



San Bernardino Community College District  
DISTRICT BUDGET ADVISORY COMMITTEE  
May 15, 2025  
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. Confirmation of Quorum**

### **III. Approval of the Minutes**

A. 01/16/2025

B. 02/20/2025

### **IV. Current Topics**

A. 2024-25 Self-Evaluation Summary Report

B. 2025-26 Tentative Budget

### **V. Next Meeting Date & Adjournment**

The next meeting is scheduled for July 17, 2025, 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 – January 16, 2025, 2:00 p.m.

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### I. Welcome & Introductions

*Jose F. Torres, Executive Vice Chancellor, brought the meeting to order shortly after 2:00 p.m.*

### II. Approval of Minutes

#### A. Confirm a Quorum

*Quorum was confirmed.*

#### B. 11/21/2024

*Keith Bacon made a motion to approve the minutes of 11/21/2024 which Cynthia St. Jean seconded. The motion was approved by a majority.*

*Abstentions: Yendis Battle, Anthony Castro, Earnest Guillen, and Bethany Tasaka*

### III. Current Topics

#### A. Joint Analysis Governor's January Budget

*Jose shared details of the Governor's January Budget and presented the SBCCD budget process to the committee. Jose explained the Student Center Formula and how it relates to the allocation of funds. Jose also went over the budget cycle, where SBCCD is in the cycle and what is needed from staff to complete the budget. Discussion took place with questions and comments addressed.*

### IV. Next Meeting Date & Adjournment

*The meeting adjourned at 2:50 p.m. The next meeting is scheduled for Thursday, February 20 at 2:00 p.m.*



District Budget Advisory Committee (DBAC)

## Meeting Minutes – January 16, 2025, 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	Executive Vice Chancellor, Chair	Jose Torres	<i>present</i>
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	<i>present</i>
6	Director of Fiscal Services	Jorge Andrade	<i>present</i>
7	Executive Director, Business & Fiscal	Steve Sutorus	<i>present</i>
8	Chief Technology Officer	Luke Bixler	<i>present</i>
9	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Meridyth McLaren	
10	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Kenneth George	<i>present</i>
11	Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Andrea Hecht	<i>present</i>
12	Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	Anthony Castro	<i>present</i>
13	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	<i>present</i>
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	<i>present</i>
17	Black Faculty & Staff Association	Patrice Hollis	
18	Latino Faculty, Staff, & Administrators Association	Aida Gil	<i>present</i>
19	CTA (appointed by CTA)	Nick Reichert	<i>present</i>



District Budget Advisory Committee (DBAC)

## Meeting Minutes – January 16, 2025, 2:00 p.m.

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20	CSEA Treasurer (appointed by CSEA)	Yendis Battle	<i>present</i>
21	Classified, DSO (appointed by CSEA)	Ernest Guillen	<i>present</i>
22	Management Association	Stephanie Lewis	<i>present</i>
23	Confidential Group	Cyndie St. Jean	<i>present</i>
24	Police Officer's Association	Aaron Tang	
25	Asian Pacific Islanders Association	Bethany Tasaka	<i>present</i>

Guests:

Shari Blackwell

Joanna Oxendine

Anthony Papa

Unapproved



District Budget Advisory Committee (DBAC)

## Meeting Minutes – February 20, 2025, 2:00 p.m.

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### I. Welcome & Introductions

*Steven J. Sutorus, Executive Director of Business & Fiscal, brought the meeting to order shortly after 2:00 p.m.*

### II. Approval of Minutes

#### A. Confirm a Quorum

*Quorum was not confirmed.*

#### B. 01/16/2025

*Minutes tabled until next meeting due to not meeting quorum.*

### III. Current Topics

#### A. 2025-26 District Support Operations (DSO) Unrestricted General Fund Budget

*Jorge Andrade, Director of Fiscal Services, shared details of the 2025-26 District Support Operations (DSO) Unrestricted General Fund Budget. Jorge gave an overview of the budget process and explained the current budget amounts vs last year's numbers. Discussion took place with questions and comments addressed.*

### IV. Next Meeting Date & Adjournment

*The meeting adjourned at 2:45 p.m. The next meeting is scheduled for Thursday, March 20 at 2:00 p.m.*



## District Budget Advisory Committee (DBAC)

## Meeting Minutes – February 20, 2025, 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.

<b>yes</b>	1) 50% + one of appointed voting members (not 50% of members plus vacancies).		
<b>no</b>	2) One faculty member from each campus		
<b>yes</b>	3) Two persons from each site (CHC, SBVC, DSO)		
<b>yes</b>	4) Three of four constituent groups represented (faculty, classified, student, management)		
1	Executive Vice Chancellor, Chair	Jose Torres	1
2	Management, CHC (appointed by college president	Kevin Horan	1
3	Management, SBVC (appointed by college president	Gil Contreras	1 <i>present</i>
4	VP, Admin Services, CHC	Mike Strong	1 <i>present</i>
5	VP, Admin Services, SBVC	Keith Bacon	1
6	Director of Fiscal Services	Jorge Andrade	1 <i>present</i>
7	Executive Director, Business & Fiscal	Steve Sutorus	1 <i>present</i>
8	Chief Technology Officer	Luke Bixler	1 <i>present</i>
9	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Meridyth McLaren	1
10	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Kenneth George	1
11	Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Andrea Hecht	1 <i>present</i>
12	Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	Anthony Castro	1 <i>present</i>
13	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	1 <i>present</i>
14	Classified, SBVC (appointed by Classified Senate President)	Jonathan Flaa	1 <i>present</i>
15	ASG President or designee, CHC	Vacant	0
16	ASG President or designee, SBVC	Nelva Ruiz-Martinez   Dyami Ruiz-Martinez	1
17	Black Faculty & Staff Association	Patrice Hollis	1 <i>present</i>
18	Latino Faculty, Staff, & Administrators Association	Aida Gil	1
19	CTA (appointed by CTA)	Nick Reichert	1 <i>present</i>
20	CSEA Treasurer (appointed by CSEA)	Yendis Battle	1 <i>present</i>

Raquel Perez, Recorder



District Budget Advisory Committee (DBAC)

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21	Classified, DSO (appointed by CSEA)	Ernest Guillen	1	<i>present</i>
22	Management Association	Stephanie Lewis	1	<i>present</i>
23	Confidential Group	Cyndie St. Jean	1	<i>present</i>
24	Police Officer's Association	Aaron Tang	1	
25	Asian Pacific Islanders Association	Bethany Tasaka	1	

Guests:

Shari Blackwell

Unapproved





## Research, Planning, and Institutional Effectiveness

550 E. Hospitality Ln, 2nd Floor  
San Bernardino, CA 92408  
[www.sbccd.edu](http://www.sbccd.edu)

### District Budget Advisory Committee Self-Evaluation, 2024 -2025

The District Budget Advisory Committee surveyed its members on the effectiveness of functions and activities of the Committee. Eight Committee members, of 25, responded, representing a response rate of 32.0%.

#### Q1 - How long have you served on this committee?

Item #	Answer Choice	Percent	Count
1	Less than a year	50.00%	4
2	1-2	25.00%	2
3	3-4	12.50%	1
4	5 or more years	12.50%	1
<b>Total</b>		<b>100%</b>	<b>8</b>

**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	Valid Response Range (Min – Max)	Mean*	Count of Valid Responses (Non-N/A)	Count of "Don't know / N/A" Responses
2a	The focus of the committee is clearly defined.	2-5	4.13	8	-
2b	The committee understands its relationship to the [District/College] mission.	3-5	4.29	7	1
2c	The committee achieves its stated priorities each year.	3-5	4.17	6	2
2d	The committee stays abreast of the work being done by the subcommittees it oversees.	2-5	4.00	8	-
2e	The committee reviews progress on its goals.	2-5	4.13	8	-
2f	The workload for committee members outside of the meeting time is manageable.	3-5	4.14	7	1
2g	I understand the interconnectedness of the committee to other institutional committees.	2-5	4.00	7	1
2h	The committee coordinates with other committees on mutual projects, where applicable.	3-5	4.33	6	2
2i	The committee utilizes data in its decision making.	4-5	4.50	8	-
2j	The committee conducts regular evaluation of the committee's effectiveness.	2-5	4.00	7	1
2k	The committee has a track record of supporting innovation.	2-5	4.14	7	1
2l	The membership list is up to date.	4-5	4.67	6	2
2m	Agenda and minutes are readily available online.	4-5	4.75	8	-
2n	The website is updated/current.	3-5	4.57	7	1

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

The "Don't Know or N/A" responses are excluded from the mean.

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.	0.00%	0	12.50%	1	0.00%	0	50.00%	4	37.50%	3	0.00%	0	8
2b. The committee understands its relationship to the [District/College] mission.	0.00%	0	0.00%	0	12.50%	1	37.50%	3	37.50%	3	12.50%	1	8
2c. The committee achieves its stated priorities each year.	0.00%	0	0.00%	0	25.00%	2	12.50%	1	37.50%	3	25.00%	2	8
2d. The committee stays abreast of the work being done by the subcommittees it oversees.	0.00%	0	12.50%	1	12.50%	1	37.50%	3	37.50%	3	0.00%	0	8
2e. The committee reviews progress on its goals.	0.00%	0	12.50%	1	0.00%	0	50.00%	4	37.50%	3	0.00%	0	8
2f. The workload for committee members outside of the meeting time is manageable.	0.00%	0	0.00%	0	12.50%	1	50.00%	4	25.00%	2	12.50%	1	8
2g. I understand the interconnectedness of the committee to other institutional committees.	0.00%	0	12.50%	1	12.50%	1	25.00%	2	37.50%	3	12.50%	1	8
2h. The committee coordinates with other committees on mutual projects, where applicable.	0.00%	0	0.00%	0	12.50%	1	25.00%	2	37.50%	3	25.00%	2	8
2i. The committee utilizes data in its decision making.	0.00%	0	0.00%	0	0.00%	0	50.00%	4	50.00%	4	0.00%	0	8
2j. The committee conducts regular evaluation of the committee's effectiveness.	0.00%	0	12.50%	1	12.50%	1	25.00%	2	37.50%	3	12.50%	1	8
2k. The committee has a track record of supporting innovation.	0.00%	0	12.50%	1	0.00%	0	37.50%	3	37.50%	3	12.50%	1	8
2l. The membership list is up to date.	0.00%	0	0.00%	0	0.00%	0	25.00%	2	50.00%	4	25.00%	2	8
2m. Agenda and minutes are readily available online.	0.00%	0	0.00%	0	0.00%	0	25.00%	2	75.00%	6	0.00%	0	8
2n. The website is updated/current.	0.00%	0	0.00%	0	12.50%	1	12.50%	1	62.50%	5	12.50%	1	8

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

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Regularly reviewing priorities and taking feedback from members.

Presentations by XXXXXXXXX and they answer everyone's questions.

Regular updates in the meetings.

**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.**

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Members should review all provided materials in advance and ask clarifying questions as needed.

**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	Valid Response Range (Min – Max)	Mean*	Count of Valid Responses (Non-N/A)	Count of "Don't know / N/A" Responses
5a	A week's advance notice on the agenda is enough time for me to prepare for the meeting.	4-5	4.50	8	-
5b	I receive adequate notice about meeting dates.	4-5	4.63	8	-
5c	I receive adequate notice of meeting agendas.	4-5	4.75	8	-
5d	Meeting materials are provided in advance of the meetings.	4-5	4.75	8	-
5e	I know where to find/review meeting materials.	4-5	4.75	8	-
5f	Draft meeting minutes are regularly posted following each meeting.	4-5	4.60	5	3
5g	I have appropriate context and backup information to fully participate.	2-5	4.00	8	-
5h	I come prepared to effectively discuss the agenda items.	4-5	4.57	7	1
5i	Most committee members come prepared to effectively discuss the agenda items.	2-5	3.88	8	-
5j	There is sufficient and consistent attendance by committee members to facilitate effective discussions.	2-5	4.14	7	1
5k	The committee is effective in its work to meet stated goals.	3-5	4.33	6	2
5l	The committee is willing to review its effectiveness, making changes as needed.	3-5	4.50	6	2

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

The "Don't Know or N/A" responses are excluded from the mean.

Question	Strongly disagree (1)		Disagree (2)		Neither agree nor disagree (3)		Agree (4)		Strongly agree (5)		Don't Know/NA		Total
5a. A week's advance notice on the agenda is enough time for me to prepare for the meeting.	0.00%	0	0.00%	0	0.00%	0	50.00%	4	50.00%	4	0.00%	0	8
5b. I receive adequate notice about meeting dates.	0.00%	0	0.00%	0	0.00%	0	37.50%	3	62.50%	5	0.00%	0	8
5c. I receive adequate notice of meeting agendas.	0.00%	0	0.00%	0	0.00%	0	25.00%	2	75.00%	6	0.00%	0	8
5d. Meeting materials are provided in advance of the meetings.	0.00%	0	0.00%	0	0.00%	0	25.00%	2	75.00%	6	0.00%	0	8
5e. I know where to find/review meeting materials.	0.00%	0	0.00%	0	0.00%	0	25.00%	2	75.00%	6	0.00%	0	8
5f. Draft meeting minutes are regularly posted following each meeting.	0.00%	0	0.00%	0	0.00%	0	25.00%	2	37.50%	3	37.50%	3	8
5g. I have appropriate context and backup information to fully participate.	0.00%	0	25.00%	2	0.00%	0	25.00%	2	50.00%	4	0.00%	0	8
5h. I come prepared to effectively discuss the agenda items.	0.00%	0	0.00%	0	0.00%	0	37.50%	3	50.00%	4	12.50%	1	8
5i. Most committee members come prepared to effectively discuss the agenda items.	0.00%	0	25.00%	2	0.00%	0	37.50%	3	37.50%	3	0.00%	0	8
5j. There is sufficient and consistent attendance by committee members to facilitate effective discussions.	0.00%	0	12.50%	1	0.00%	0	37.50%	3	37.50%	3	12.50%	1	8
5k. The committee is effective in its work to meet stated goals.	0.00%	0	0.00%	0	12.50%	1	25.00%	2	37.50%	3	25.00%	2	8
5l. The committee is willing to review its effectiveness, making changes as needed.	0.00%	0	0.00%	0	12.50%	1	12.50%	1	50.00%	4	25.00%	2	8

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

Item #	Answer Choice	Percent	Count
1	Too few	0.00%	0
2	Just right	87.50%	7
3	Too many	12.50%	1
4	Other	0.00%	0
Total		100%	8

Other (please specify):



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

Item #	Answer Choice	Percent	Count
1	Too short	0.00%	0
2	Just right	100.00%	8
3	Too long	0.00%	0
4	Other (please specify)	0.00%	0
Total		100%	8

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.	27.27%	3
2	Report out (written or oral) at [District/College] meetings	36.36%	4
3	Report out (written or oral) at Academic or Classified Senate meeting	9.09%	1
4	Other (please specify)	27.27%	3
Total		100%	11

Note: The total count represents the number of answer selections, not distinct respondents due to "Mark all that apply."

Other (please specify):

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Affinity Groups.

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Black Faculty Staff & Association.

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I email my constituency group - we do not have regular meetings.

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

Item #	Question	Valid Response Range (Min – Max)	Mean*	Count of Valid Responses (Non-N/A)	Count of "Don't know / N/A" Responses
1	Please evaluate how effective you believe you are at communicating the work of the District Budget Advisory Committee	1 - 4	2.71	7	-

The “Don’t Know or N/A” responses are excluded from the mean.

Item #	Answer Choice	Percent	Count
1	Not effective	28.57%	2
2	Somewhat effective	0.00%	0
3	Effective	42.86%	3
4	Very effective	28.57%	2
5	Don’t know	0.00%	0
	Total	100%	7

**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	36.36%	4
2	Informal conversations	36.36%	4
3	Email	27.27%	3
4	Other (please specify)	0.00%	0
Total		100%	11

Note: The total count represents the number of answer selections, not distinct respondents due to "Mark all that apply."

**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.**

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No additional assistance needed.

None.

**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)	23.08%	3
2	Govenda	15.38%	2
3	Institutional effectiveness	23.08%	3
4	Data interpretation	15.38%	2
5	Cultural diversity	15.38%	2
6	Other (please specify)	7.69%	1
Total		100%	13

Note: The total count represents the number of answer selections, not distinct respondents due to "Mark all that apply."

Other (please specify):

None.

**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	25.00%	3
2	Filling a rotating membership role on the committee	8.33%	1
3	Interested in the topics/focus of the committee	33.33%	4
4	Offering technical expertise to the topics/focus of the committee	8.33%	1
5	Interested in learning more about the committee topics/focus	8.33%	1
6	Seeking to make connections to other departments/areas	8.33%	1
7	Other (please specify)	8.33%	1
Total		100%	12

Note: The total count represents the number of answer selections, not distinct respondents due to "Mark all that apply."

Other (please specify):

Requirement due to position.

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

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Great meetings, strong leadership, timely information.

The committee appears to be engaged in the budget process which allows for more appropriate feedback.

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**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 or changed to help the committee to be more effective.**

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Meetings are well structured to provide a good foundation for members with diverse levels of budget knowledge.

None.

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