



San Bernardino Community College District
DISTRICT BUDGET ADVISORY COMMITTEE
November 16, 2023
2:00 pm-3:00 pm Pacific Time

MEETING AGENDA

District Budget Advisory Committee (DBAC)

Via Zoom: <https://cccconfer.zoom.us/j/360544163>

Or Dial-In: 669-900-6833 | Meeting ID: 360 544 163

I. Welcome & Introductions

Larry Strong, Director of Fiscal Services

II. Approval of Minutes

- A. Confirmation of Quorum
- B. Approval of Minutes from August 17, 2023
- C. Approval of Minutes from October 26, 2023

III. Current Topics

- A. SBCCD Budget Process (continued from October 29)
- B. Board Item Draft - 2024-25 Budget Calendar

IV. Next Meeting Date & Adjournment

The next meeting is scheduled for December 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 (DBAC)

Meeting Minutes – August 17, 2023, 2:00 p.m.

Page 1 of 3

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.



District Budget Advisory Committee (DBAC)

Meeting Minutes – August 17, 2023, 2:00 p.m.

Page 2 of 3

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)

Meeting Minutes – August 17, 2023, 2:00 p.m.

Page 3 of 3

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>



District Budget Advisory Committee (DBAC)

Meeting Minutes – October 26, 2023, 2:00 p.m.

Page 1 of 4

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

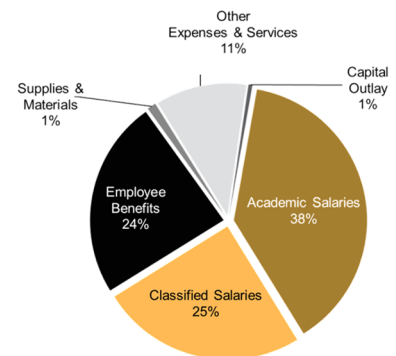
Approval of the minutes was tabled due to lack of quorum.

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.
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- 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

V BERNARDINO COMMUNITY COLLEGE DISTRICT
 Student Centered Funding Formula
 (Table Data For Discussion Purposes Only)

SECTION 1: BASIC ALLOCATION:				(a)	(b)	(a x b)		
	Quantity	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					
Total Basic Allocation			\$13,000,000					
SECTION 2: FTES				(c)	(d)	(c x d)		
	Quantity	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 CDDP (Enhanced)	125	\$6,800	\$850,000					
9 Noncredit	250	\$4,100	\$1,025,000					
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	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			
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	Revenue			
15 All Students	660	\$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 Baccalaureate Degrees	340	\$675	2	\$1,350	\$459,000			
19 Credit Certificates	660	\$675	2	\$1,350	\$891,000			
20 Transfer Level Math and English	860	\$675	1.5	\$1,013	\$870,750			
21 Transfer to a Four Year University	2,600	\$675	1	\$675	\$1,755,000			
22 Nine or More CTE Units	3,900	\$675	1	\$675	\$2,632,500			
23 Regional Living Wage					\$10,050,750			
24 Subtotal All Students								
25 Pell Grant Recipients								
26 Associate Degrees for Transfer	390	\$170	6	\$1,020	\$397,800			
27 Associate Degrees	445	\$170	4.5	\$765	\$340,425			
28 Baccalaureate Degrees	-	\$170	4.5	\$765	\$0			
29 Credit Certificates	100	\$170	3	\$510	\$51,000			
30 Transfer Level Math and English	280	\$170	3	\$510	\$142,800			
31 Transfer to a Four Year University	425	\$170	2.25	\$383	\$162,563			
32 Nine or More CTE Units	1,190	\$170	1.5	\$255	\$303,450			
33 Regional Living Wage	1,300	\$170	1.5	\$255	\$331,500			
34 Subtotal Pell Grant Recipients					\$1,729,538			
35 Promise Grant Recipients								
36 Associate Degrees for Transfer	545	\$170	4	\$680	\$371,280			
37 Associate Degrees	675	\$170	3	\$510	\$344,250			
38 Baccalaureate Degrees	-	\$170	3	\$510	\$0			
39 Credit Certificates	160	\$170	2	\$340	\$54,400			
40 Transfer Level Math and English	420	\$170	2	\$340	\$142,800			
41 Transfer to a Four Year University	650	\$170	1.5	\$255	\$165,750			
42 Nine or More CTE Units	1,900	\$170	1	\$170	\$323,000			
43 Regional Living Wage	2,600	\$170	1	\$170	\$442,000			
44 Subtotal Promise Grant Recipients					\$1,843,480			
45 Total Student Success Allocation					\$13,623,768			
TOTAL COMPUTATIONAL REVENUE (Total Sections 1 - 4)					\$120,610,943			
LESS ESTIMATED SHORTFALL					\$5,610,943			
AVAILABLE REVENUE					\$115,000,000			



District Budget Advisory Committee (DBAC)

Meeting Minutes – October 26, 2023, 2:00 p.m.

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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.



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

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<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>
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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>



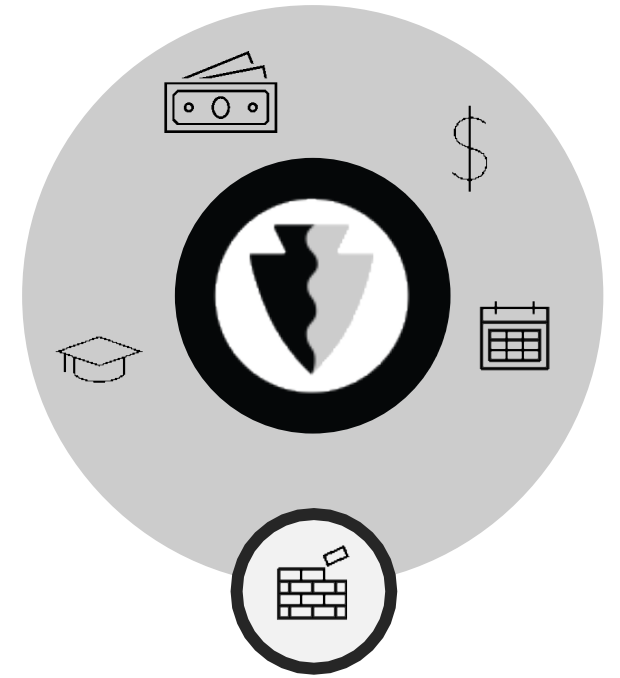
San Bernardino Community
College District

Budget Process

October 26, 2023

Budget Structure

Integrated Planning and Budgeting
21 Funds, including the Unrestricted General Fund
Multi-Year Budgeting



Budget Structure

Integrated Planning and Budgeting

Our Mission

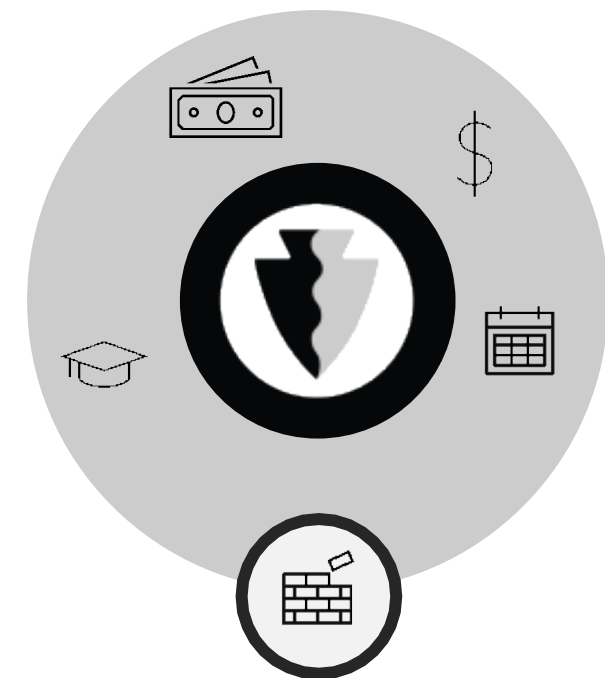
SBCCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

Our Vision

Inspiring possibilities for bright futures and a prosperous community.

Our Goals

1. Continue to Expand Student Access and Success
2. Advance Access to Address DEI-A
3. Position SBCCCD as Regional Leader
4. Ensure Fiscal Accountability/Sustainability



Budget Structure

21 Funds, including the Unrestricted General Fund

GOVERNMENTAL

funds track resources associated with SBCCCD's educational objectives.

General Funds

- Unrestricted
- Restricted

Debt Service Funds

- Bond Interest & Redemption

Special Revenue Funds

- Child Development
- KVCRC

Capital Projects Funds

- Capital Outlay Projects
- Measure M
- Measure CC

PROPRIETARY

funds tracking SBCCCD's activities like those used in private sector accounting.

Enterprise Funds

- Cafeteria
- Investment Properties

Internal Service Funds

- Worker's Comp & Self-Insurance
- Retiree Benefits

FIDUCIARY

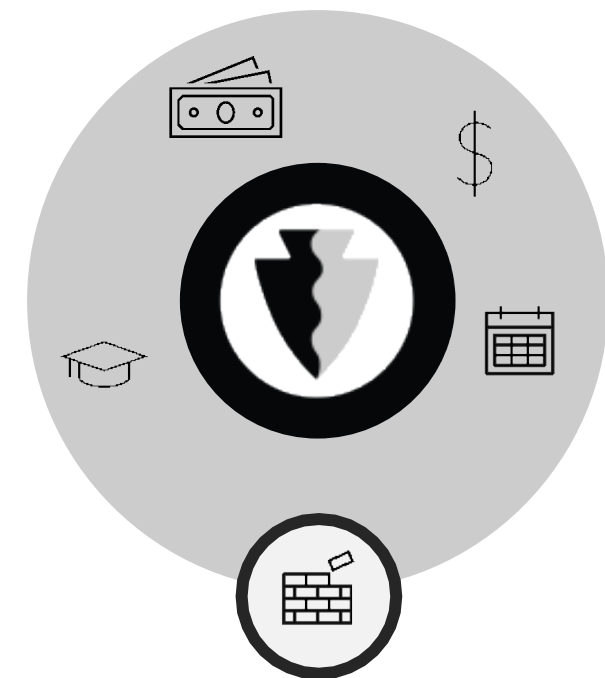
funds account for assets held on behalf of another party.

Trusts Funds

- Associated Students
- Student Representation
- Student Body Center
- Financial Aid
- Scholarship & Loan
- OPEB Investment
- PARS Investment
- Other Trusts

Agency Funds

- Inland Futures Foundation



Budget Structure

21 Funds, including the Unrestricted General Fund

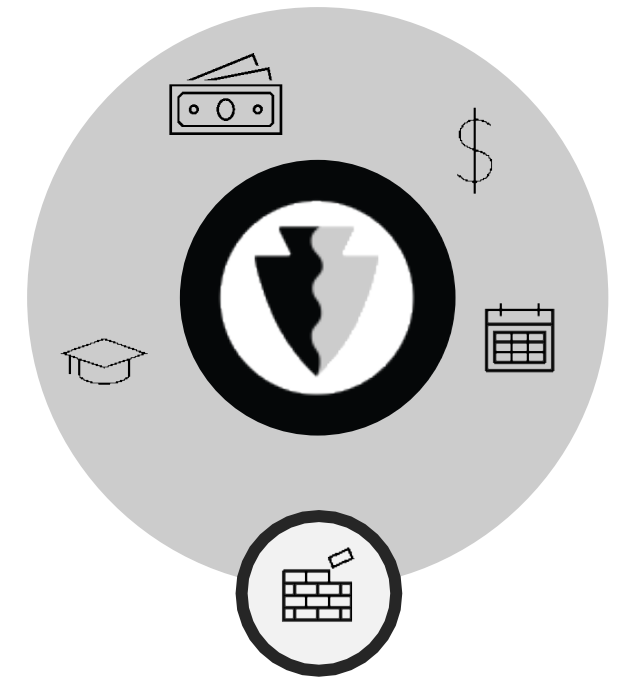
GOVERNMENTAL

funds track resources associated with SBCCCD's educational objectives.

General Funds

- Unrestricted

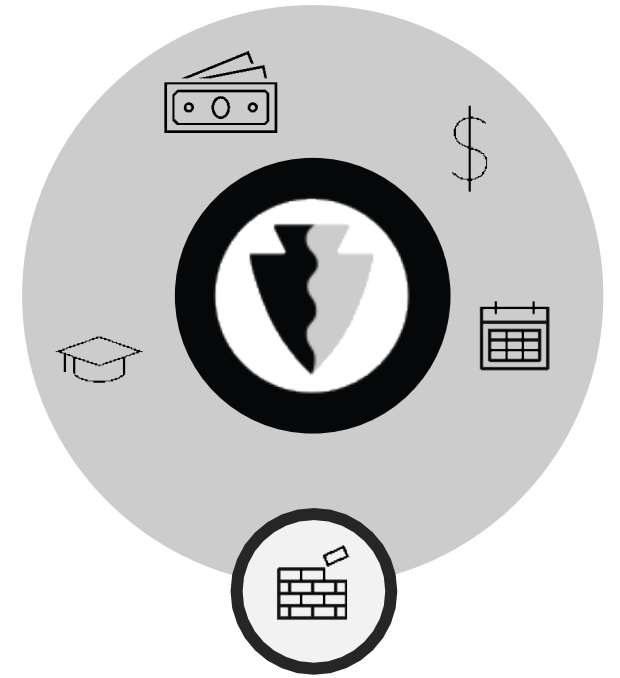
The main source of revenue for the **Unrestricted General Fund** is State apportionment, which is driven by FTES. This fund is essential for supporting costs like salaries, rent, utilities, as well as addressing unforeseen financial needs or emergencies.



Budget Structure

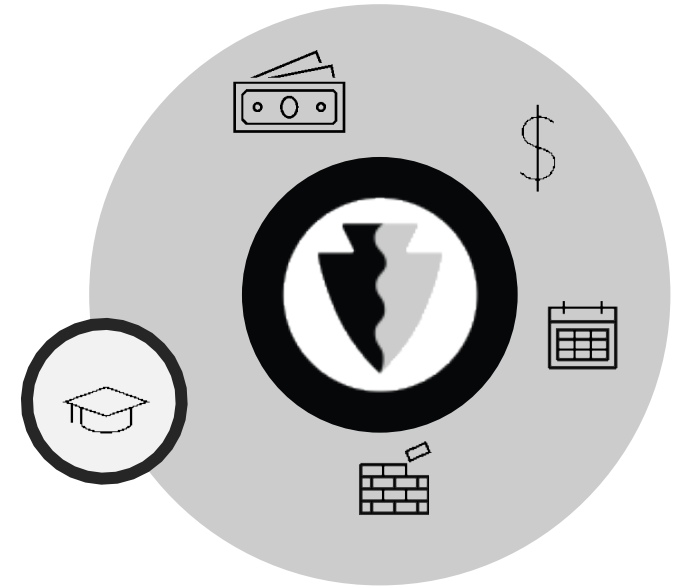
Multi-Year Budgeting

The budget includes a five-year, long-range financial plan that incorporates enrollment management projections by college, salary and benefit costs, and revenue projections based on the Governor’s Enacted Budget



Unaudited Actuals 2022-23	Final Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28
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Budget Goals



Supports Planning + Integrated & Student Focused Process

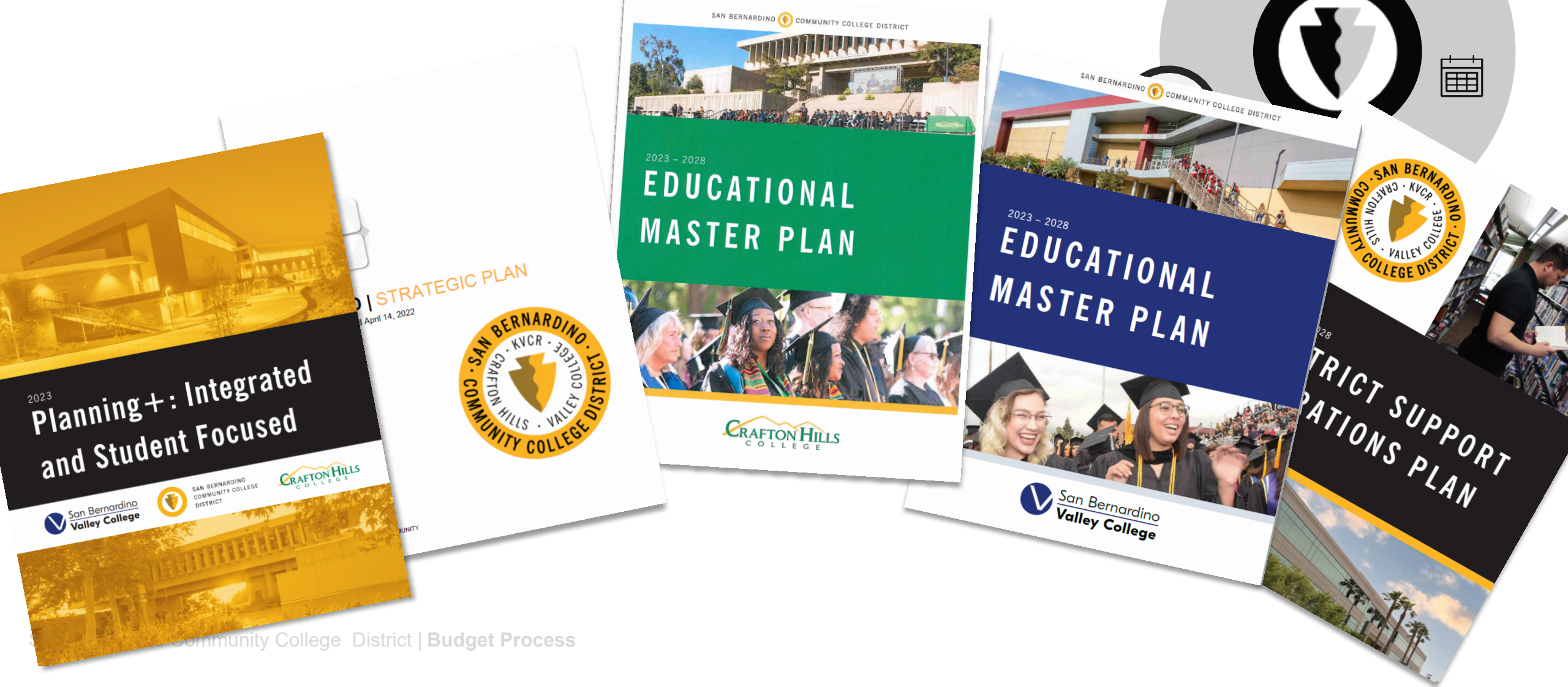
Meets Regulatory Requirements

Addresses Commitments, Goals & Directives

Maintains Unrestricted General Fund Reserves

Budget Goals

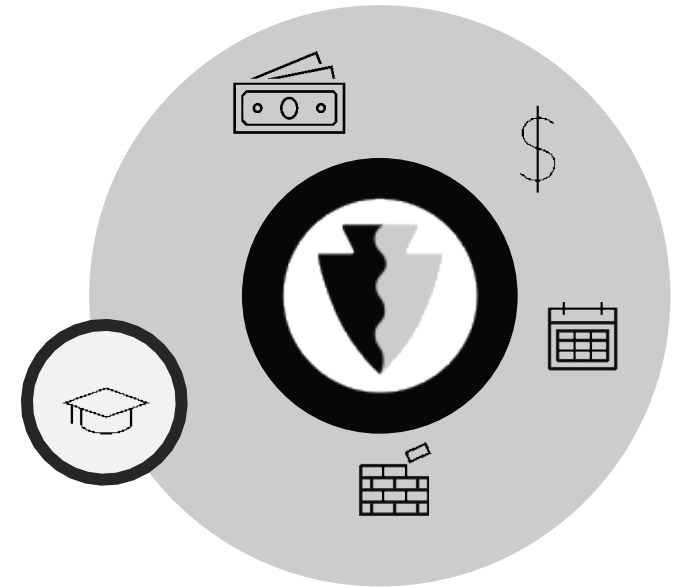
Supports Planning + Integrated & Student Focused Process



Budget Goals

Meets Regulatory Requirements

- Title 5
- California Education Code
- California Community Colleges Budget and Accounting Manual
- Accrediting Commission for Community and Junior Colleges Standards
- SBCCD Board Policy & Administrative Procedure 6200



Budget Goals

Addresses Commitments, Goals & Directives

- SBCCCD Board Directives
- Faculty Obligation Number
- 50% Law
- SBCCCD Goals
- Salaries & Benefits
- PERS & STRS
- Other Post Employment Benefits



Budget Goals

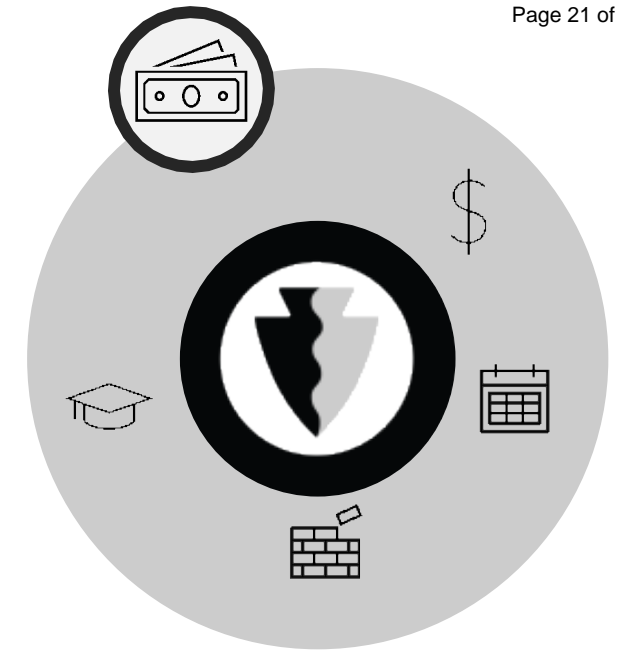
Maintains Unrestricted General Fund Reserves

SBCCCD will maintain a minimum fund balance of **approximately two months of expenditures** in its Unrestricted General Fund as recommended by the Government Finance Officers Association, unless fund balance is utilized for specially identified one-time needs as authorized by the Board of Trustees.

One-time is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.



Estimating Revenues



- Student Centered Funding Formula
- Assess & Evaluate Impact of State Budget Fluctuations
- Recommend Optimum State Funding Options**
- Develop Budget Assumptions
- Monitor Enrollment & Plan for Contingencies

Estimating Revenues



Student Centered Funding Formula

- I. Base = Basic + FTES
- II. Supplemental
- III. Success

SAN 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		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		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			
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SECTION 4: STUDENT SUCCESS ALLOCATION				(i)	(j)	(k)	(j x k) = (l)	(i) x (l)
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21	Transfer to a Four Year University	860	\$675	1.5	\$1,013	\$870,750		
22	Nine or More CTE Units	2,600	\$675	1	\$675	\$1,755,000		
23	Regional Living Wage	3,900	\$675	1	\$675	\$2,632,500		
24	Subtotal All Students					\$10,050,750		
25	Pell grant Recipients							
26	Associate Degrees for Transfer	390	\$170	6	\$1,020	\$397,800		
27	Associate Degrees	445	\$170	4.5	\$765	\$340,425		
28	Baccalaureate Degrees	-	\$170	4.5	\$765	\$0		
29	Credit Certificates	100	\$170	3	\$510	\$51,000		
30	Transfer Level Math and English	280	\$170	3	\$510	\$142,800		
31	Transfer to a Four Year University	425	\$170	2.25	\$383	\$162,563		
32	Nine or More CTE Units	1,190	\$170	1.5	\$255	\$303,450		
33	Regional Living Wage	1,300	\$170	1.5	\$255	\$331,500		
34	Subtotal Pell Grant Recipients					\$1,729,538		
35	Promise Grant Recipients							
36	Associate Degrees for Transfer	546	\$170	4	\$680	\$371,280		
37	Associate Degrees	675	\$170	3	\$510	\$344,250		
38	Baccalaureate Degrees	-	\$170	3	\$510	\$0		
39	Credit Certificates	160	\$170	2	\$340	\$54,400		
40	Transfer Level Math and English	420	\$170	2	\$340	\$142,800		
41	Transfer to a Four Year University	650	\$170	1.5	\$255	\$165,750		
42	Nine or More CTE Units	1,900	\$170	1	\$170	\$323,000		
43	Regional Living Wage	2,600	\$170	1	\$170	\$442,000		
44	Subtotal Promise Grant Recipients					\$1,843,480		
45	Total Student Success Allocation					\$13,623,768		
46	TOTAL COMPUTATIONAL REVENUE (Total Sections 1 - 4)					\$120,610,943		
47	LESS ESTIMATED SHORTFALL					\$5,610,943		
48	AVAILABLE REVENUE					\$115,000,000		

Presented to the DEMS 4/3/2023 Page 1 | 1

Estimating Revenues



Student Centered Funding Formula

Base + Supplemental + Success =
Total Computational Revenue

Forecast possibility of a State budget
shortfall

SAN 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	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					
Total Basic Allocation			\$13,000,000					
SECTION 2: FTES				(c)	(d)	(c x d)		
	Quantity	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					
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	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			
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	Revenue			
All Students								
16 Associate Degrees for Transfer	660	\$675	4	\$2,700	\$1,782,000			
17 Associate Degrees	820	\$675	3	\$2,025	\$1,660,500			
18 Baccalaureate Degrees	-	\$675	3	\$2,025	\$0			
19 Credit Certificates	340	\$675	2	\$1,350	\$459,000			
20 Transfer Level Math and English	660	\$675	2	\$1,350	\$891,000			
21 Transfer to a Four Year University	860	\$675	1.5	\$1,013	\$870,750			
22 Nine or More CTE Units	2,600	\$675	1	\$675	\$1,755,000			
23 Regional Living Wage	3,900	\$675	1	\$675	<u>\$2,632,500</u>			
Subtotal All Students					\$10,050,750			
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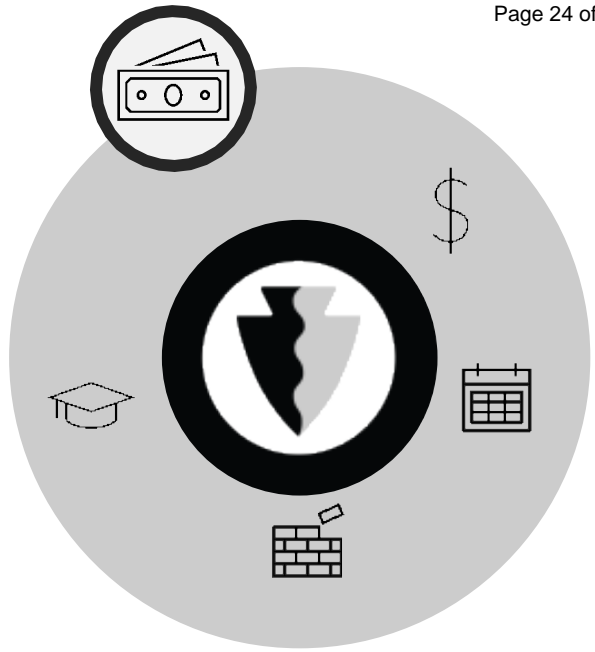
Presented to the DEMS 4/3/2023 Page 1 | 1

Estimating Revenues

Assess & Evaluate Impact of State Budget Fluctuations



Budget 2024-2025	+
2023-24 Compendium of Allocations and Resources	+
Budget 2023-2024	-
<ul style="list-style-type: none">• July 10, 2023: Joint Analysis of the Enacted 2023-24 Budget (PDF)• May 12, 2023: Joint Analysis Governor's 2023-24 May Revision (PDF)• January 10, 2023: Joint Analysis Governor's January Budget (PDF)• September 19, 2022: 2023-24 System Budget Request (PDF)	



Estimating Revenues

Recommend Optimum State Funding Options

Option 1 | Total Computational Revenue Based on SCFF

The State Chancellor’s Office provides this amount based on the new SCFF and it includes Full-Time Equivalent Students (FTES), Supplemental and Student Success metrics.

Option 2 | Emergency Conditions Allowance (Year-to-Year)

The Emergency Conditions Allowance provides criteria for funding allowances due to emergency conditions, including the COVID-19 pandemic. The intent behind this regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition.

Option 3 | Hold Harmless (Expires 2024-25)

The 2021 Budget Act extended the SCFF’s existing minimum revenue provision (Hold Harmless) by one year, through 2024-2025. Under this provision, districts will earn at least their 2017-2018 TCR, adjusted by COLA each year, if applicable.

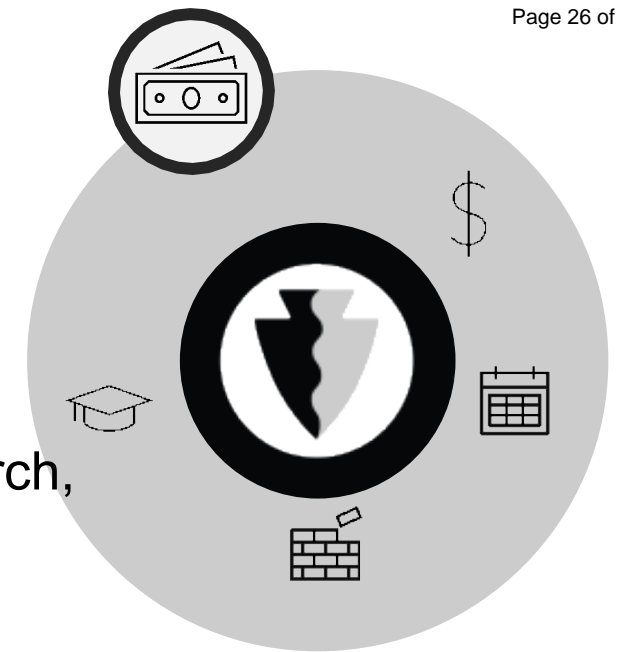


Estimating Revenues

Develop Budget Assumptions

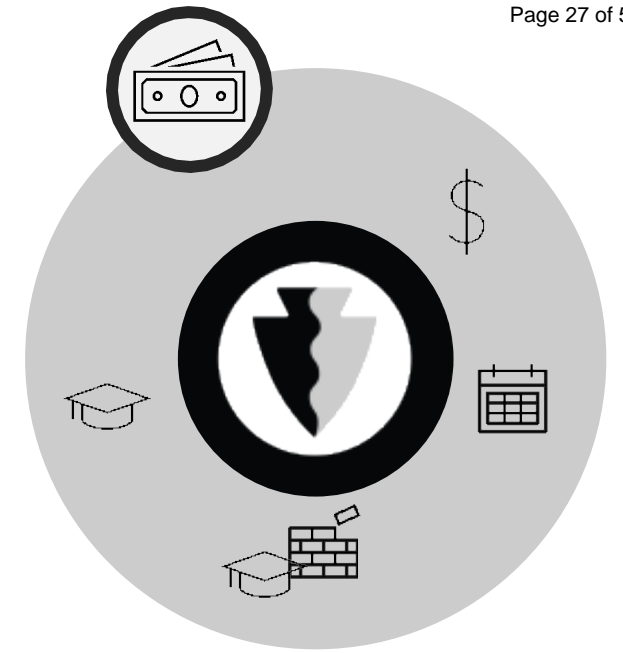
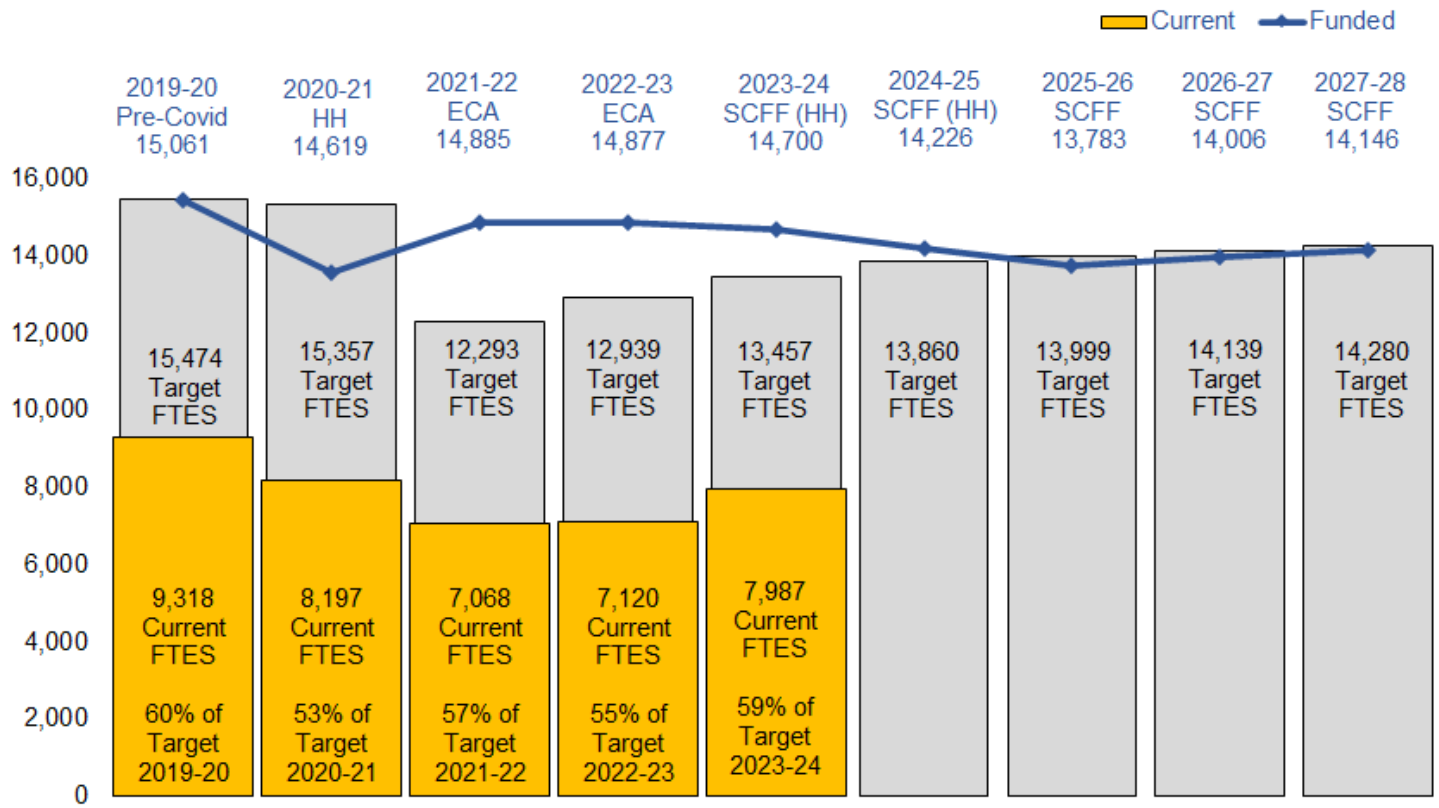
The assumptions used for the 2023-24 Final Budget are based on research, an analysis of available data, and financial modeling. They include the following:

- 8.22% Cost of Living Adjustment (COLA)
- SBCCCD funding based on Option 2, Emergency Condition Allowance
- Enrollment growth of 4.0%
- No State deferrals
- CalPERS employer rate: 26.68%
- CalSTRS employer rate: 19.10%
- Compliance with the FON and 50% Law



Estimating Revenues

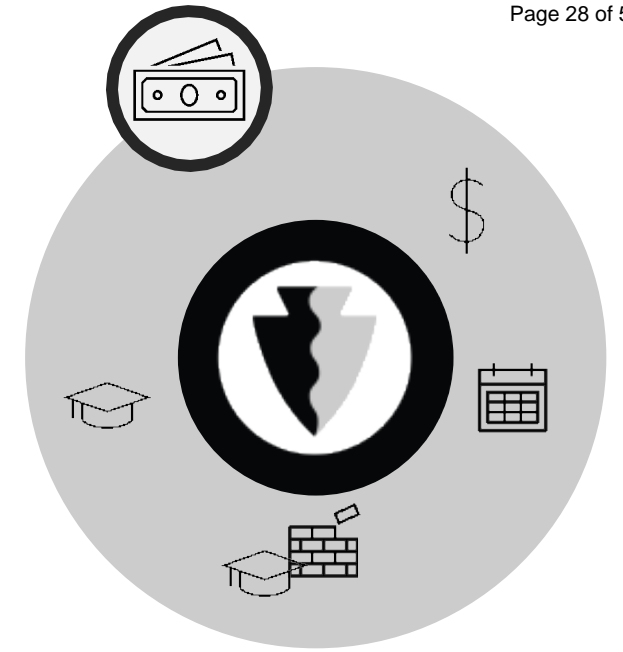
Monitor Enrollment & Plan for Contingencies



Estimating Revenues

Monitor Enrollment & Plan for Contingencies

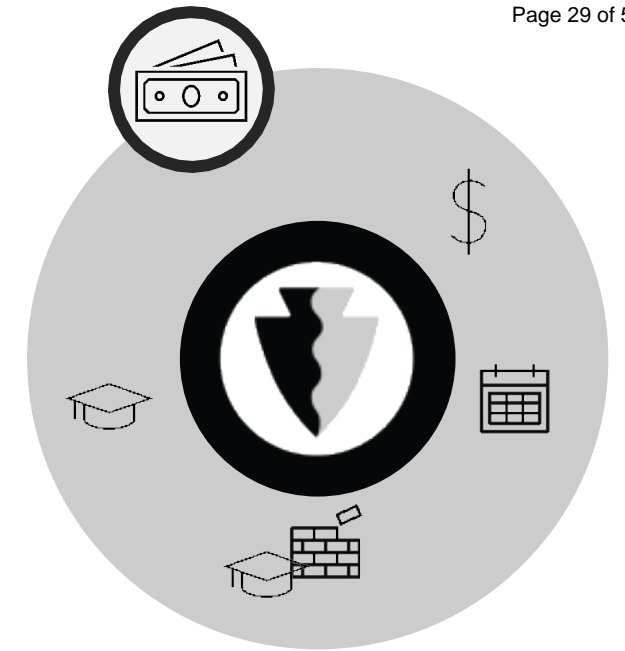
Revenue Loss For Each 1% FTES



Estimating Revenues

Monitor Enrollment & Plan for Contingencies

- Make a cash flow plan if there will be deferrals, including interfund borrowing
- Develop alternate revenue streams and ways in which to relieve the general fund, such as with the PARS Investment Trust account



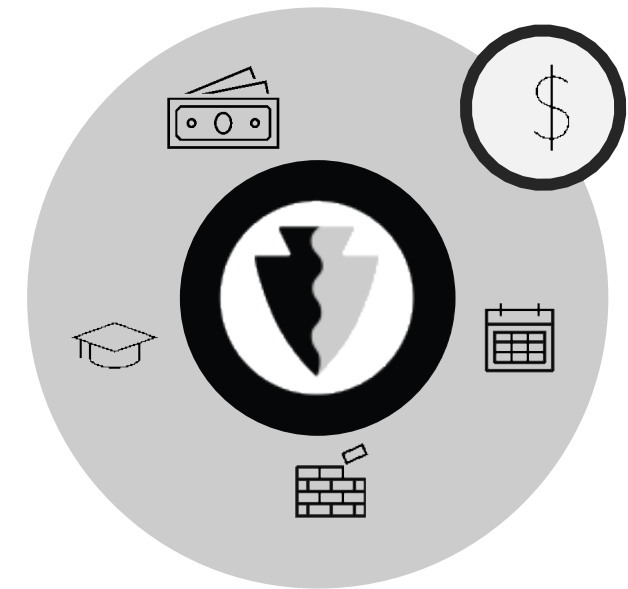
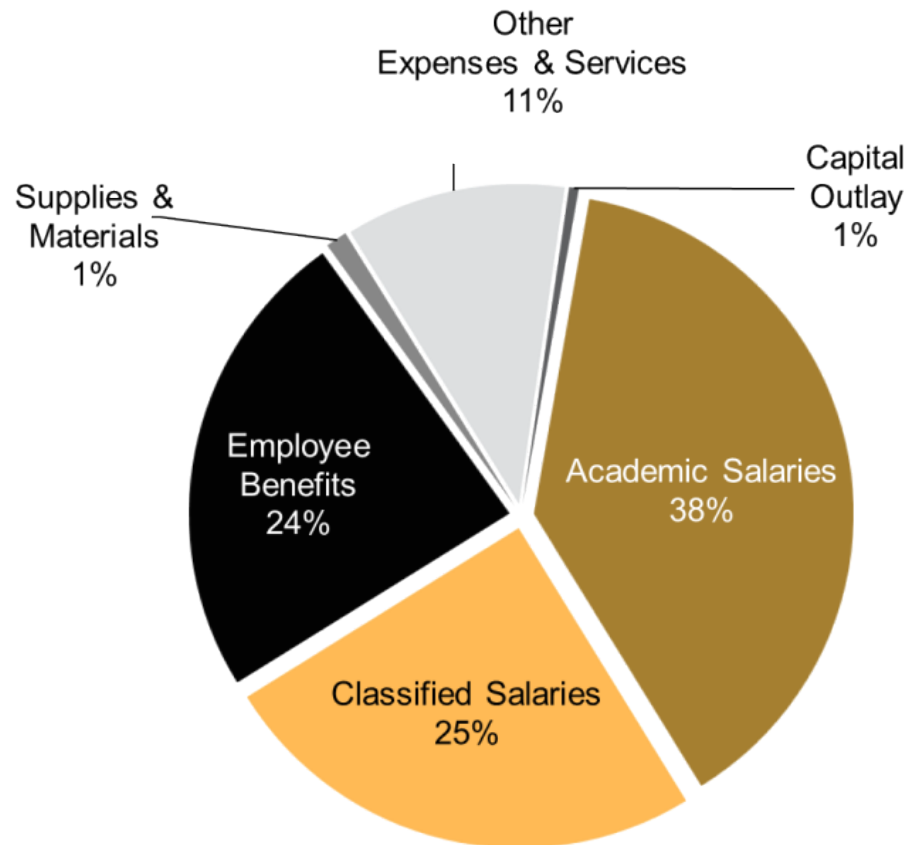
Identifying Expenses



- Zero-Based
- Salary Benefits & Open Positions
- DSO Budgets Developed**
- Campus Budgets Development
- Collaboration to Balance

Identifying Expenses

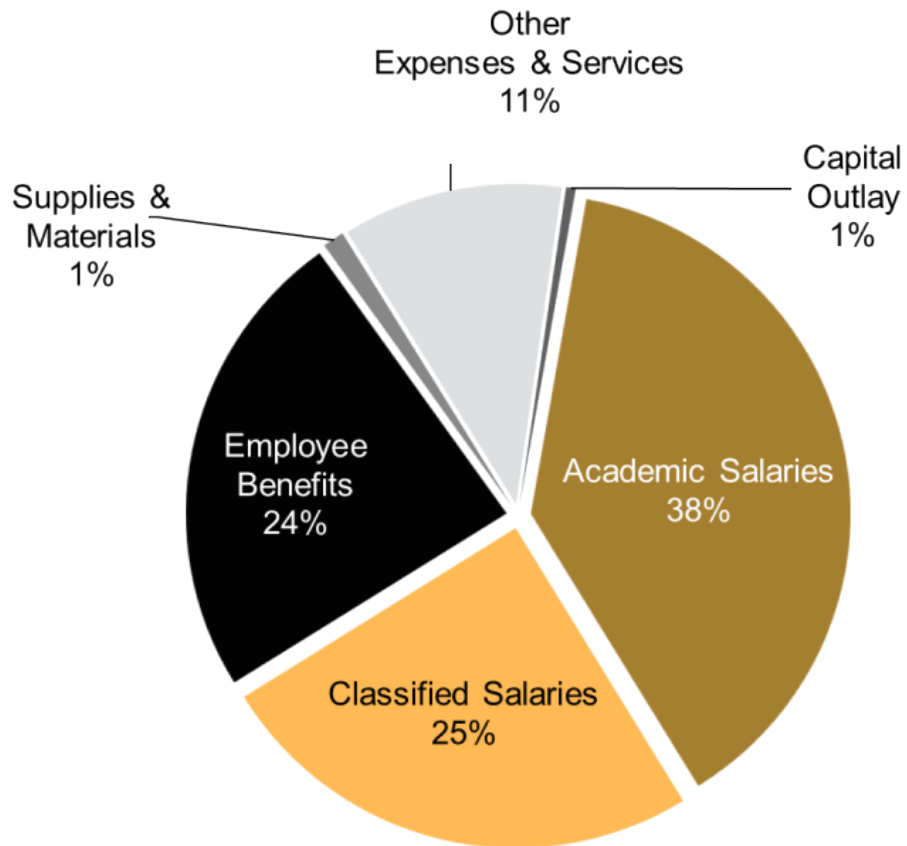
Zero-Based



- Budget year dollars are zeroed out and need to be manually entered for all expenditures in the 4000, 5000, 6000 and 7000 object codes.
- All budget increases require the entry of a justification in the “notes” section. Any increases related to Program Review are supported by program review documents, which can be uploaded to Questica.

Identifying Expenses

Salary Benefits & Open Positions



- Object Codes 1000, 2000, and 3000 are pre-filled based on department positions.
- Open positions are reviewed to ensure start dates are accurate.

Identifying Expenses

DSO Development Budget

Developed December-January, DSO Unrestricted General Fund budgets are reviewed at the District Budget Advisory Committee meeting in February with feedback given to Chancellor Council.



Identifying Expenses

Campus Budget Development

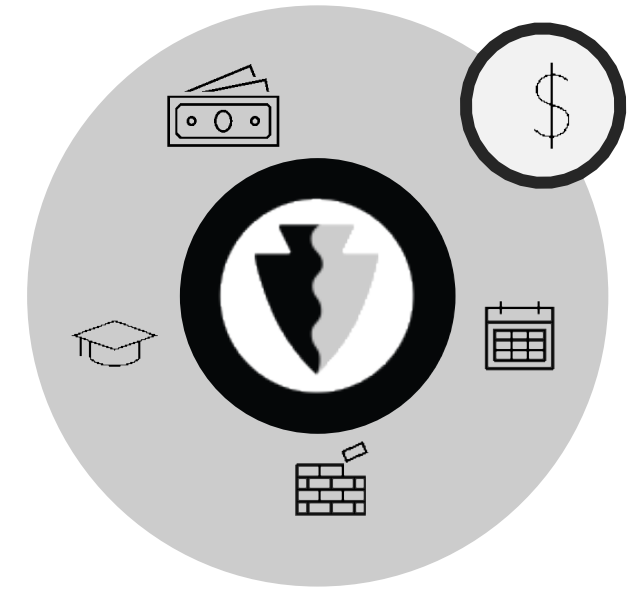
Campus Vice Presidents of Administrative Services are invited to begin their budgeting process. The target date for completion of data entry is typically March 15.



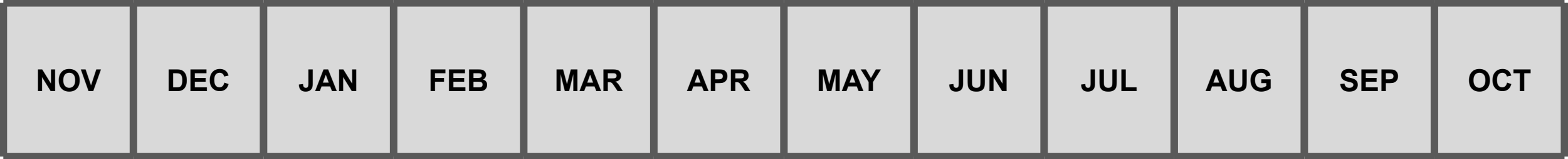
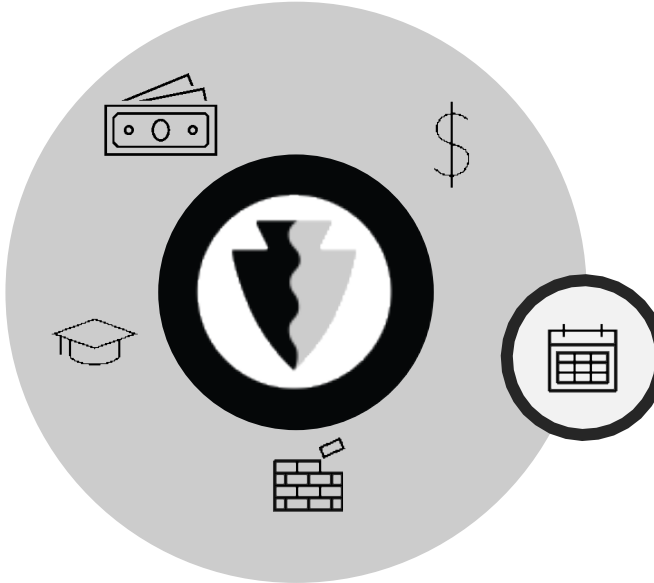
Identifying Expenses

Collaboration to Balance

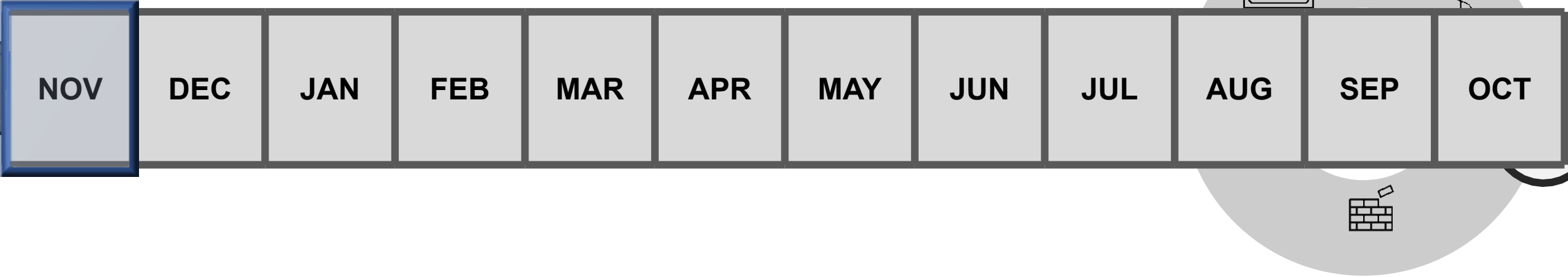
- DSO Fiscal Services team members collaborate with Colleges to combine the data and create the SBCCCD Unrestricted General Fund budget
- Both DSO and college staff work to develop the budget for SBCCCD's remaining 20 funds



The Budget Cycle

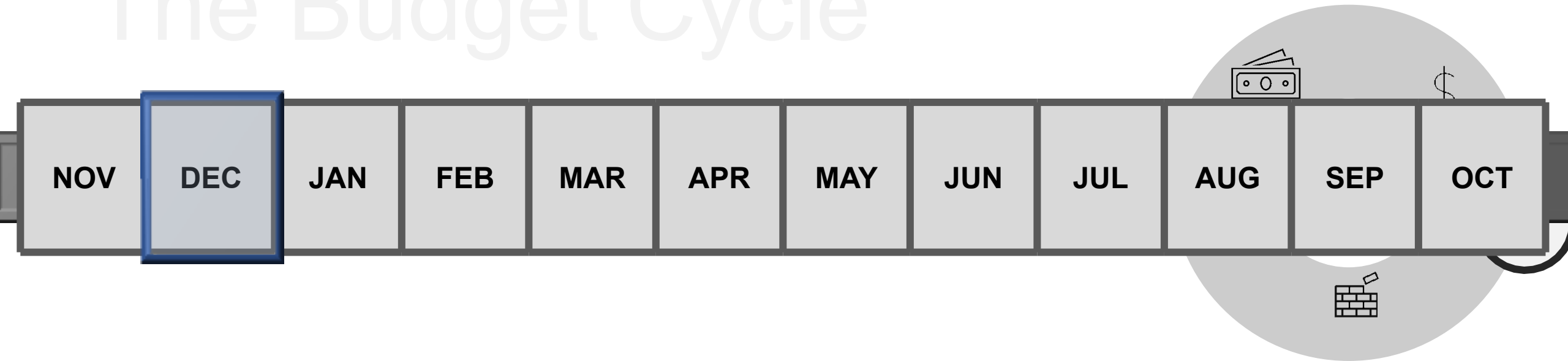


The Budget Cycle



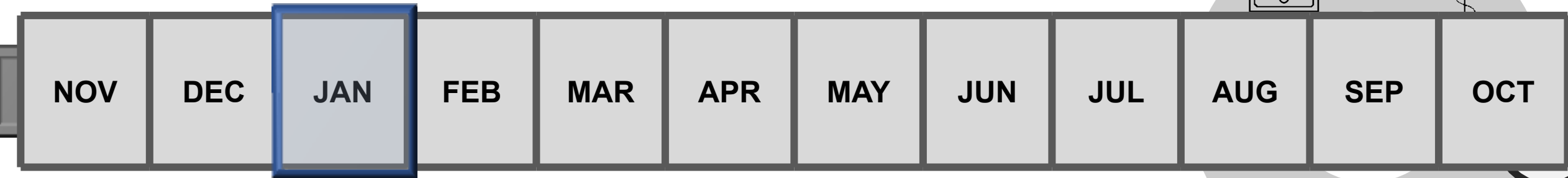
- DBAC reviews draft Budget Directives
- Board Finance Committee reviews draft Budget Calendar
- DSO Budget Managers start development on Unrestricted General Fund Budget

The Budget Cycle



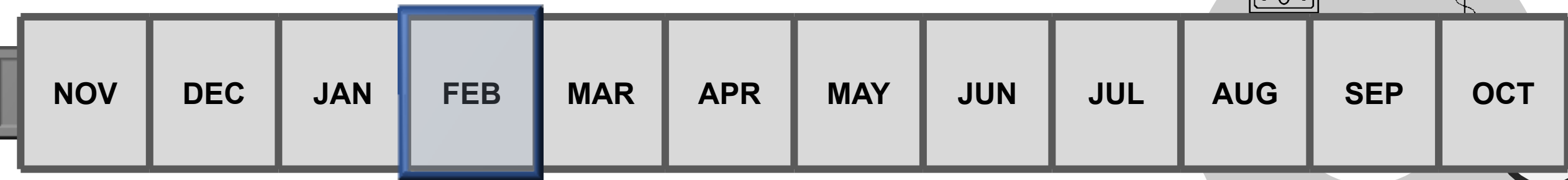
- Board of Trustees approves Budget Calendar prior to February 1
- Board Finance Committee reviews draft Budget Directives

The Budget Cycle



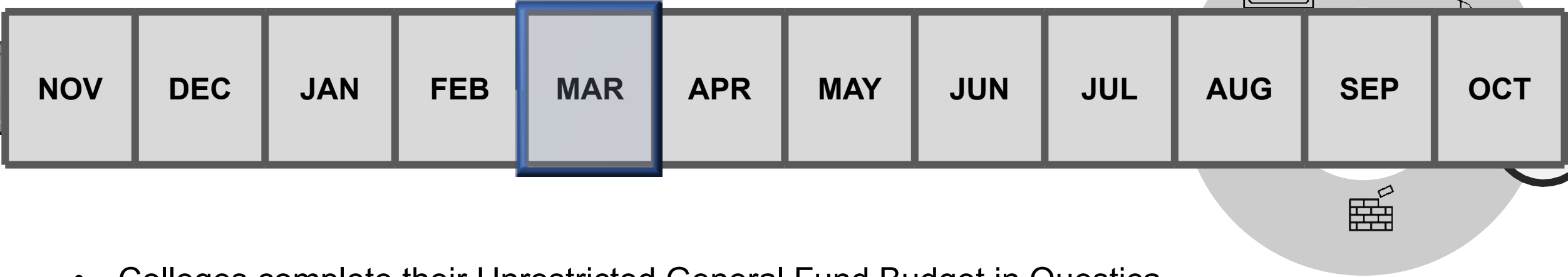
- Governor submits a Budget to the Legislature by January 10
- ACBO State Budget Workshop
- CCCCO/ACBO/ACCCA/CCLC Joint Analysis released
- SBCCD Board of Trustees approves Legislative & Budget Advocacy Priorities
- Budget Directives are submitted to the SBCCD Board for first read
- “P1” CCFS-320 for July 1 - December 31 and is due in the Chancellor’s Office by January 15 to project FTES data resulting in projected totals for the full fiscal year
- DSO completes its Unrestricted General Fund Budget

The Budget Cycle



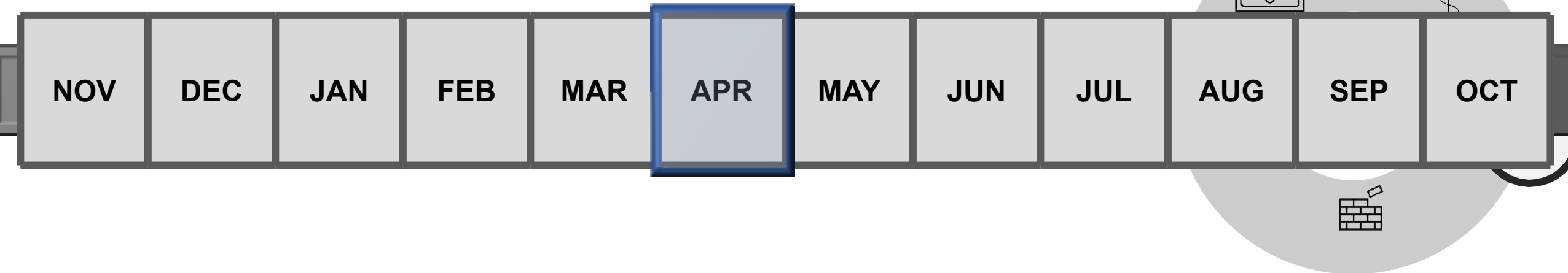
- DSO Unrestricted General Fund budget shared with DBAC
- College Vice Presidents of Administrative Services facilitate development of Unrestricted General Fund College Budgets in Questica
- College budget committees review resources, Budget assumptions, and FTES projections
- SBCCD Board of Trustees approves Budget Directives prior to March 1
- SBCCD Chancellor's Cabinet determines projected funds, shared costs, and tentative distribution

The Budget Cycle



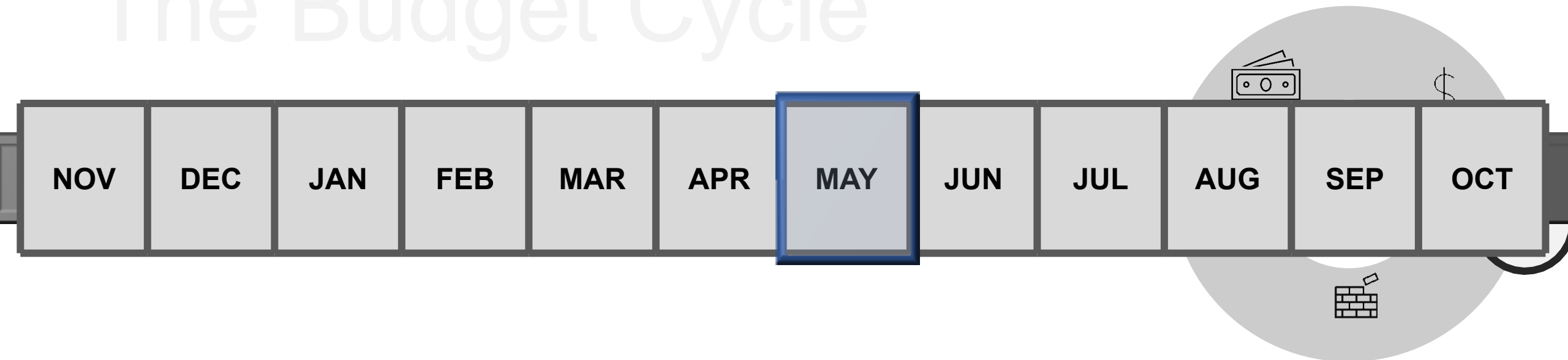
- Colleges complete their Unrestricted General Fund Budget in Questica
- College budget committees review draft budget

The Budget Cycle



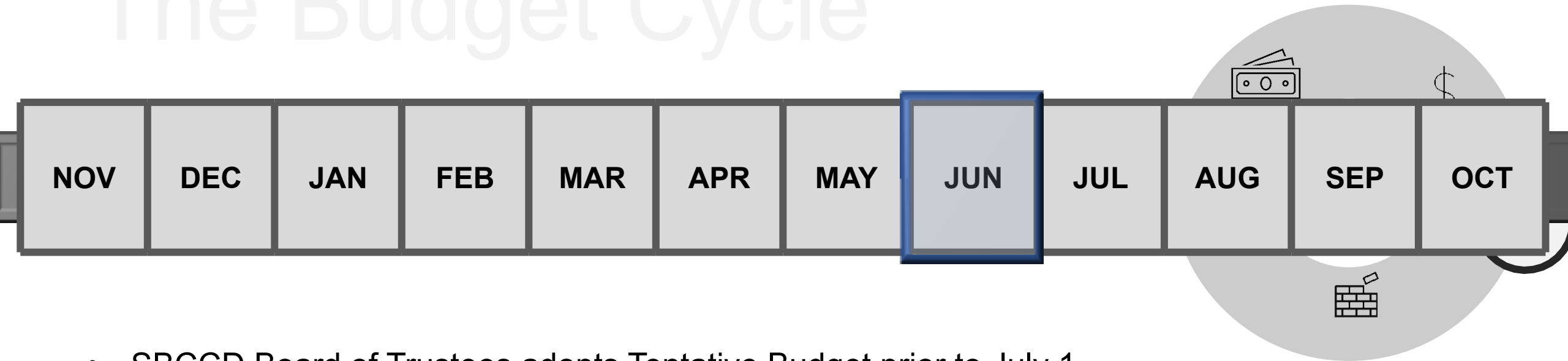
- DSO Fiscal Services team members combine DSO and College data to create the SBCCD Unrestricted General Fund Budget
- Both DSO and College staff work to develop a Budget for SBCCD's remaining 20 funds
- Tentative Budget is reviewed at DBAC
- "P2" CCFS-320 for July 1 through April 15 is due in the Chancellor's Office by April 20 to project FTES data resulting in projected totals for the full fiscal year

The Budget Cycle



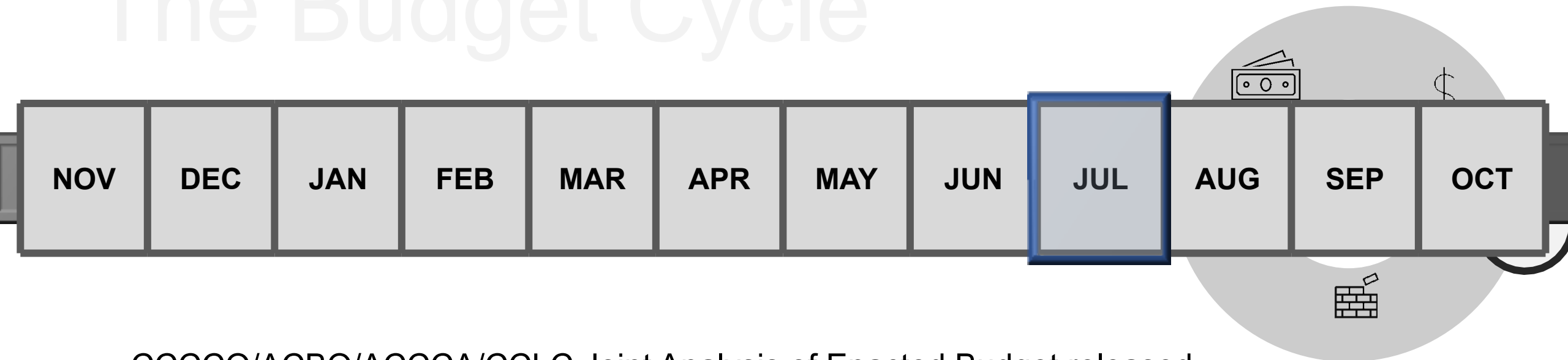
- Governor's May Revision is released, typically including significant changes for the CCC
- CCCCO/ACBO/ACCCA/CCLC Joint Analysis on the May Revision is released
- ACBO Spring Conference
- Tentative Budget reviewed at DBAC and College budget committees
- SBCCD Board of Trustees strategy session to review preliminary Tentative Budget for all funds

The Budget Cycle



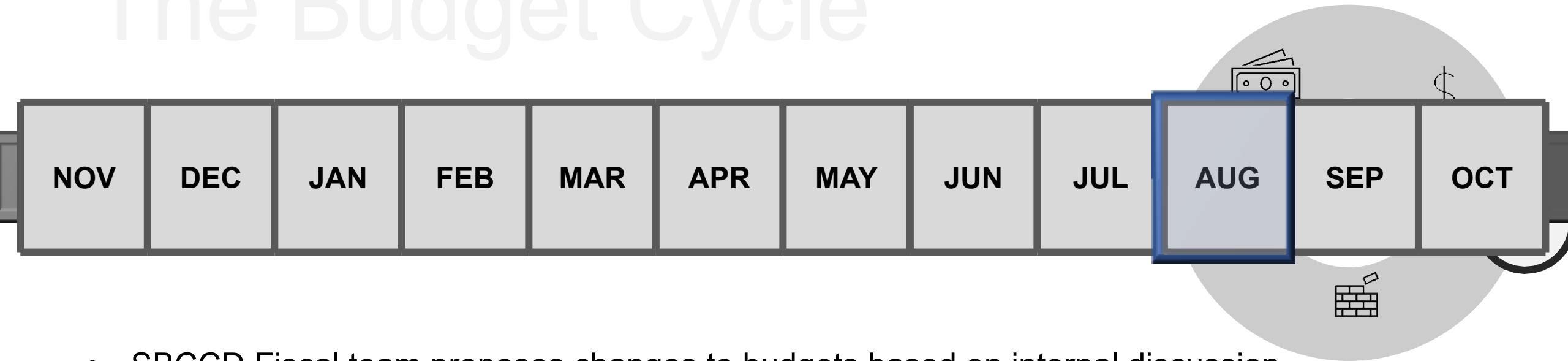
- SBCCD Board of Trustees adopts Tentative Budget prior to July 1
- Governor signs Budget Act
- Colleges and DSO make any proposed adjustments to their budgets to be considered at Final Budget

The Budget Cycle



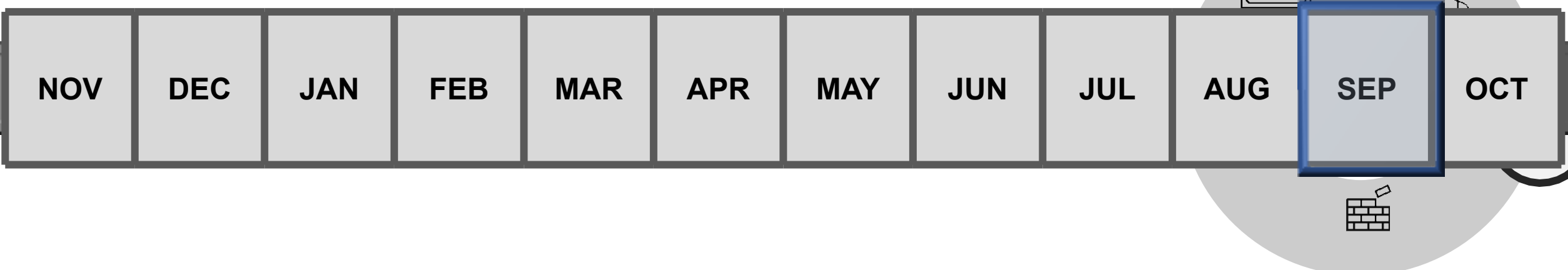
- CCCCO/ACBO/ACCCA/CCLC Joint Analysis of Enacted Budget released
- State Chancellor's Office sends Advance Apportionment revenue estimates for the budget year
- Colleges and DSO finalize any adjustments
- "Annual" CCFS-320 report encompassing actual FTES data for July 1 through June 30 is due in the Chancellor's by July 15.

The Budget Cycle



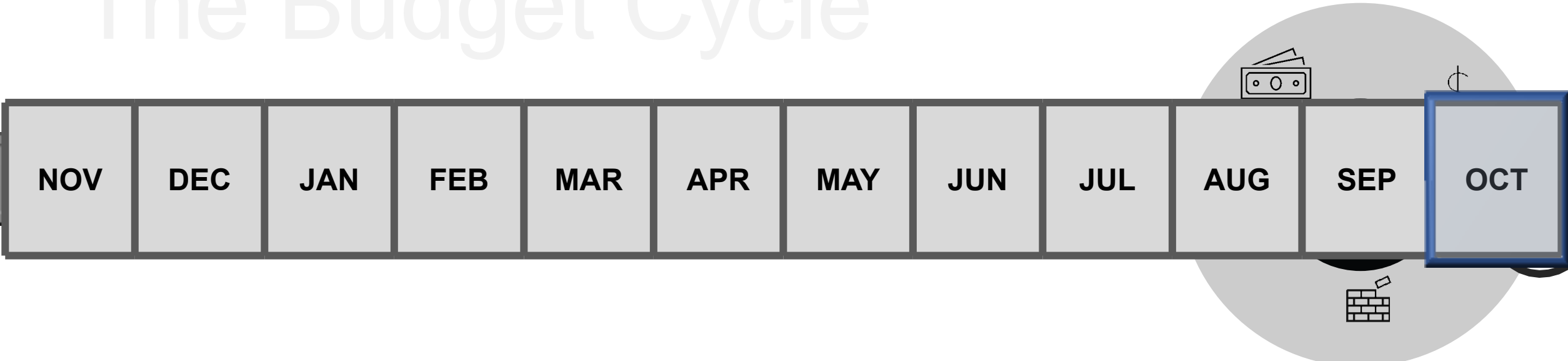
- SBCCCD Fiscal team proposes changes to budgets based on internal discussion, collegial recommendations, and/or changes in State financial picture
- Final Budget is shared with DBAC and Chancellor's Cabinet
- SBCCCD Board of Trustees strategy session to review Final Budget

The Budget Cycle



- SBCCD Board of Trustees conducts a public hearing and approves Final Budget prior to September 15
- College budget committees review changes from Tentative to Final Budget

The Budget Cycle



- DBAC reviews draft Budget Calendar
- ACBO Fall Conference

Questions | Comments





Thank you.

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

[v.10.23.2023.p.3]3]

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