



San Bernardino Community College District
DISTRICT BUDGET ADVISORY COMMITTEE
September 19, 2024
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**

Jose F. Torres, Executive Vice Chancellor

II. **Approval of Minutes**

A. Confirmation of Quorum

B. 08/15/2024

~~C. 05/13/2024~~

III. **Current Topics**

A. 2024-25 DBAC Organization

B. 2024-25 Roster

C. SBCCD Budget Process

D. DBAC Evaluation Survey Results from 2023-24

IV. **Next Meeting Date & Adjournment**

The next meeting is scheduled for October 17, 2024, 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 15, 2024, 2:00 p.m.

Page 1 of 2

I. Welcome & Introductions

Jose Torres brought the meeting to order shortly after 2:00 p.m. Self-introductions were made. Several attendees were guests who reported that they like the information provided at the DBAC meetings and attend for learning and information purposes.

II. Approval of Minutes

A. Confirm a Quorum

Quorum was not confirmed.

B. Approve Minutes of May 16, 2024

This item was deferred due to a lack of quorum.

III. Current Topic

A. SBCCD 2024-25 Final Budget

Steve Sutorus was introduced as Executive Director of Business & Fiscal. Steve introduced Jorge Andrade as the Director of Fiscal Services replacing Larry Strong. Jorge proceeded to present the 2024-25 Unrestricted General Fund Multi-Year Forecast. Some challenges this coming year are the 1.07% COLA and State's \$45 billion deficit. He pointed out the anticipated savings from SBCCD's cost saving measures of the early retirement and the soft hiring freeze. Also mentioned were the benefits of SBCCD achieving its 4% growth target. Recognition was given to the campus for all the work that went into attaining this goal. Since this is the final year of the old Hold Harmless protections and the FTES numbers achieved in 2024-25 will present the new funding floor, it is especially important for SBCCD to continue this growth. Jorge pointed out there were no expenditure increases in the 4000s, 5000s and 6000s object codes. He highlighted that the 2024-25 multi-year forecast meets the State and SBCCD reserve fund goal of two months of expenditures.

Jose confirmed that there is a great deal of uncertainty regarding the State budget, however, there will be deferrals. This is when the State acknowledges apportionment is owed but doesn't send any actual funds. It is an IOU. Fund balance reserve is a key component in enabling districts to continue operating under these conditions.

To hear more information, committee members can attend the August 22 BOT strategy session.

II. Approval of Minutes (out of order)

A. Confirm a Quorum

B. Approve Minutes of May 16, 2024

A quorum was not confirmed with the arrival of Erik Morden. Mike Strong made a motion to approve the minutes of May 16, 2024, which Keith Bacon seconded. The motion was approved by a majority vote with Nelva Ruiz-Martinez abstaining.

B. Enterprise Fund Model Presentation

Jose presented a PowerPoint on this new initiative. He clarified for Denise Knight that seed money for the fund could come from leveraging currently owned properties and using that to purchase more properties which would generate revenue streams. There were no further questions.

C. DBAC Evaluation Survey Results

This item was tabled due to a lack of time.



District Budget Advisory Committee (DBAC)
Meeting Minutes – August 15, 2024, 2:00 p.m.
 Page 2 of 2

IV. Next Meeting Date & Adjournment

The meeting adjourned at 3:00 p.m. The next meeting is scheduled for Thursday, September 19 at 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 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 (2 of 2) (appointed by Academic Senate President)	Anthony Castro
2	Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Davena Burns-Peters
3	Black Faculty & Staff Association	Denise Knight <i>present</i>
4	Latino Faculty, Staff, & Administrators Association	Erik Morden <i>present</i>
5	Police Officer’s Association	James Quigley
6	Classified, DSO (appointed by CSEA)	Ernest Guillen (proxy)
7	Classified, SBVC (appointed by Classified Senate President)	John Feist (proxy)
8	Director of Fiscal Services	Jorge Andrade <i>present</i>
9	Executive Vice Chancellor, Chair	Jose Torres <i>present</i>
10	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Josh Robles
11	Classified, CHC (appointed by Classified Senate President)	Karen Peterson <i>present</i>
12	VP, Admin Services, SBVC	Keith Bacon <i>present</i>
13	Confidential Group	Kelly Goodrich <i>present</i>
14	Management, CHC (appointed by college president)	Kevin Horan
15	Management, SBVC (appointed by college president)	Gil Contreras <i>present</i>
16	Chief Technology Officer	Luke Bixler <i>present</i>
17	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Natalie Lopez <i>present</i>
18	VP, Admin Services, CHC	Mike Strong <i>present</i>
19	ASG President or designee, SBVC	Nelva Ruiz-Martinez <i>present</i>
20	Asian Pacific Islanders Association	Patty Quach
21	CTA (appointed by CTA)	Riase Jakpor
22	ASG President or designee, CHC	Robert Alexander
23	Management Association	Stephanie Lewis <i>present</i>
24	Executive Director, Business & Fiscal	Steve Sutorus <i>present</i>
25	CSEA Treasurer (appointed by CSEA)	Yendis Battle



Policies & Procedures Advisory Committee
Meeting Minutes – May 13, 2024, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
 Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

A. Welcome & Introductions

Jose Torres started the meeting shortly after 3:00 p.m.

B. PPAC Self-Evaluation Survey

Members were asked to take the self-evaluation survey.

C. Approval of Minutes

1. Confirmation of Quorum

Quorum was confirmed.

2. Approval of Minutes from 4/8/2024

Lisa Henkle made a motion which Christopher Crew seconded to approve the minutes. The motion was passed by a majority vote with Carmen Rodriguez abstaining.

D. Legal Update 44 Overview

CCLC has published its 44th Legal Update, the bulk of which updates P&Ps to reflect revised ACCJC citations based on the new standards and eligibility requirements released in January 2024. This Legal Update, and the previous ones, are always available to the PPAC members in Teams.

E. Legal Update 44 | Citation | Minor Edits Only | Level 1

1. 1200	7. 2510*	13. 3410	19. 4050	25. 5030	30. 5700
2. 2010	8. 2712*	14. 3420	20. 4102	26. 5050	31. 6300
3. 2200	9. 2745	15. 4021	21. 4015**	27. 5110	32. 6340
4. 2410	10. 3050	16. 4025	22. 4105*	28. 5500***	33. 6400
5. 2431	11. 3200	17. 4030	23. 5010	29. 5530	34. 6535
6. 2435	12. 3225	18. 4040	24. 5011		

Table Corrections (these do not impact PPAC action)

**Included under PPAC Agenda Item J. Change in Recommendation from BOT First Reading to Final Approval due to Legal Update 44.*

***Not affected by Legal Update 44.*

****Part of PPAC Agenda Item F. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 4/8/2024*

It was confirmed by Kelly Goodrich that items 1-34 are policies and procedures that contain only citation changes and/or minor clerical edits. Committee members reviewed a few of the items to see the type of revisions. Ray Carlos made a motion to approve the Level 1 review on all the items which Lisa seconded. The motion was approved by a majority vote.

F. Review of Constituent Feedback & Initial Academic Senate Input on Level 3 Items from 4/8/2024

1. 4100 Graduation Requirements for Degrees and Certificates

Joe Cabrales reported that he had worked Janice [Wilkins] and Troy Dial from Counseling in response to concerns from SBVC Academic Senate. Kelly reported that Legal Update 44 changes, which were substantial, had been incorporated into the Chapter Lead Recommendation which, due to timing issues, had not yet been communicated to Joe or the Chapter Lead. After some discussion, it was decided to table this item and bring it back in the Fall as a new recommendation.

2. 5075 Course Adds, Drops, and Withdrawals

Lisa advised that SBVC had questions about this recommendation, namely the use of FW (Failed Withdrawal as opposed to EW or Excused Withdrawal). Committee members discussed the FW issue at length.

- *The proposed changes allow for either an EW or FW grade.*
- *Kristina Hannon shared her understanding that an FW is an actual grade that gives students a point 0 which is weighted into their grade point average.*
- *An FW would have the same weight as an F vs. an EW which does not have weight.*
- *AP 4230 Grading and Academic Record Symbols was shared onscreen. FW is not currently listed.*
- *Davena shared that FW as an evaluative symbol just recently passed through both senates – CHC a couple months ago, and SBVC even more recently.*
- *Prior to this grade going into effect:*
 - *Determination needs to be made on how FW will affect course repeatability.*
 - *FW needs to be implemented in the system so that faculty can access it.*
 - *FW needs to be made part of the course catalog and syllabi.*
 - *Professional Development should be conducted so faculty can gain understanding of why and when FW should be utilized, and best practices for how to be good stewards of this grade.*
 - *Training needs to occur so students and faculty can be made aware of the ramifications of an FW, particularly in terms of Financial Aid and for the Veteran students.*
 - *The final piece of that process would be adding it to AP 4230.*

Christopher made a motion to approve 5075 to the next level, and also to request formal review of 4230 upon return in the fall, which Karen Peterson seconded.

Lisa advised that the SBVC Academic Senate has also asked for clarification on what an Intervention Program would look like and who would monitor it. Joe advised he would work to get an answer to this question and incorporate it into the Chapter Lead Recommendation.

The motion passed by a majority vote.

3. 5500 Standards of Student Conduct

On behalf of the SBVC Academic Senate Lisa asked if the definitions listed in 5500 are open to editing or if they are legally mandated, specifically, the terms under Disruptive Behavior. Ray commented that we need to be very specific on how these terms are defined; some language is legally mandated. After a brief discussion, Lisa made a motion to move 5500 through the process, which Ray seconded. The motion was approved by a majority vote.

G. 7250 Educational Administrators and 7340 Leaves – Remove 10+1 Designation

Kristina addressed the PPAC, advising that although 7250 and 7340 were designated 10+1 [this is reflected in the minutes from May 2022], in reviewing these, it appears this designation may not be appropriate. 7250 outlines HR guidelines about the hiring, recruitment, and retention of educational administrators. We have educational administrators and classified administrators, and there's only slight differences in in those designations. Regarding 7340, there are various reasons why, as an employer, SBCCD can and can't grant leaves, therefore, this does not appear to be something the senates would have purview over. She advised that this is a conversation that we can have when we get together in the fall to develop the Annual Review List.

Lisa asked on behalf of SBVC Academic Senate who designates 10+1. Kelly advised that, as a rule, Chapters 4000 and 5000, as well as 2410 and 2510 addressing participation in decision making, are designated 10+1.

H. Review of Final Input from Academic Senate of Level 3 Items

1. 4225 Course Repetition
2. 4232 Pass/No Pass
3. 4235 Credit for Prior Learning
4. 4236 Advanced Placement Credit
5. 5015 Residence Determination
6. 6200 Budget Preparation

The committee decided to vote on these recommendations as a group. They went through each item one by one. The only additional feedback from the first Academic Senate review was to correct a clerical error on 4236, which was already reflected in today's agenda. Lisa made a motion to approve all items to the BOT First Reading, which Christopher seconded. The motion was approved by a majority vote.

I. New Chapter Lead Recommendations - Level 1

1. 3226 Awards
2. 3430 Prohibition of Harassment
3. 3433 Prohibition of Harassment Under Title IX
4. 7310 Nepotism

PPAC members reviewed each of these items which, if approved, would appear on the 6/14/2024 BOT agenda for First Reading. Kristina cautioned that new Title IX changes would likely require another review of 3433 next year. Kelly commented that it is important for clarity and efficiency to approve the existing changes through now, so that future changes could be more easily deciphered and processed. Carmen made a motion to approve these items as a Level 1, which Lisa seconded. The motion was approved by a majority vote.

J. Change in Recommendation from BOT First Reading to Final Approval

1. 2510 Participation in Local Decision-Making
2. 2712 Conflict of Interest Code
3. 4105 Distance Education
4. 7120 Recruitment & Hiring

Committee members reviewed the Legal Update 44 minor statutory citation changes made to these items, which were part of the BOT First Reading on May 9, and which will be submitted for BOT Final Approval on June 14. There were no comments.

K. Adjournment & Next Meeting

The meeting adjourned at approximately 4:20 p.m. The next meeting of the PPAC is scheduled for August 2024. The day and time are pending a new advisory committee meeting schedule for the Fall.

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<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, CHC (appointed by Academic Senate President)	Brandi Bailes	<i>absent</i>
2	Latino Faculty, Staff, & Administrators Association	Carmen Rodriguez	<i>present</i>
3	Management Association	Christopher Crew	<i>present</i>
4	ASG President or designee, SBVC	Dyami Ruiz Martinez	<i>absent</i>
5	ASG President or designee, CHC	Enggie Ocampo	<i>present</i>
6	CSEA (appointed by CSEA President)	Ernest Guillen	<i>present</i>
7	Police Officer's Association	James Quigley	<i>absent</i>
8	Executive Vice Chancellor, Co-Chair	Jose Torres	<i>present</i>
9	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
10	Management, CHC (appointed by college president)	Keith Wurtz	<i>absent</i>
11	Confidential Group	Kelly Goodrich	<i>present</i>
12	Vice Chancellor, Human Resources & Police Services	Kristina Hannon	<i>present</i>
13	Faculty, SBVC (appointed by Academic Senate President)	Lisa Henkle	<i>present</i>
14	Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyearn	<i>present</i>
15	Management, SBVC (appointed by college president)	Ray Carlos	<i>present</i>
16	Asian Pacific Islanders Association	Rejoice Chavira	<i>absent</i>
17	CTA (appointed by CTA)	Ryan Bartlett	<i>present</i>
18	Black Faculty & Staff Association	Veada Benjamin	<i>present</i>

District Budget Advisory Committee

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.

Charge

- 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.

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 Rep from the DSO appointed by CSEA
- CSEA Treasurer
- Management Association Rep
- Confidential Group Rep
- Police Officer's Assn Rep
- Asian Pacific Islanders Assn Rep

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

Members will:

Meetings

- 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) Committee Roster 2024-25

Representation	Appointee
1) Executive Vice Chancellor, Chair	Jose Torres
2) Management, CHC (appointed by college president)	Kevin Horan
3) Management, SBVC (appointed by college president)	Gil Contreras
4) VP, Admin Services, CHC	Mike Strong
5) VP, Admin Services, SBVC	Keith Bacon
6) Director of Fiscal Services	Jorge Andrade
7) Executive Director, Business & Fiscal Services	Steve Sutorus
8) Chief Technology Officer	Luke Bixler
9) Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Meridyth McLaren
10) Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Kenny George
11) Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Andrea Hecht
12) Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	Vacant
13) Classified, CHC (appointed by Classified Senate President)	Karen Peterson
14) Classified, SBVC (appointed by Classified Senate President)	Jonathan Flaa
15) ASG President or designee, CHC	Vacant
16) ASG President or designee, SBVC	Nelva Ruiz-Martinez Dyami Ruiz-Martinez
17) Black Faculty & Staff Association	Denise Knight
18) Latino Faculty, Staff, & Administrators Association	Aida Gil
19) CTA (appointed by CTA)	Nick Reichert
20) CSEA Treasurer (appointed by CSEA)	Yendis Battle
21) Classified, DSO (appointed by CSEA)	Ernest Guillen
22) Management Association	Stephanie Lewis
23) Confidential Group	Cyndie St. Jean
24) Police Officer's Association	Aaron Tang
25) Asian Pacific Islanders Association	Patty Quach

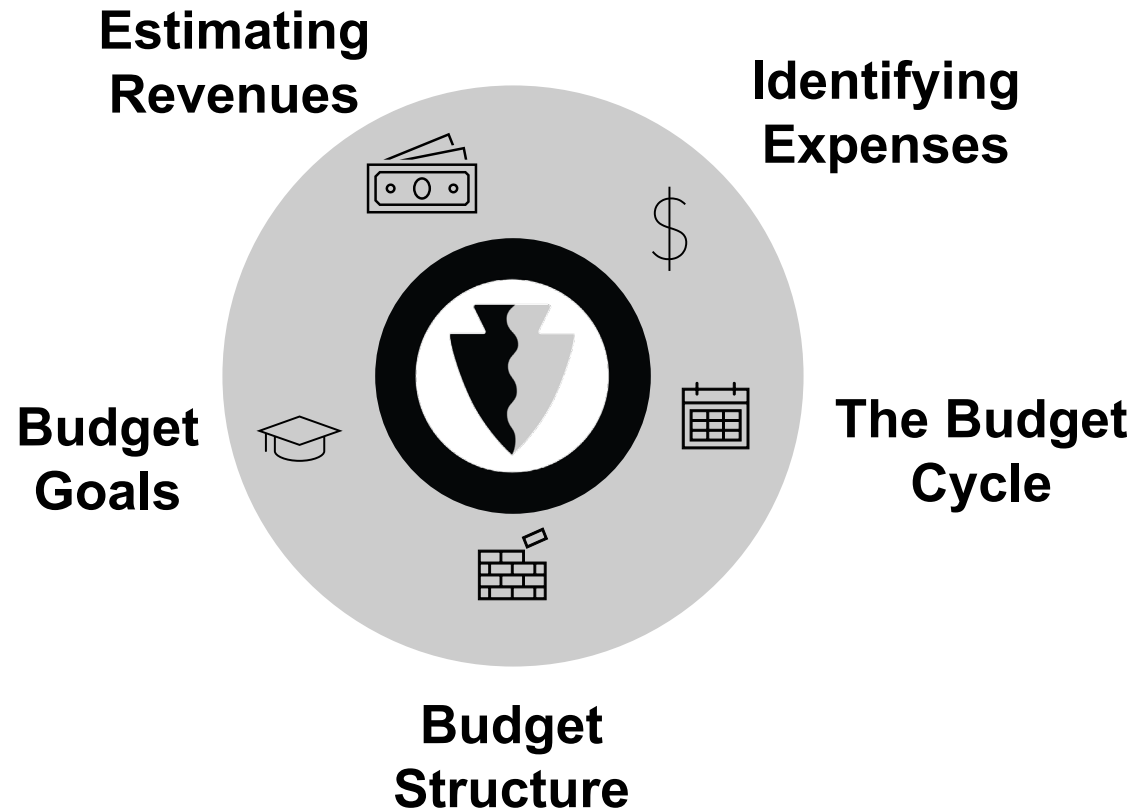


San Bernardino Community
College District

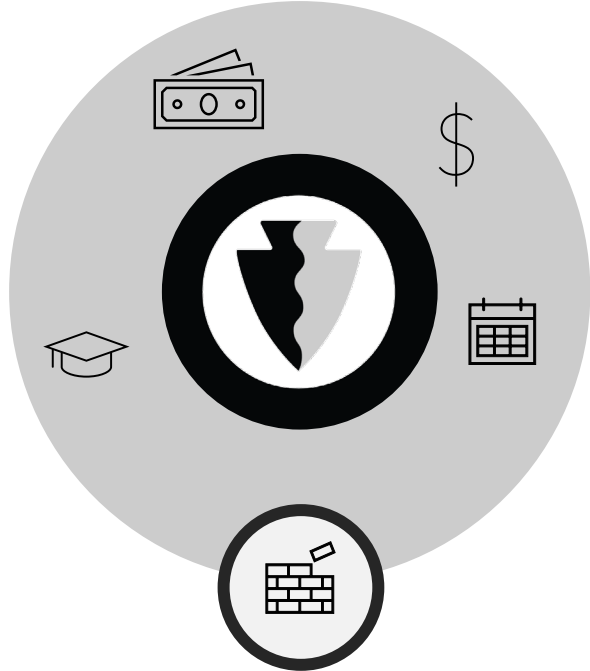
Budget Process

September 19, 2024

Budget Process



Budget Structure



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

Budget Structure

Integrated Planning and Budgeting

Our Mission

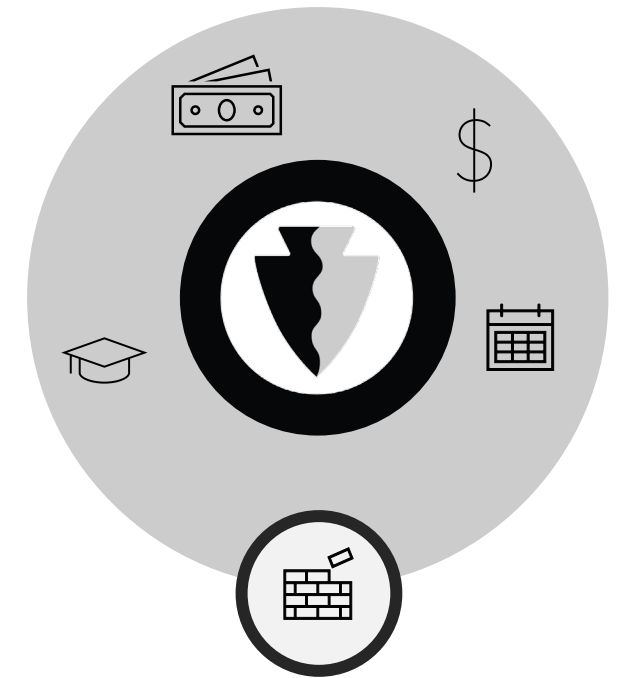
SBCCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

Our Vision

Inspiring possibilities for bright futures and a prosperous community.

Our Goals

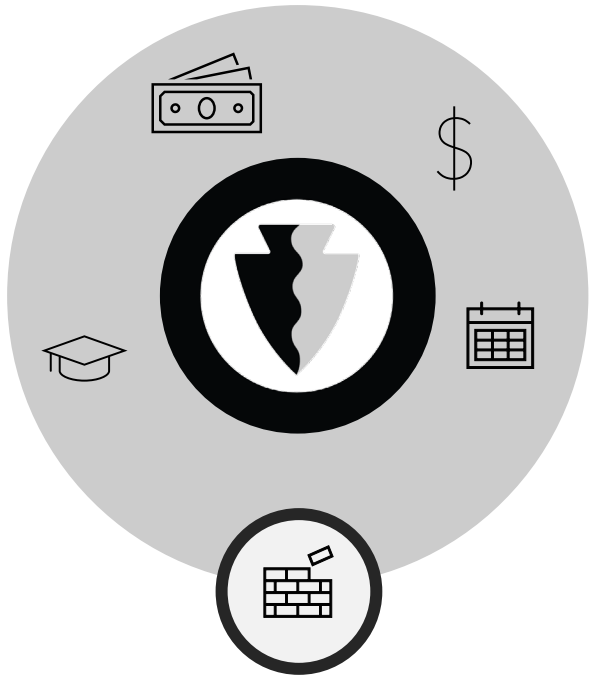
1. Continue to Expand Student Access and Success
2. Advance Access to Address DEI-A
3. Position SBCCCD as Regional Leader
4. Ensure Fiscal Accountability/Sustainability



Budget Structure

21 Funds, including the Unrestricted General Fund

<p>GOVERNMENTAL funds track resources associated with SBCCCD's educational objectives.</p>	<p>PROPRIETARY funds tracking SBCCCD's activities like those used in private sector accounting.</p>	<p>FIDUCIARY funds account for assets held on behalf of another party.</p>
<p>General Funds</p> <ul style="list-style-type: none"> • Unrestricted • Restricted <p>Debt Service Funds</p> <ul style="list-style-type: none"> • Bond Interest & Redemption <p>Special Revenue Funds</p> <ul style="list-style-type: none"> • Child Development • KVCR <p>Capital Projects Funds</p> <ul style="list-style-type: none"> • Capital Outlay Projects • Measure M • Measure CC 	<p>Enterprise Funds</p> <ul style="list-style-type: none"> • Cafeteria • Investment Properties <p>Internal Service Funds</p> <ul style="list-style-type: none"> • Worker's Comp & Self-Insurance • Retiree Benefits 	<p>Trusts Funds</p> <ul style="list-style-type: none"> • Associated Students • Student Representation • Student Body Center • Financial Aid • Scholarship & Loan • OPEB Investment • PARS Investment • Other Trusts <p>Agency Funds</p> <ul style="list-style-type: none"> • 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
- Restricted

Debt Service Funds

- Bond Interest & Redemption

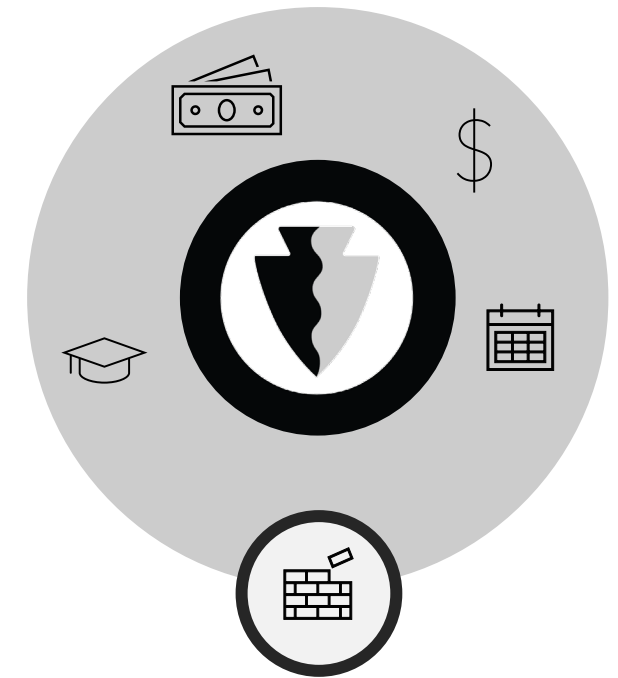
Special Revenue Funds

- Child Development
- KVCR

Capital Projects Funds

- Capital Outlay Projects
- Measure M
- Measure CC

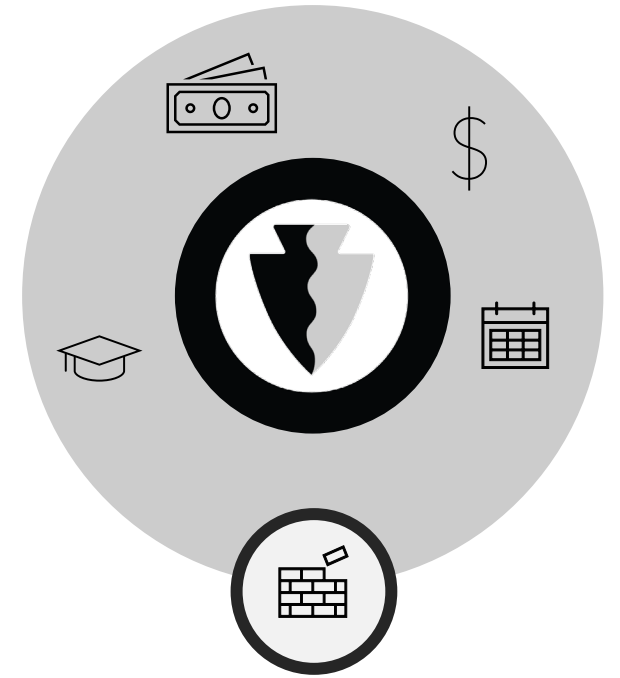
The main source of revenue for the **Unrestricted General Fund** is State apportionment, which is driven by FTES. This fund is essential for supporting costs like salaries, rent, utilities, as well as addressing unforeseen financial needs or emergencies.



Budget Structure

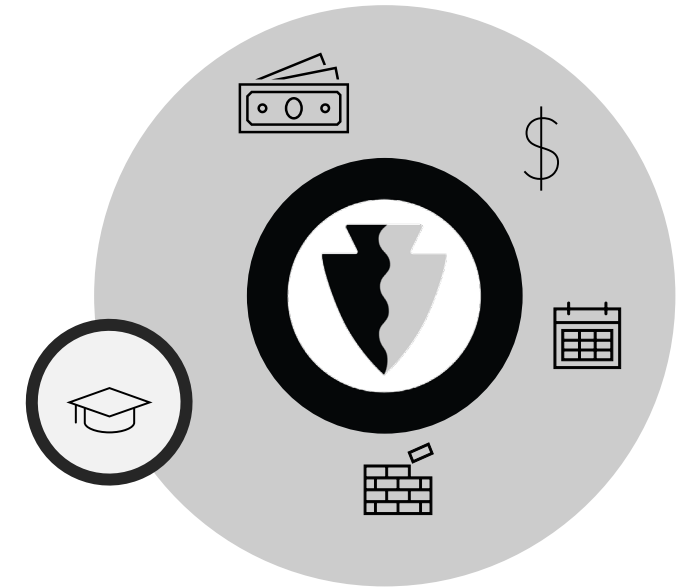
Multi-Year Budgeting

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 2023-24	Final Budget 2024	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29
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Budget Goals



Supports Planning + Integrated & Student Focused Process

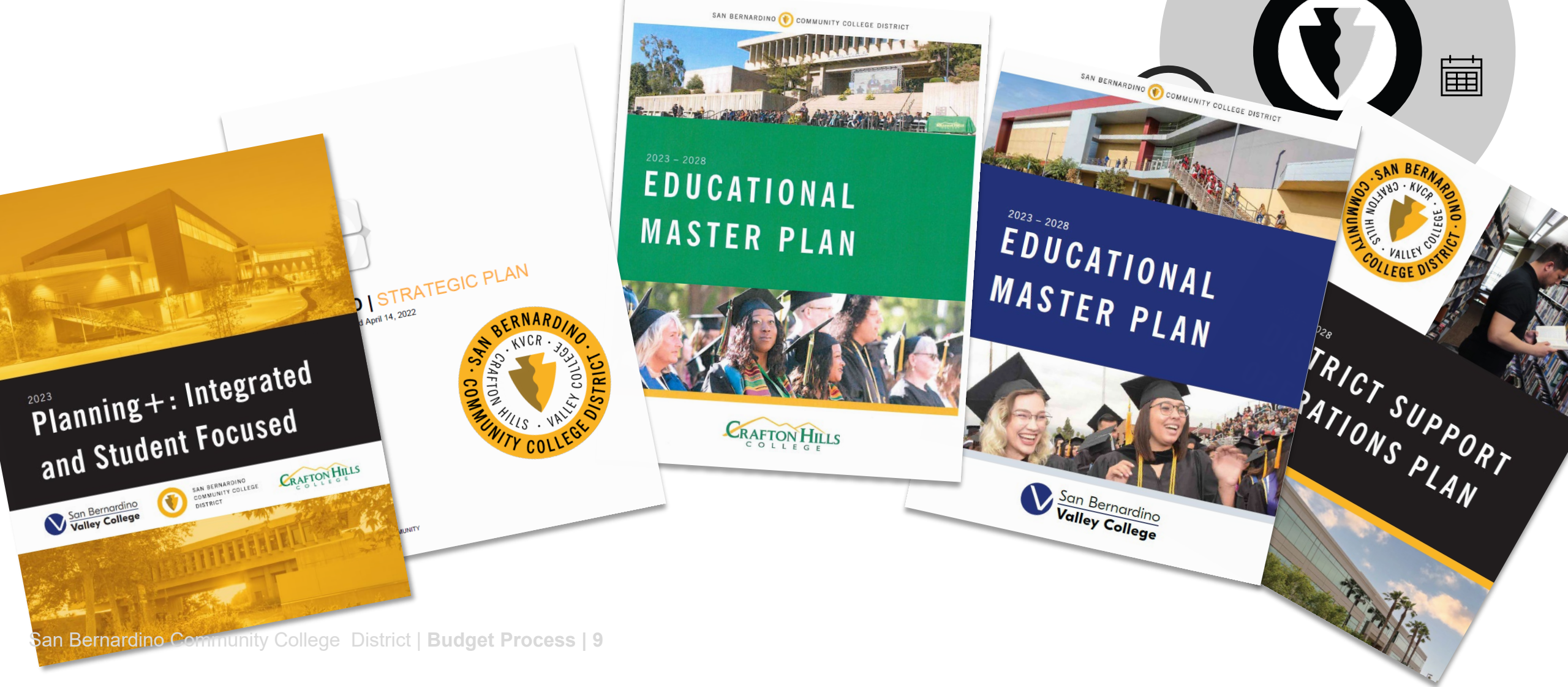
Meets Regulatory Requirements

Addresses Commitments, Goals & Directives

Maintains Unrestricted General Fund Reserves

Budget Goals

Supports Planning + Integrated & Student Focused Process



Budget Goals

Meets Regulatory Requirements

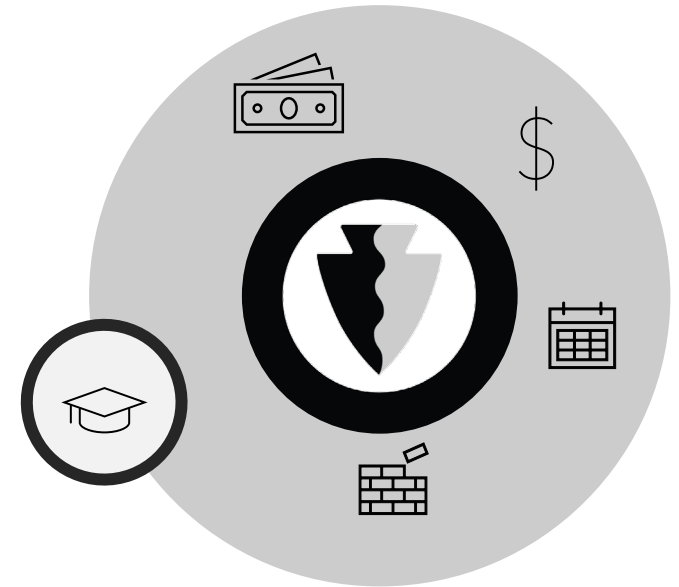
- Title 5
- California Education Code
- California Community Colleges Budget and Accounting Manual
- Accrediting Commission for Community and Junior Colleges Standards
- SBCCD Board Policy & Administrative Procedure 6200



Budget Goals

Addresses Commitments, Goals & Directives

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

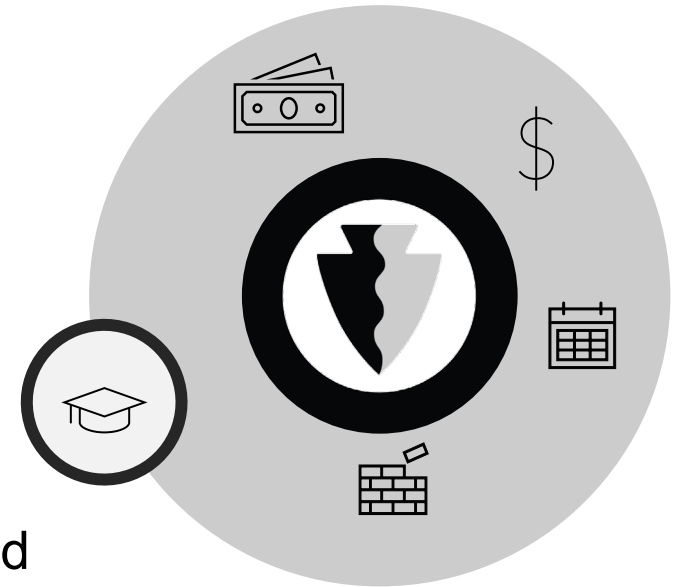


Budget Goals

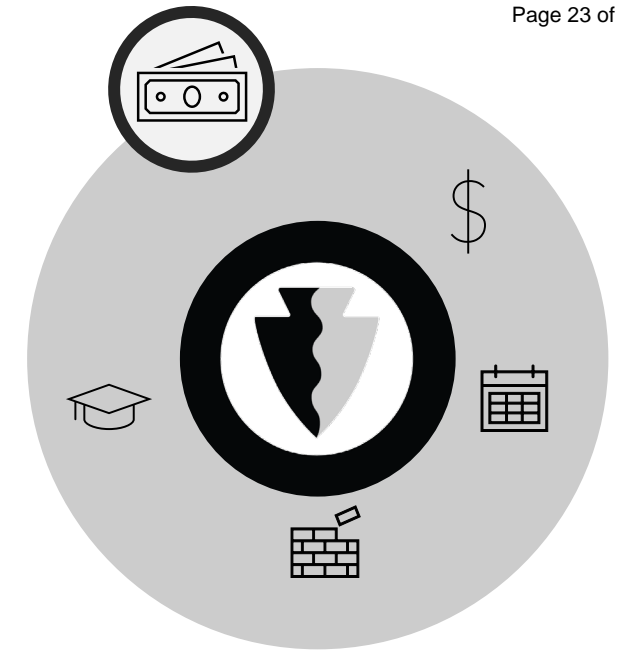
Maintains Unrestricted General Fund Reserves

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	-		\$8,800		\$0
7	Special Admit Credit	375		\$8,800		\$2,650,000
8	CDCP (Enhanced)	125		\$8,800		\$850,000
9	Noncredit	250		\$4,100		\$1,025,000
10	Total FTES	15,350				\$74,605,000
SECTION 3: SUPPLEMENTAL ALLOCATION						
	Quantity	Point Value	Points	(f x g) = (h)	Rate	(e) x (h)
11	AB540 Students	6	\$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	1,000	\$1,145	1	\$1,145	\$13,625,500
14	Total Supplemental Allocation	17				\$19,482,175
SECTION 4: STUDENT SUCCESS ALLOCATION						
	Quantity	Point Value	Points	(j x k) = (l)	Rate	(i) x (l)
15	All Students					
16	Associate Degrees for Transfer	660	\$675	4	\$2,700	\$1,782,000
17	Associate Degrees	820	\$675	3	\$2,025	\$1,680,500
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	\$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 Degree	-	\$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

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	-		\$8,800	\$0			
7	Special Admit Credit	375		\$8,800	\$2,650,000			
8	CDCP (Enhanced)	125		\$8,800	\$850,000			
9	Noncredit	250		\$4,100	\$1,025,000			
10	Total FTES	15,350			\$74,605,000			
SECTION 3: SUPPLEMENTAL ALLOCATION				(e)	(f)	(g)	(f x g) = (h)	(e) x (h)
	Quantity	Point Value	Points	Rate	Revenue			
11	AB540 Students	6		\$1,145	\$7,044			
12	Pell Grant Recipients	4,500		\$1,145	\$5,152,500			
13	Promise Grant Recipients	700		\$1,145	\$801,500			
14	Total Supplemental Allocation	17	5		\$19,482,175			
SECTION 4: STUDENT SUCCESS ALLOCATION				(j)	(k)	(j x k) = (l)	(i) x (l)	
	Quantity	Point Value	Points	Rate	Revenue			
15	All Students							
16	Associate Degrees for Transfer	660	\$675	4	\$2,700	\$1,782,000		
17	Associate Degrees	820	\$675	3	\$2,025	\$1,680,500		
18	Baccalaureate Degrees	-	\$675	3	\$2,025	\$0		
19	Credit Certificates	340	\$675	2	\$1,350	\$459,000		
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21	Transfer to a Four Year University	860	\$675	1.5	\$1,013	\$870,750		
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35	Promise Grant Recipients							
36	Associate Degrees for Transfer	546	\$170	4	\$680	\$371,280		
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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		

Estimating Revenues

Assess & Evaluate Impact of State Budget Fluctuations

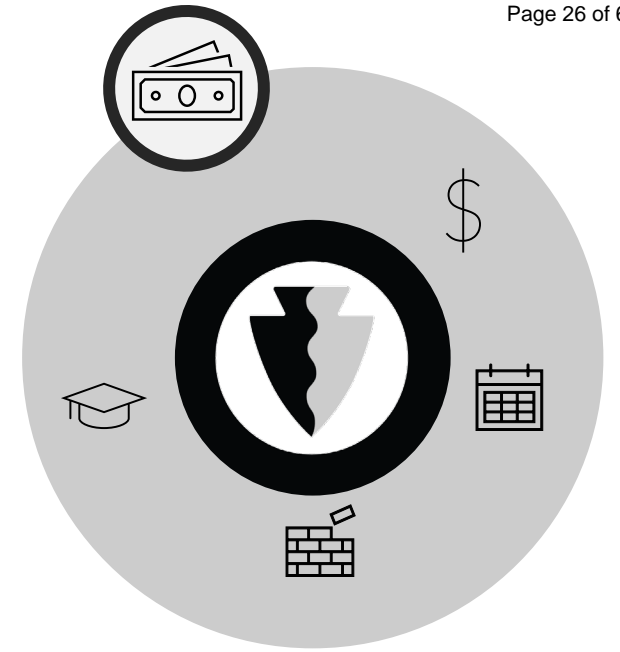


Budget 2024-2025 +

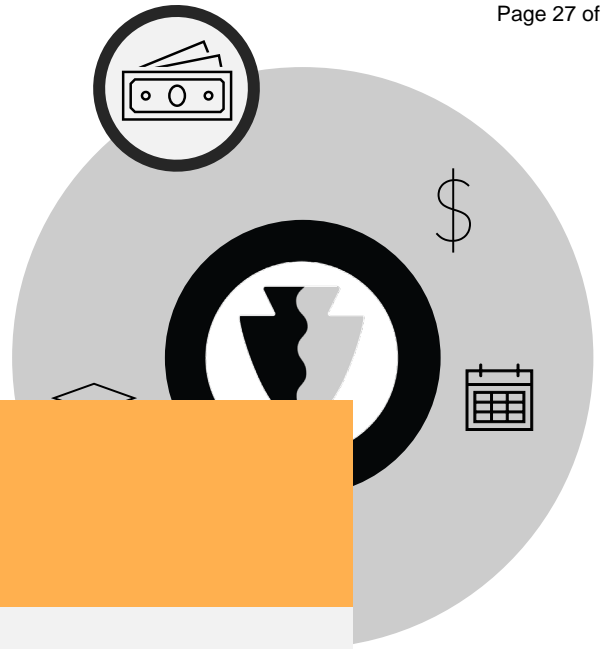
2023-24 Compendium of Allocations and Resources +

Budget 2023-2024 -

- 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

Hold Harmless (Expires 2024-25)

The existing minimum revenue provision (Hold Harmless) expires in 2024-25. Under this provision, districts earn at least their 2017-18 Total Compensational Revenue (TCR), adjusted by COLA each year, or the prior year’s TCR multiplied by COLA.

SCFF and The New Floor

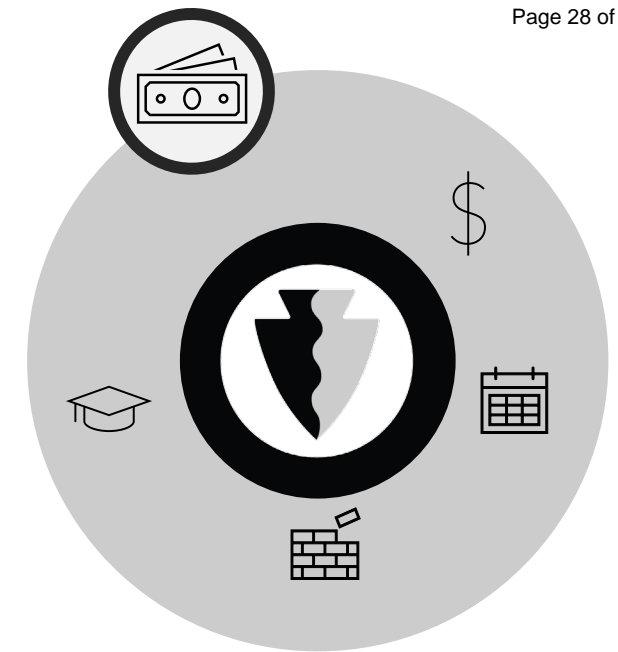
The 2021 Budget Act extended the SCFF Hold Harmless provision through 2024-25. The 2022 Budget Act extended the revenue protections in a modified form beginning in 2025-26, with a district’s 2024-25 funding representing its new “floor.” Starting in 2025-26, districts will be funded at their SCFF-generated amount that year or their 2024-25 funding floor, whichever is higher. This revised hold harmless provision no longer includes adjustments to reflect cumulative COLAs over time, as is the case with the provision in effect through 2024-25.

Estimating Revenues

Develop Budget Assumptions

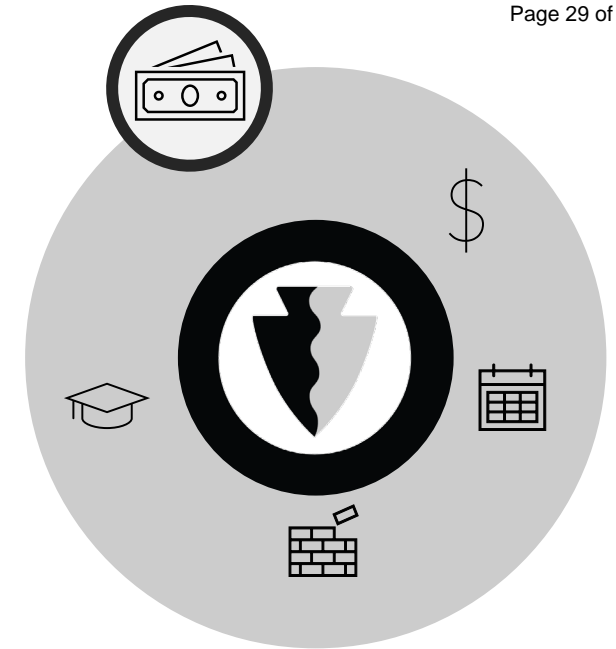
The assumptions used for the 2024-25 Final Budget are based on research, an analysis of available data, and financial modeling. They include the following:

- 1.07% COLA
- SBCCD Enrollment growth of 4.0%
- CalPERS employer rate: 27.05%
- CalSTRS employer rate: 19.10%
- Compliance with the FON and 50% Law

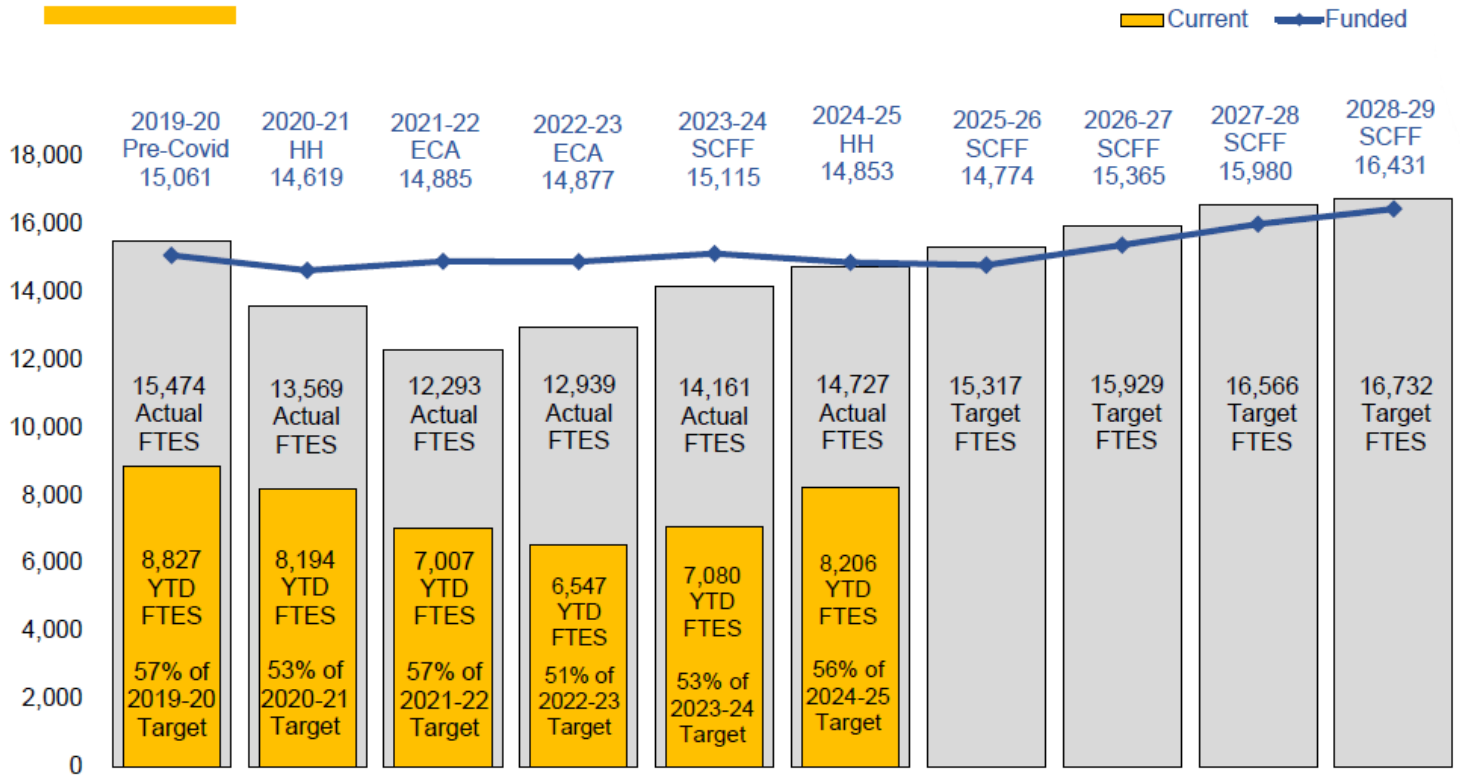


Estimating Revenues

Monitor Enrollment & Plan for Contingencies



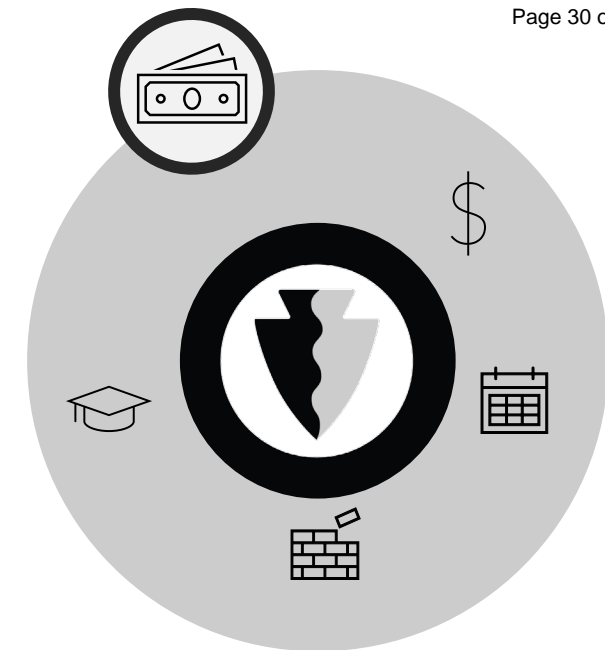
Enrollment as of August 28, 2024



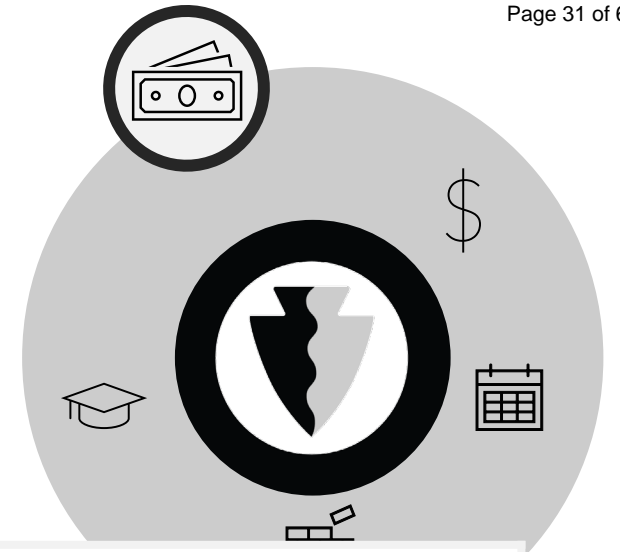
Estimating Revenues

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 Unrestricted General Fund, such as with the PARS Investment Trust account
- Anticipate State action and take steps to mitigate possible adverse effects.



Estimating Revenues



Monitor Enrollment & Plan for Contingencies

Anticipating 2024-25 State action to address budget gaps, SBCCCD implemented prioritized measures impacting the Unrestricted General Fund. Latter measures will not be implemented if SBCCCD is able to meet its reserve requirement and maintain a balanced budget.

<p>1. Meet or Exceed FTES Goals</p> <p>Having already attained this year's FTES goal, we are confident in our ability to achieve the following enrollment goals over the next four years: FY24/25 4%, FY25/26 4%, FY26/27 4%, FY27/28 4%, FY28/29 1%</p>	<p>2. No Increase in Object Codes 4000's – 6000's</p> <p>Due to the 1.07% COLA, prioritizing wages, step and column increases, and increased costs in employee benefits. Any increases in expenses due to inflation will be covered from other areas of the budget.</p>	<p>3. Maintain Competitive Employee Health Benefits</p> <p>SBCCCD will continue to offer one cost-free benefit plan to eligible employees to maintain competitive health benefits.</p>
<p>4. Soft Hiring Freeze</p> <p>As part of the early retirement incentive plan, all vacancies will require Chancellor's Cabinet approval. Recruitment will be limited to essential positions only.</p>	<p>5. As Appropriate, Eliminate Low-Enrolled Classes</p> <p>We will evaluate low-enrolled classes and optimize class offerings as part of our enrollment management strategies. Classes needed to meet graduation requirements will continue to be offered.</p>	<p>6. Reduction of Reassign Time</p> <p>Reassign time will be evaluated and modified to ensure it is focused on student success and/or student enrollment.</p>
<p>7. Use of Commercial Property Income</p> <p>Commercial property income will be used as needed to balance the budget or meet the two-month reserve requirement.</p>	<p>8. Use of OPEB Trust Funds</p> <p>Up to \$2 million from the Other Post Employment Benefits, or OPEB, trust will be utilized as necessary to balance the budget or meet the two-month reserve requirement.</p>	<p>9. Reduction of Reserve Requirement</p> <p>If necessary, SBCCCD staff will propose Board approval of the usage of reserves to balance the budget.</p>

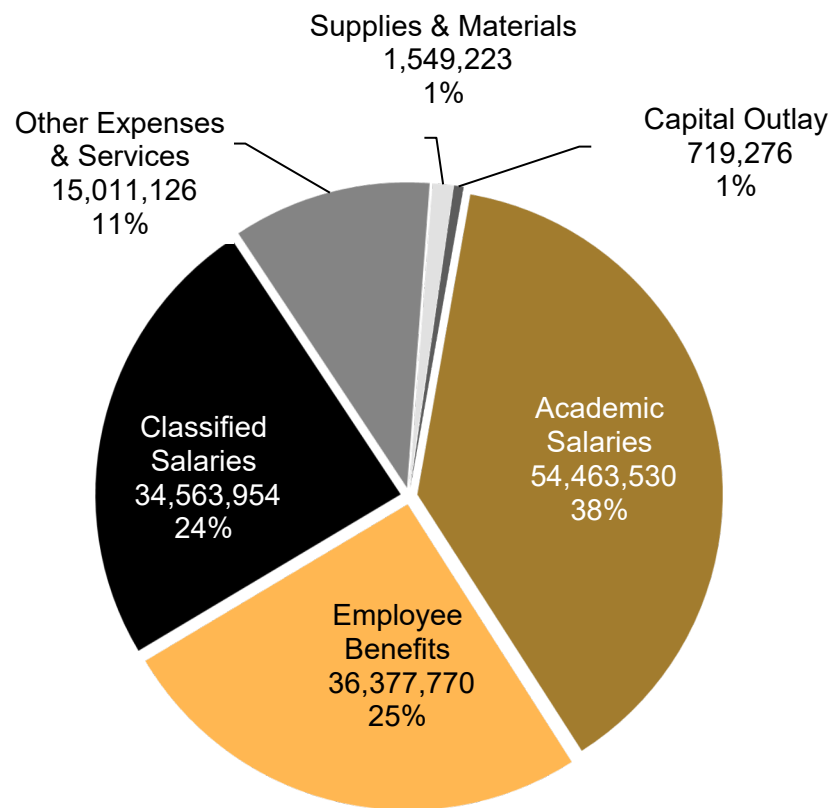
Identifying Expenses



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

Identifying Expenses

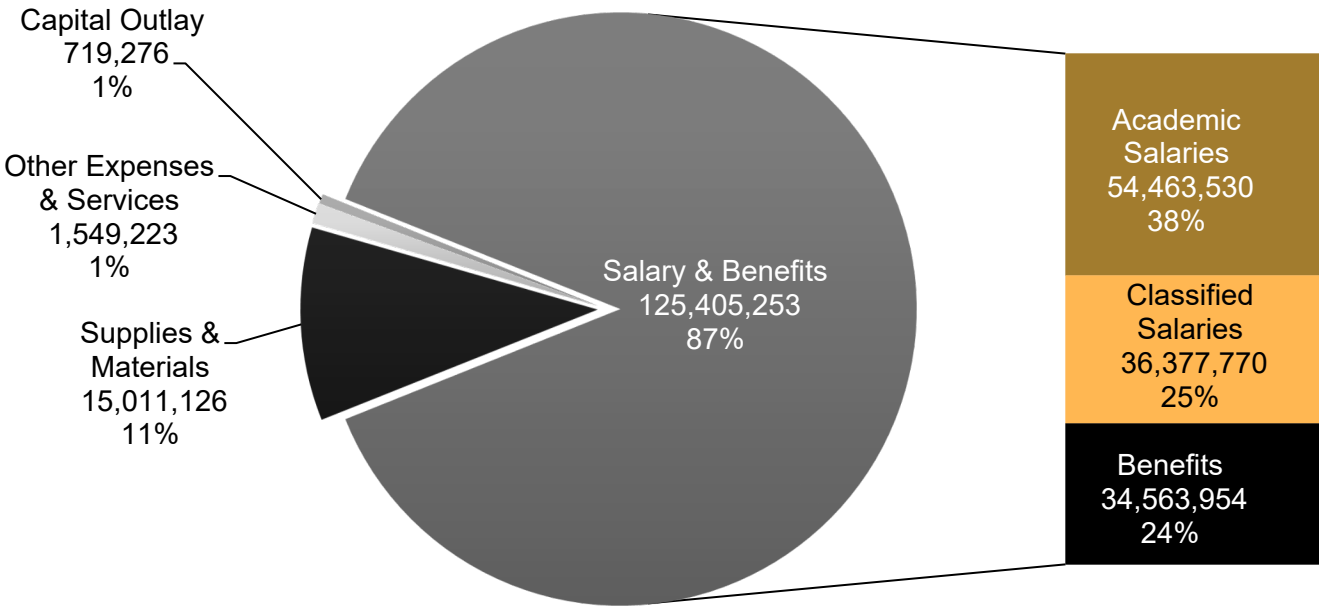
Zero-Based



- 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.



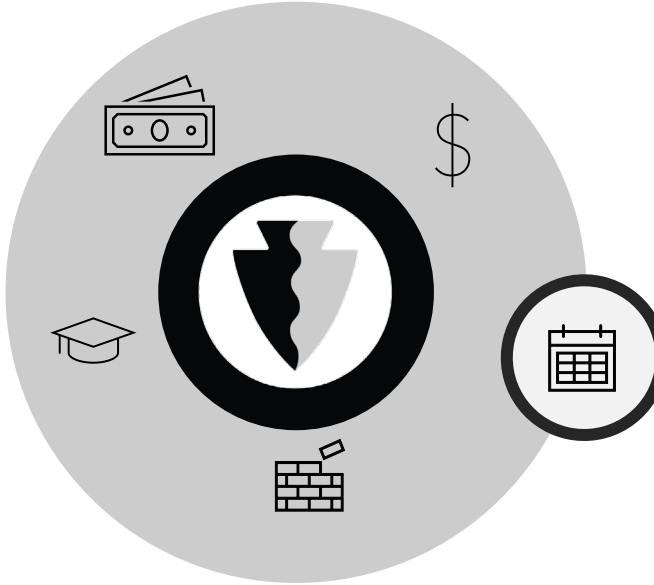
Identifying Expenses

Collaboration to Balance

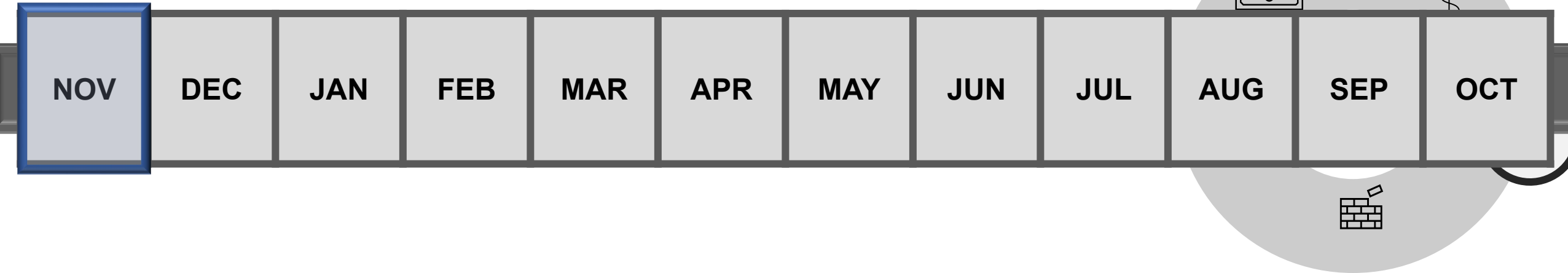
- DSO Fiscal Services team members collaborate with Colleges to combine the data and create the SBCCD Unrestricted General Fund budget
- Both DSO and college staff work to develop the budget for SBCCD's remaining 20 funds



The Budget Cycle

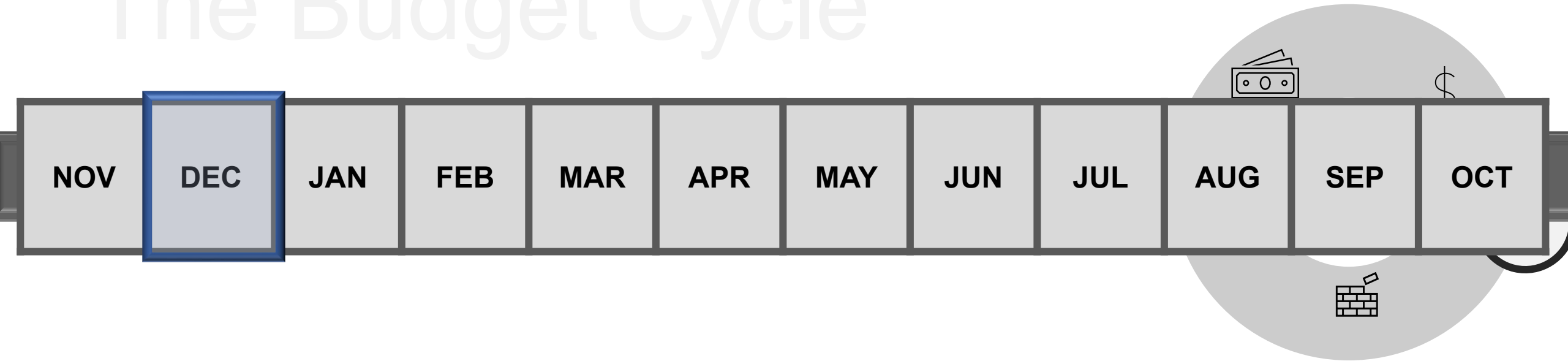


The Budget Cycle



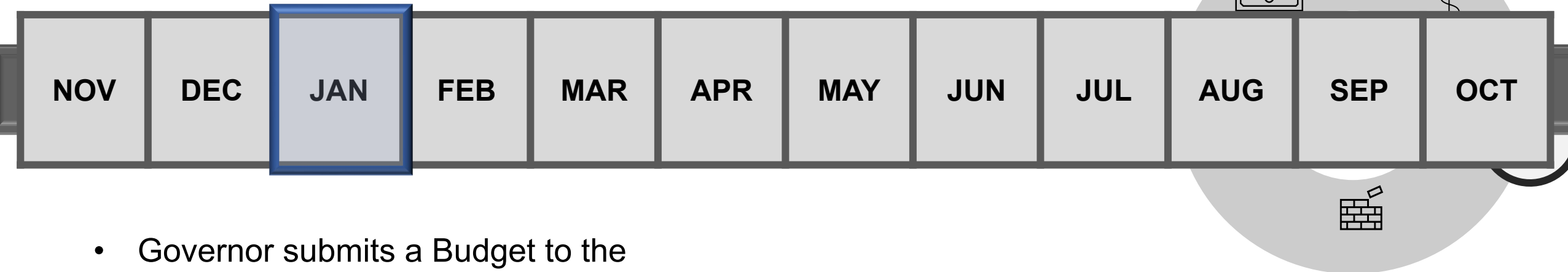
- DBAC reviews draft Budget Directives
- Board Finance Committee reviews draft Budget Calendar
- DSO Budget Managers start development on Unrestricted General Fund Budget

The Budget Cycle



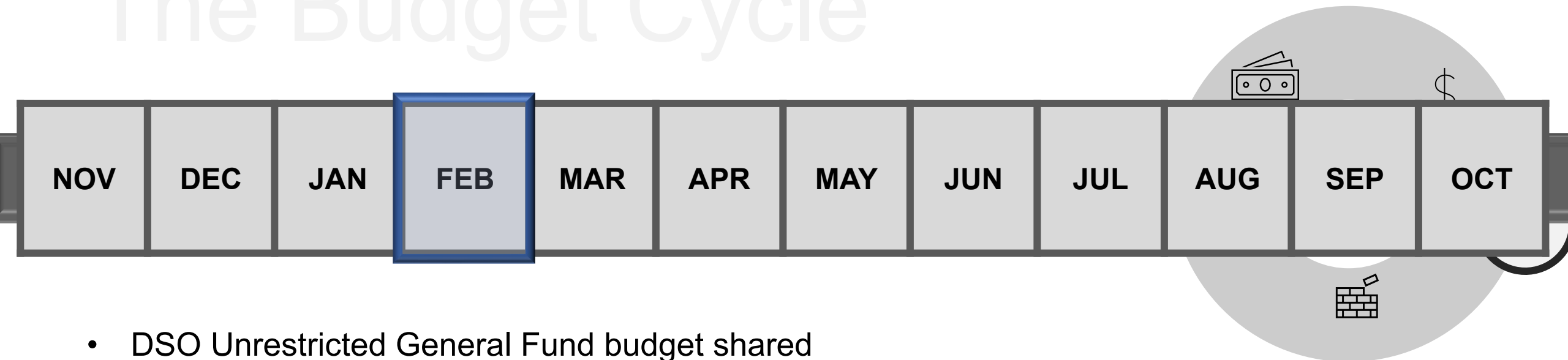
- Board of Trustees approves Budget Calendar prior to February 1
- Board Finance Committee reviews draft Budget Directives

The Budget Cycle



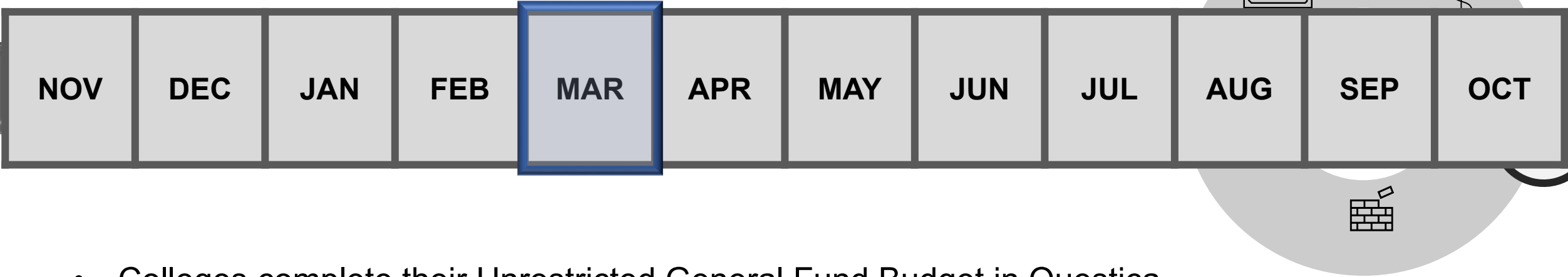
- Governor submits a Budget to the Legislature by January 10
- ACBO State Budget Workshop
- CCCCO/ACBO/ACCCA/CCLC Joint Analysis released
- SBCCD Board of Trustees approves Legislative & Budget Advocacy Priorities
- Budget Directives are submitted to the SBCCD Board for first read
- “P1” CCFS-320 for 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



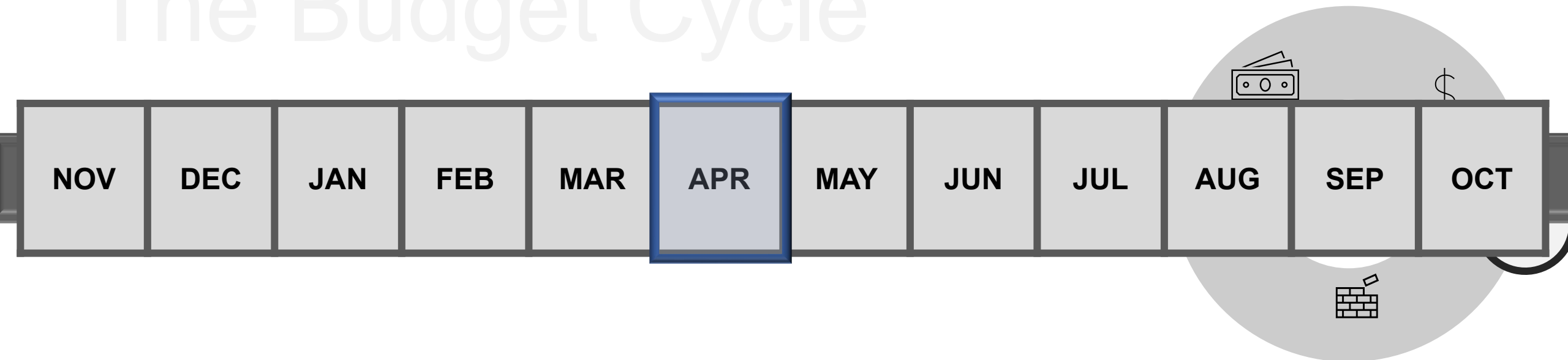
- DSO Unrestricted General Fund budget shared with DBAC
- College Vice Presidents of Administrative Services facilitate development of Unrestricted General Fund College Budgets in Questica
- College budget committees review resources, Budget assumptions, and FTES projections
- SBCCD Board of Trustees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

The Budget Cycle



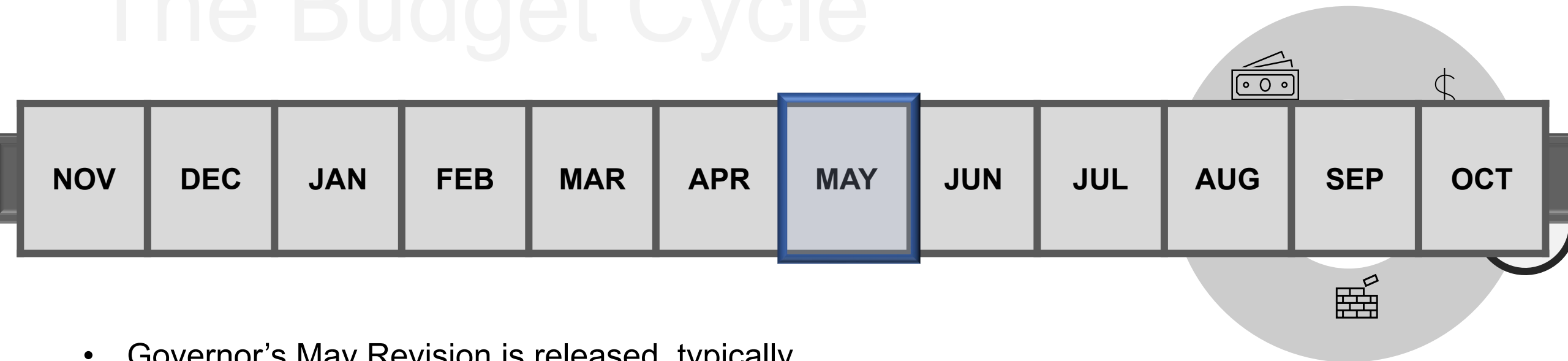
- Colleges complete their Unrestricted General Fund Budget in Questica
- College budget committees review draft budget

The Budget Cycle



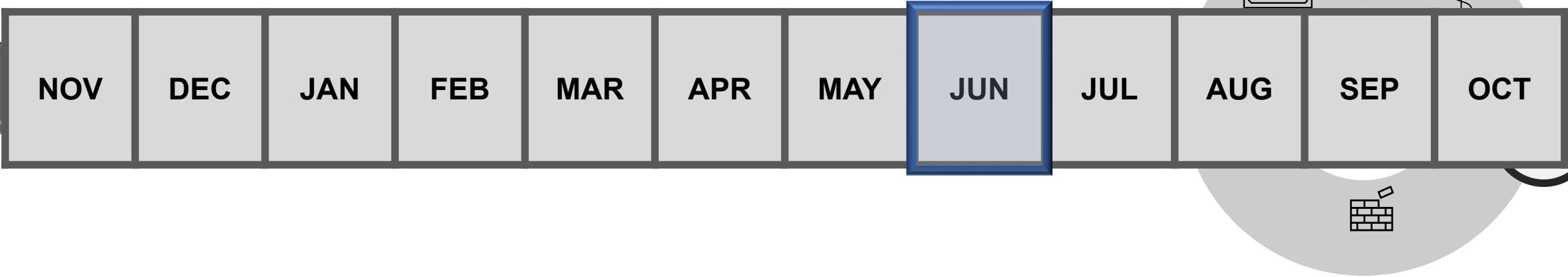
- DSO Fiscal Services team members combine DSO and College data to create the SBCCCD Unrestricted General Fund Budget
- Both DSO and College staff work to develop a Budget for SBCCCD's remaining 20 funds
- Tentative Budget is reviewed at DBAC
- "P2" CCFS-320 for July 1 through April 15 is due in the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

The Budget Cycle



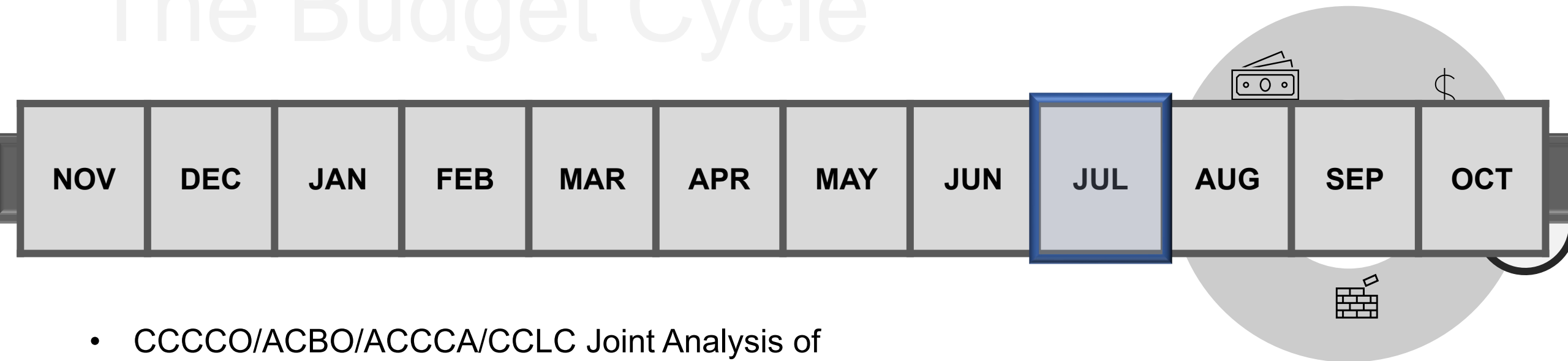
- Governor's May Revision is released, typically including significant changes for the CCC
- CCCCCO/ACBO/ACCCA/CCLC Joint Analysis on the May Revision is released
- ACBO Spring Conference
- Tentative Budget reviewed at DBAC and College budget committees
- SBCCD Board of Trustees strategy session to review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

The Budget Cycle



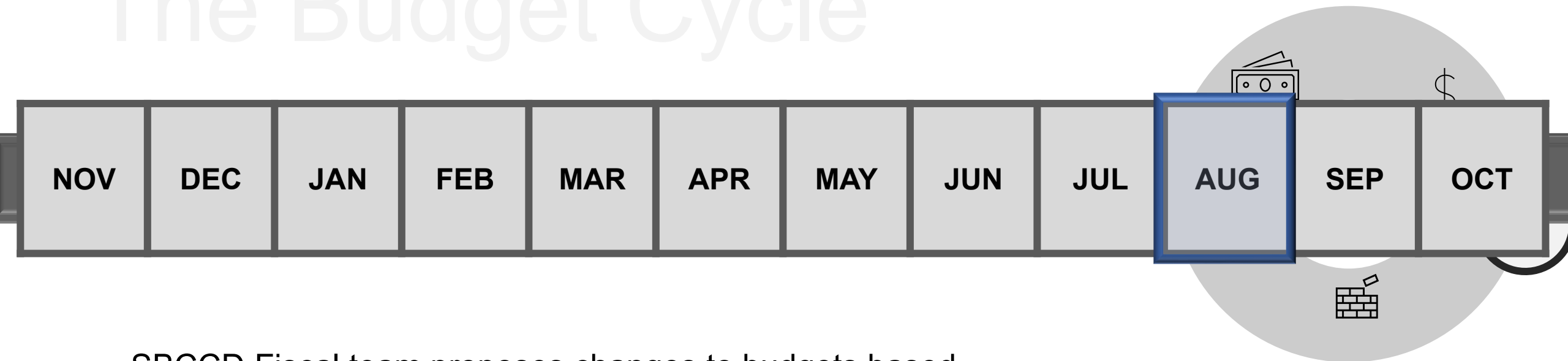
- SBCCCD Board of Trustees adopts Tentative Budget prior to July 1
- Governor signs Budget Act
- Colleges and DSO make any proposed adjustments to their budgets to be considered at Final Budget

The Budget Cycle



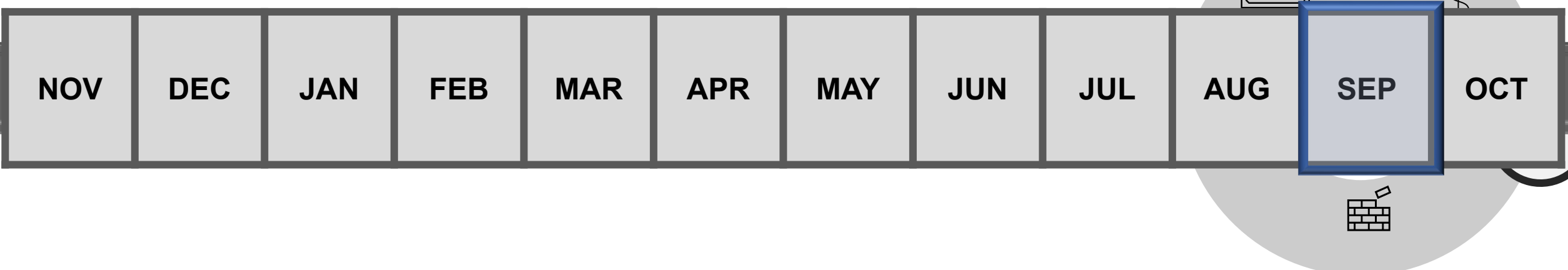
- CCCCO/ACBO/ACCCA/CCLC Joint Analysis of Enacted Budget released
- State Chancellor's Office sends Advance Apportionment revenue estimates for the budget year
- Colleges and DSO finalize any adjustments
- "Annual" CCFS-320 report encompassing actual FTES data for July 1 through June 30 is due in the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

The Budget Cycle



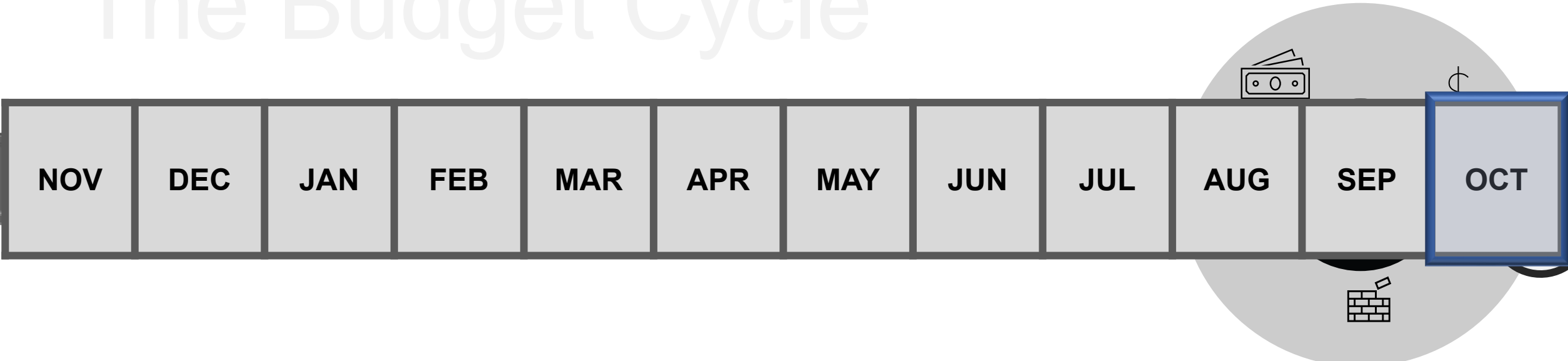
- SBCCCD Fiscal team proposes changes to budgets based on internal discussion, collegial recommendations, and/or changes in State financial picture
- Final Budget is shared with DBAC and Chancellor's Cabinet
- SBCCCD Board of Trustees strategy session to review Final Budget

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.



RESEARCH, PLANNING AND
 INSTITUTIONAL EFFECTIVENESS
 550 E. Hospitality Lane, 2nd Floor
 San Bernardino, CA 92408
 www.sbccd.edu

District Budget Advisory Committee Self-Evaluation, 2023 -2024

Q1 - How many years have you served on this committee?

Item #	Answer Choice	Percent	Count
1	Less than a year	23.53%	4
2	1-2	35.29%	6
3	3-4	23.53%	4
4	5 or more years	17.65%	3
	Total	100%	17

Q2 - Please indicate your level of agreement with the following questions regarding the District Budget Advisory Committee: Scale goes from strongly disagree to strongly agree.

Item #	Question	Minimum	Maximum	Mean*	Total Count
2a	The focus of the committee is clearly defined.	1	5	3.80	15
2b	The committee understands its relationship to the [District/College] mission.	1	5	4.07	15
2c	The committee achieves its stated priorities each year.	1	5	4.00	15
2d	The committee stays abreast of the work being done by the subcommittees it oversees.	1	5	4.15	15
2e	The committee reviews progress on its goals.	1	5	3.93	15
2f	The workload for committee members outside of the meeting time is manageable.	1	5	4.07	15
2g	I understand the interconnectedness of the committee to other institutional committees.	1	5	3.67	15
2h	The committee coordinates with other committees on mutual projects, where applicable.	1	5	3.54	15
2i	The committee utilizes data in its decision making.	1	5	4.21	15
2j	The committee conducts regular evaluation of the committee's effectiveness.	1	5	4.21	15
2k	The committee has a track record of supporting innovation.	1	5	3.57	15
2l	Updated membership list	1	5	4.20	15
2m	Agenda and minutes are readily available online.	1	5	4.40	15
2n	The website is updated/current.	1	5	4.17	15

Note: Scale ranges from 1=" Strongly disagree" to 5=" Strongly agree". *All "Don't know/NA" responses were excluded.

Question	Strongly disagree (1)	Disagree (2)	Neither agree nor disagree (3)	Agree (4)	Strongly agree (5)	Don't Know/NA	Total
2a. The focus of the committee is clearly defined.	6.67% 1	13.33% 2	20.00% 3	13.33% 2	46.67% 7	0.00% 0	15
2b. The committee understands its relationship to the [District/College] mission.	6.67% 1	6.67% 1	13.33% 2	20.00% 3	53.33% 8	0.00% 0	15
2c. The committee achieves its stated priorities each year.	6.67% 1	6.67% 1	20.00% 3	6.67% 1	53.33% 8	6.67% 1	15
2d. The committee stays abreast of the work being done by the subcommittees it oversees.	6.67% 1	0.00% 0	13.33% 2	20.00% 3	46.67% 7	13.33% 2	15
2e. The committee reviews progress on its goals.	6.67% 1	13.33% 2	13.33% 2	6.67% 1	53.33% 8	6.67% 1	15
2f. The workload for committee members outside of the meeting time is manageable.	6.67% 1	6.67% 1	6.67% 1	33.33% 5	46.67% 7	0.00% 0	15
2g. I understand the interconnectedness of the committee to other institutional committees.	6.67% 1	13.33% 2	26.67% 4	13.33% 2	40.00% 6	0.00% 0	15
2h. The committee coordinates with other committees on mutual projects, where applicable.	6.67% 1	13.33% 2	26.67% 4	6.67% 1	33.33% 5	13.33% 2	15
2i. The committee utilizes data in its decision making.	6.67% 1	0.00% 0	13.33% 2	20.00% 3	53.33% 8	6.67% 1	15
2j. The committee conducts regular evaluation of the committee's effectiveness.	6.67% 1	0.00% 0	6.67% 1	33.33% 5	46.67% 7	6.67% 1	15
2k. The committee has a track record of supporting innovation.	13.33% 2	6.67% 1	26.67% 4	6.67% 1	40.00% 6	6.67% 1	15
2l. Updated membership list	6.67% 1	0.00% 0	13.33% 2	26.67% 4	53.33% 8	0.00% 0	15
2m. Agenda and minutes are readily available online.	6.67% 1	0.00% 0	13.33% 2	6.67% 1	73.33% 11	0.00% 0	15
2n. The website is updated/current.	6.67% 1	0.00% 0	20.00% 3	0.00% 0	53.33% 8	20.00% 3	15

Note: Scale ranges from 1=" Strongly disagree" to 5=" Strongly agree".

Q3 - Please describe how the District Budget Advisory Committee evaluates progress towards its priorities.

This committee basically just rubber stamps the budget put together by others. I am not aware of any priorities or goals that this committee works to accomplish.

This survey? otherwise not sure.

Through sharing data

By the degree to which goals are completed.

The group matches the budget with the priorities of the district.

By agendizing these items and circling back to them in future meetings.

Not sure

Honestly, I'm not entirely sure what this committee's priorities are. It feels like we just get a bunch of constituent groups together to hear state updates, but there isn't any real opportunity to advise or recommend a direction.

Q4 - Please use the space below to provide feedback on ways to improve the process by which the District Budget Advisory Committee evaluates the degree to which its plans have been launched and areas of focus completed.

District-wide, staff and faculty should have more opportunities to provide input and ask questions regarding the creation of the budget and decisions made. This committee should be the place for those voices, but it really isn't used that way.

Meet more regularly (even when light agenda), facilitate more member engagement. Less presentation based, more feedback based.

None.

N/A

not sure

I am not aware of any plans or areas of focus for this committee apart from disseminating dire state budget news.

Q5 - Please indicate your level of agreement with the following questions regarding the District Budget Advisory Committee: Scale goes from strongly disagree to strongly agree.

Item #	Question	Minimum	Maximum	Mean*	Total Count
5a	A week's advance notice on the agenda is enough time for me to prepare for the meeting.	1	5	3.92	12
5b	I receive adequate notice about meeting dates.	1	5	4.25	12
5c	I receive adequate notice of meeting agendas.	1	5	4.00	12
5d	Meeting materials are provided in advance of the meetings.	1	5	4.00	12
5e	I know where to find/review meeting materials.	1	5	4.08	12
5f	Draft meeting minutes are regularly posted following each meeting	1	5	3.92	12
5g	I have appropriate context and backup information to fully participate.	1	5	4.17	12
5h	I come prepared to effectively discuss the agenda items.	1	5	3.82	11
5i	Most committee members come prepared to effectively discuss the agenda items.	1	5	3.64	12
5j	There is sufficient and consistent attendance by committee members to facilitate effective discussions.	1	5	4.08	12
5k	The committee is effective in its work to meet stated goals.	1	5	4.00	12
5l	The committee is willing to review its effectiveness, making changes as needed.	1	5	4.00	12

*Note: Scale ranges from 1=" Strongly disagree" to 5=" Strongly agree". *All "Don't know/NA" responses were excluded.*

Question	Strongly disagree (1)	Disagree (2)	Neither agree nor disagree (3)	Agree (4)	Strongly agree (5)	Don't Know/NA	Total
5a. The focus of the committee is clearly defined.	8.33% 1	8.33% 1	8.33% 1	33.33% 4	41.67% 5	0.00% 0	12
5b. The committee understands its relationship to the [District/College] mission.	8.33% 1	0.00% 0	8.33% 1	25.00% 3	58.33% 7	0.00% 0	12
5c. The committee achieves its stated priorities each year.	8.33% 1	8.33% 1	8.33% 1	25.00% 3	50.00% 6	0.00% 0	12
5d. The committee stays abreast of the work being done by the subcommittees it oversees.	8.33% 1	8.33% 1	8.33% 1	25.00% 3	50.00% 6	0.00% 0	12
5e. The committee reviews progress on its goals.	8.33% 1	0.00% 0	16.67% 2	25.00% 3	50.00% 6	0.00% 0	12
5f. The workload for committee members outside of the meeting time is manageable.	8.33% 1	8.33% 1	16.67% 2	16.67% 2	50.00% 6	0.00% 0	12
5g. I understand the interconnectedness of the committee to other institutional committees.	8.33% 1	0.00% 0	8.33% 1	33.33% 4	50.00% 6	0.00% 0	12
5h. The committee coordinates with other committees on mutual projects, where applicable.	18.18% 2	0.00% 0	9.09% 1	27.27% 3	45.45% 5	0.00% 0	11
5i. The committee utilizes data in its decision making.	16.67% 2	0.00% 0	16.67% 2	25.00% 3	33.33% 4	8.33% 1	12
5j. The committee conducts regular evaluation of the committee's effectiveness.	8.33% 1	0.00% 0	16.67% 2	25.00% 3	50.00% 6	0.00% 0	12
5k. The committee has a track record of supporting innovation.	8.33% 1	0.00% 0	16.67% 2	25.00% 3	41.67% 5	8.33% 1	12
5l. Updated membership list	8.33% 1	0.00% 0	16.67% 2	8.33% 1	41.67% 5	25.00% 3	12

Note: Scale ranges from 1=" Strongly disagree" to 5=" Strongly agree".

Q6. The frequency of meetings to accomplish the committee work is:

Item #	Answer Choice	Percent	Count
1	Too few	8.33%	1
2	Just right	75.00%	9
3	Too many	16.67%	2
4	Other	0.00%	0
	Total	100%	12

Other (please specify):

Q7 - The duration of each meeting to accomplish the committee work is:

Item #	Answer Choice	Percent	Count
1	Too few	8.33%	1
2	Just right	83.33%	10
3	Too many	8.33%	1
4	Other	0.00%	0
	Total	100%	12

Other (please specify):

Q8 - Please indicate how you communicate the work of the committee. (Mark all that apply)

Item #	Answer Choice	Percent	Count
1	Report out (written or oral) at Department meetings.	43.75%	7
2	Report out (written or oral) at [District/College] meetings	25.00%	4
3	Report out (written or oral) at Academic or Classified Senate meeting	18.75%	3
4	Other (please specify)	12.50%	2
	Total	100%	16

Other (please specify):

I don't

Q9 - Please evaluate how effective you believe you are at communicating the work of the District Budget Advisory Committee:

Item #	Question	Minimum	Maximum	Mean	Total Count
1	Please evaluate how effective you believe you are at communicating the work of the <u>District Budget Advisory Committee</u> .	1	4	2.67	12

Item #	Answer Choice	Percent	Count
1	Not effective	8.33%	1
2	Somewhat effective	33.33%	4
3	Effective	41.67%	5
4	Very effective	16.67%	2
5	Don't know	0.00%	0
	Total	100%	12

Ranking Scale

Not effective

1

Somewhat effective

2

Effective

3

Very effective

4

Q10 - Please indicate how you gather feedback for the District Budget Advisory Committee: (Mark all that apply)

Item #	Answer Choice	Percent	Count
1	Standing agenda item at meetings	27.27%	6
2	Informal conversations	40.91%	9
3	Email	27.27%	6
4	Other (please specify)	4.55%	1
	Total	100%	22

Other (please specify)

I don't.

Q11 - Please indicate any assistance you need to be more effective in communicating the District Budget Advisory Committee's discussions and work to your constituencies.

none

None

I don't always understand what is being discussed, but the Chair is very good about details informing newer members of new information.

training on budget development. I think we should be spending much more time on the ABCs of budget.

Q12 - Please indicate the type/content of Professional Development or Training that would help you to be a more effective member of the District Budget Advisory Committee. Mark all that apply.

Item #	Answer Choice	Percent	Count
1	Meeting Facilitation (e.g., Roberts Rules)	14.29%	2
2	Govenda	21.43%	3
3	Institutional Effectiveness	14.29%	2
4	Data interpretation	21.43%	3
5	Cultural Diversity	14.29%	2
6	Other (please specify)	14.29%	2
	Total	100%	14

Other (please specify)

budget development

Q13 - Please indicate the reason(s) you participate on the District Budget Advisory Committee. (Mark all that apply)

Item #	Answer Choice	Percent	Count
1	Asked to serve	27.78%	5
2	Filling a rotating membership role on the committee	16.67%	3
3	Interested in the topic/focus of the committee	33.33%	6
4	Offering technical expertise to the topic/focus of the committee	5.56%	1
5	Interested in learning more about the committee topic/focus	5.56%	1
6	Seeking to make connections to other departments/areas	11.11%	2
7	Other (please specify)	0.00%	0
	Total	100%	18

Other (please specify)

Q14 - Please use the space below to provide comments on aspects of the District Budget Advisory Committee that you think are working well.

Collaboration

Does a good job of disseminating information

Good participation, good info shared by Fiscal Services

Informative

The organized meeting minutes and agenda.

Q15 - Please use the space below to provide suggestions or ideas on how the structure of the meetings and/or operations of the District Budget Advisory Committee could be expanded on or changed to help the committee to be more effective.

More engagement and participation from members. (Voting towards a consensus platforms on key areas and issues)

Develop some standards/guidelines for budget development that can be implemented district-wide.

None

n/a

Keep repeating some basic knowledge such as the "Governor's May revise" and what that means. I know, but refreshers are always helpful to remind me.

As the committee is currently constituted, I think the meetings are working fine. But it feels like we just listen to very general reports on the state budget. There is very little opportunity to participate in the crafting the budget and therefore it feels like this meeting should be less frequent than once per month.