-staff/online-teaching/oer.php>.

- *One way we can try and assist students avoid the high cost of books is to advocate for OER or Open Educational Resources. This is when the content creators remove the copyright and put a creative commons symbol on it that communicates to the user how their works can be used.*
- *Books+ was very helpful to students and it would be wonderful if we could continue it. Mike Strong commented that unfortunately, to do so without the additional funding is unsustainable. One thing that SBCCD did do to help students with the high costs of books is to include in Follet's contract the ability to put books on library reserve desks, and the libraries can select which titles they want. This enables students to go to the library and check out of the reserve desk a book that may be very expensive.*

The conversation ended at this point due to time constraints, and it was decided that the committee would pick the presentation up again next month at side 28 – November of the Budget Cycle.

B. Board Item Draft - 2024-25 Budget Calendar

This item was tabled due to a lack of time.

IV. Next Meeting Date & Adjournment

The meeting ended at 3:00 p.m. The next meeting is scheduled for Thursday, November 16.



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>no</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 SBVC FAC
2	Black Faculty & Staff Association Denise Knight SBVC FAC <i>Present</i>
3	Latino Faculty, Staff, & Administrators Association Ernest Guillen (proxy) SBVC CLA <i>Present</i>
4	Classified, SBVC (appointed by Classified Senate President) Girija Raghavan SBVC CLA
5	Police Officer’s Association James Quigley Angelica Arechavaleta DSO POA <i>Present</i>
6	Classified, DSO (appointed by CSEA) Jesse Neimeyer-Romero DSO CLA <i>Present</i>
7	Executive Vice Chancellor, Chair Jose Torres DSO MAN <i>Present</i>
8	Faculty, CHC (2 of 2) (appointed by Academic Senate President) Josh Robles CHC FAC
9	Classified, CHC (appointed by Classified Senate President) Karen Peterson CHC CLA <i>Present</i>
10	Confidential Group Kelly Goodrich DSO CON <i>Present</i>
11	Management, CHC (appointed by college president) Kevin Horan CHC MAN
12	Director of Fiscal Services Larry Strong DSO MAN <i>Present</i>
13	Management, SBVC (appointed by college president) Linda Fontanilla SBVC MAN <i>Present</i>
14	Chief Technology Officer Luke Bixler DSO MAN <i>Present</i>
15	Faculty, CHC (1 of 2) (appointed by Academic Senate President) Meridyth McLaren/ Natalie Lopez CHC FAC
16	VP, Admin Services, CHC Mike Strong CHC MAN <i>Present</i>
17	ASG President or designee, SBVC Nelva Ruiz-Martinez Dyami Ruiz-Martinez SBVC STU <i>Present</i>
18	Asian Pacific Islanders Association Patty Quach SBVC MAN
19	CTA (appointed by CTA) Riase Jakpor SBVC FAC <i>Present</i>
20	ASG President or designee, CHC Robert Alexander CHC STU <i>Present</i>
21	Faculty, SBVC (2 of 2) (appointed by Academic Senate President) Romana Pires SBVC FAC <i>Present</i>
22	Management Association Stephanie Lewis SBVC MAN <i>Present</i>
23	VP, Admin Services, SBVC Steve Sutorus SBVC MAN <i>Present</i>
24	Business Manager vacant DSO MAN
25	CSEA Treasurer (appointed by CSEA) Yendis Battle DSO CLA <i>Present</i>