



San Bernardino Community College District
DISTRICT BUDGET ADVISORY COMMITTEE
November 21, 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

Steven J. Sutorus, Executive Director of Business and Fiscal Services

II. Approval of Minutes

- A. Confirmation of Quorum
- B. 10/17/2024

III. Current Topics

- A. Prioritize Board Directives for Development of the 2025-26 Budget Draft

IV. Next Meeting Date & Adjournment

The next meeting is scheduled for December 19, 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 – October 17, 2024, 2:00 p.m.

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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 confirmed.

B. 09/17/2024

Keith Bacon made a motion to approve the minutes of 9/17/2024 which Kelly Goodrich seconded. The motion was approved by a majority vote with Andrea Hecht and Romana Pires abstaining.

III. Current Topics

A. SBCCD Budget Process (continued from slide 21)

Jorge Andrade continued the presentation begun at the 9/17/2024 meeting. Committee members had no questions or comments but were invited to email Jorge directly if they needed any further information.

Stephanie Lewis asked at what point do the colleges look at any funds that may be left over from last year. For CHC they look at program review needs in the Spring. They discussed the timing of the budget process in relation to the academic year.

Kelly will send the PowerPoint to DBAC members for their use in sharing with their constituents.

B. DBAC Evaluation Survey Results from 2023-24

Committee members went through all the questions on the survey. Jose asked for suggestions to improve the committee.

Romana recommended a flow chart document be developed to show the budget process aligned across each of the three sites to show when processes intersect.

Romana also requested that "Total Cost of Textbooks" be added as a topic to a future agenda.

Jose invited members to send other feedback and suggestions to kgoodric@sbccd.edu.

C. SBCCD 2025-26 Budget Calendar

Committee members reviewed the budget calendar with no noted comments or concerns. This is anticipated to go to the December Board.

IV. Next Meeting Date & Adjournment

The meeting adjourned at 2:56 p.m. The next meeting is scheduled for Thursday, November 21 at 2:00 p.m.



District Budget Advisory Committee (DBAC)

Meeting Minutes – October 17, 2024, 2:00 p.m.

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QUORUM: Definition of Quorum is established by Chancellor's Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director of Business & Fiscal Services

DATE: January 9, 2025

SUBJECT: Consideration of Approval of the Prioritized Board Directives for Development of the 2025-26 Budget for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached Prioritized Board Directives for Development of the 2025-26 budget for first reading.

OVERVIEW

According to Administrative Procedure 6200 Budget Preparation, the Board of Trustees holds full authority to set budget directives for the District. For the 2025-26 budget, the Board is tasked with establishing initial directives to guide the budget development process. These directives shall be issued no later than March 1, 2025, ensuring alignment with the district's priorities and strategic goals.

ANALYSIS

At this time staff is recommending clarification of the budget directive process per the attached. This recommendation is in line with SBCCD's Strategic Plan and Goals and **was discussed by the Board Finance Committee on December 13, 2025, and recommended to the full Board for review.** This document was also discussed at the November 21, 2024, meeting of the District Budget Advisory Committee. It is anticipated that the Board directives will be submitted to the Board for final approval on February 13, 2025.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The outcome of the Board's discussion and resulting guidance will ensure that SBCCD resources are aligned with SBCCD strategic goals and objectives to the benefit of our students, staff, and community.



**Prioritized Board Directives for the
2025-26 SBCCD Budget**

Submitted for First Reading January 9, 2025

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees holds full authority to set budget directives for the District and is tasked to provides staff with initial directi~~ves~~on concerning the distribution of resources for the ~~next~~ fiscal year's 2025-26 budget prior to March 1, 2025, ensuring alignment with SBCCD priorities and strategic goals. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) The SBCCD 2025-26 budget shall aAlign unrestricted general fund and student success funding with the SBCCD Goals and Objectives attached.
- 2) The SBCCD 2025-26 budget shall sSet aside funding for innovative initiatives found within the SBCCD Goals & Objectives.

2024-2025 UPDATE

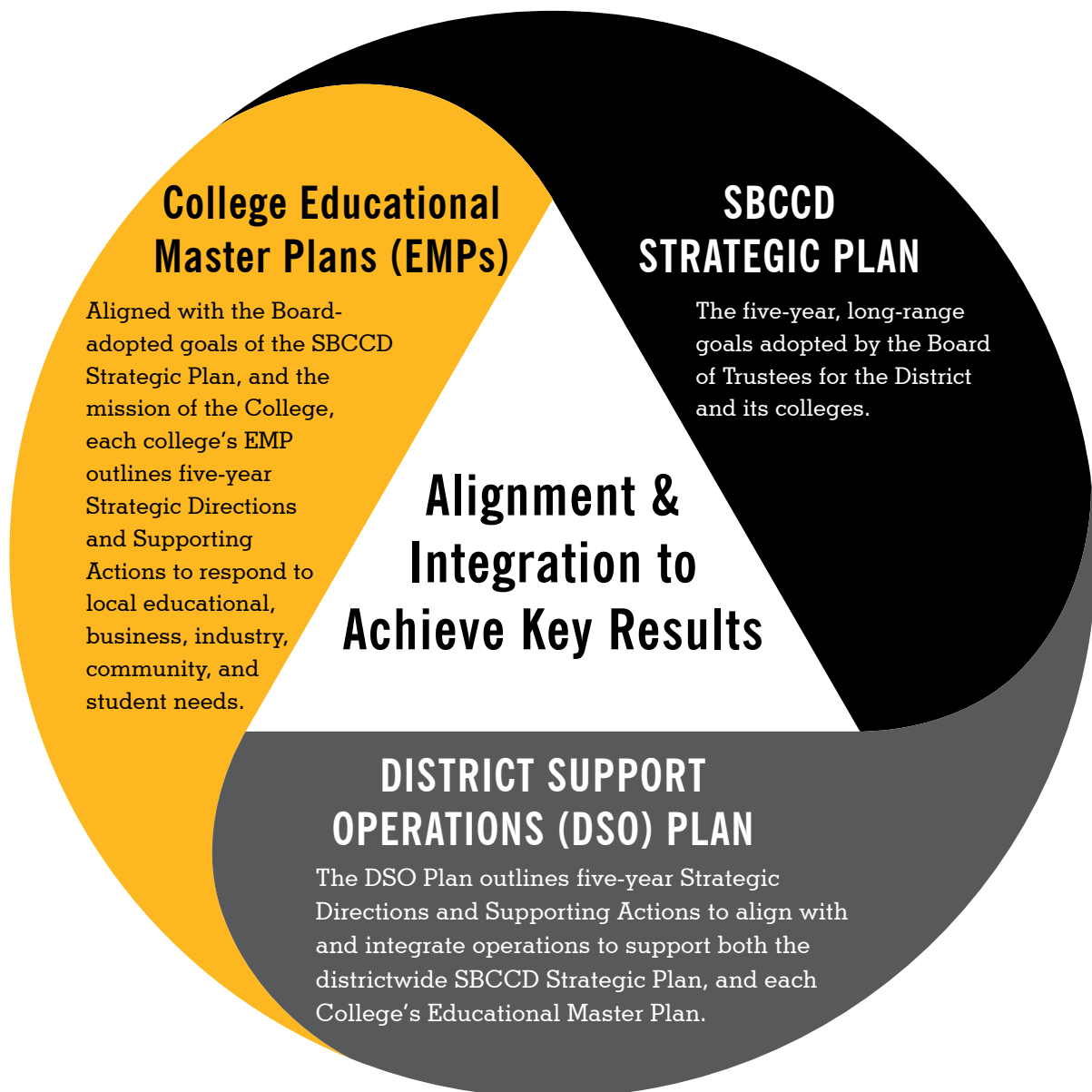
STRATEGIC PLAN AND OBJECTIVES



San Bernardino
Valley College



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT INTEGRATED PLANNING MODEL



INTEGRATED AND STUDENT FOCUSED

As the San Bernardino Community College District (SBCCD) embarks upon the third year of its 2022-2027 Strategic Plan, it remains focused on strategy alignment and execution with an expanded emphasis on analytics. Reflecting on the enriching and eventful 2023-2024 academic year, SBCCD celebrates the significant progress made towards impacting the lives and careers of the students and community it serves. The achievements chronicled in the 2024 Strategic Plan Progress Report stand as a testament to the unwavering leadership, tireless dedication, and steadfast commitment to fostering student success. SBCCD has not only reaffirmed its existing goals for 2024-2025 but has also fine-tuned its strategic directions, strategic actions, and key results to provide additional metrics that challenge the District to further demonstrate the breadth and depth of its student impact. This expanded emphasis integrates into the College's Educational Master Plan (EMP) and the District Support Operations (DSO) Plan to further align with SBCCD's Mission, Vision, and Values.

SBCCD Integrated Plan – 2022-2027

SBCCD Mission

SBCCD 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.

SBCCD Vision

Inspiring possibilities for bright futures and a prosperous community.

SBCCD Values

Accessibility, Inclusion, Integrity, Courage, Collaboration, Excellence

Crafton Hills College Mission

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

San Bernardino Valley College Mission

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an anti-racist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

SBCCD STRATEGIC PLAN 2022-2027 GOALS



Goal 1: Access and Success

Eliminate barriers to student access and success.

Strategic Directions 2022-2027

DSO Plan

- 1.1: Support the colleges in creating efficient processes and accessible, user-friendly customer services.

CHC Plan

- 1.1: Increase student enrollment.

SBVC Plan

- 1.1: Create a college-going culture through intentional community outreach and clear communications of pathways.
- 1.2: Innovate curriculum and course offerings to support student equity and completion.
- 1.3: Expand and align support services and resources in conjunction with student pathways.



SBCCD STRATEGIC PLAN 2022-2027 GOALS



Goal 2: Institutionalize DEI-A

Be a diverse, equitable, inclusive, and anti-racist institution.

Strategic Directions 2022-2027

DSO Plan

- 2.1: Develop a diverse SBCCD workforce of individuals who are culturally competent; understand the communities they serve; honor equity, inclusivity, and anti-racism; and are supported with ongoing professional development.

CHC Plan

- 2.1: Engage in practices that prioritize and promote inclusivity, equity, anti-racism, and human sustainability.
- 2.2: Increase student success & equity.

SBVC Plan

- 2.1: Utilize quantitative and qualitative data to understand our students' lived experiences and better support them towards their goals.
- 2.2: Create relationships with the Black and African American community.
- 2.3: Create and sustain sense of belonging for all College and community stakeholders.



SBCCD STRATEGIC PLAN 2022-2027 GOALS



Goal 3: Regional Leadership

Be a leader and partner in addressing regional issues.

Strategic Directions 2022-2027

DSO Plan

- 3.1: Partner with business, industry, and community organizations to create education and training that leads to employment of SBCCD students and advancement in the workplace.
- 3.2: Institutionalize a commitment to cultivating leadership skills within the District by providing professional development that expands SBCCD's ability to influence economic, educational, and sustainability initiatives in the region, state, and country.
- 3.3: Work with municipal, regional, state, and federal representatives in a unified effort to ensure that educational and employment needs of the region are understood, articulated, and advocated for funding.

CHC Plan

- 3.1: Develop a campus culture that engages students, employees, and the broader community.

SBVC Plan

- 3.1: Connect students to regional and community opportunities.



SBCCD STRATEGIC PLAN 2022-2027 GOALS



Goal 4: Fiscal Accountability

Ensure SBCCD's fiscal accountability/sustainability.

Strategic Directions 2022-2027

DSO Plan

4.1: Maximize the acquisition, investment, management, and sustainability of SBCCD funds, facilities, systems, and technologies; support ongoing innovation and user training to ensure District viability, fiscal accountability, and reduced student costs.

CHC Plan

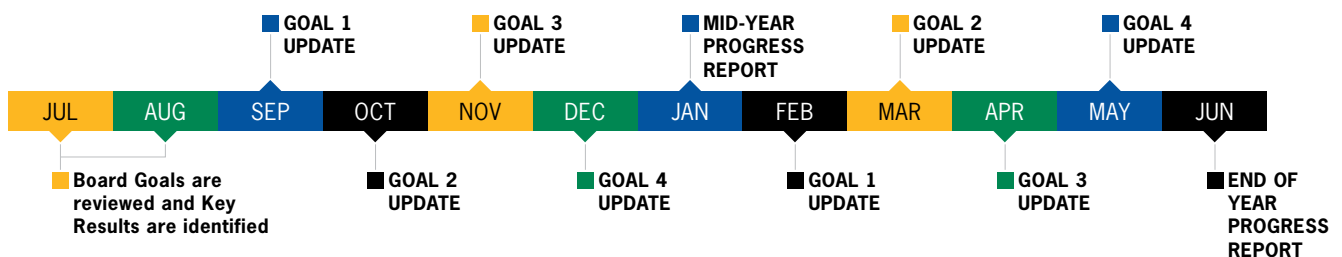
4.1: Foster and support inquiry, accountability, and campus sustainability.

SBVC Plan

4.1: Ensure sustainability through fiscal accountability.

Timeline

SBCCD Board of Trustees will continue to follow the timeline below to stay informed on the District's progress in reaching its goals.





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