



San Bernardino Community College District
DISTRICT BUDGET ADVISORY COMMITTEE
August 21, 2025
2:00 pm-3:00 pm Pacific Time

MEETING AGENDA

District Budget Advisory Committee (DBAC)

Via Zoom: <https://sbccd-edu.zoom.us/j/81308005738>

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

C. 05/15/2025

IV. Current Topics

A. 2025-26 Budget

V. Next Meeting Date & Adjournment

The next meeting is scheduled for September 18, 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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yes	1) 50% + one of appointed voting members (not 50% of members plus vacancies).			
no	2) One faculty member from each campus			
yes	3) Two persons from each site (CHC, SBVC, DSO)			
yes	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)

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

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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



District Budget Advisory Committee (DBAC)

Meeting Minutes – May 15, 2025, 2:00 p.m.

Page 1 of 3

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 not confirmed.

B. 01/16/2025

C. 02/20/2025

Minutes tabled until next meeting due to not meeting quorum.

III. Current Topics

A. 2024-25 Self-Evaluation Summary Report

Jose F. Torres gave an overview of the results to the 2024-25 DBAC self-evaluation report that included committee reviews of the progress, goals and accomplishments of the committee.

B. 2025-26 Tentative Budget

Jose F. Torres shared details of the 2025-26 Tentative Budget and the Governor's May Revision to the California Budget.

IV. Next Meeting Date & Adjournment

The meeting adjourned at 2:45 p.m. The next meeting is scheduled for Thursday, July 17 at 2:00 p.m.



District Budget Advisory Committee (DBAC)

Meeting Minutes – May 15, 2025, 2:00 p.m.

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<i>yes</i>	4) Three of four constituent groups represented (faculty, classified, student, management)					
1	Executive Vice Chancellor, Chair	Jose Torres	DSO	MAN	1	<i>present</i>
2	Management, CHC (appointed by college president	Kevin Horan	CHC	MAN	1	<i>present</i>
3	Management, SBVC (appointed by college president	Gil Contreras	SBVC	MAN	1	
4	VP, Admin Services, CHC	Mike Strong	CHC	MAN	1	<i>present</i>
5	VP, Admin Services, SBVC	Keith Bacon	SBVC	MAN	1	
6	Director of Fiscal Services	Jorge Andrade	DSO	MAN	1	<i>present</i>
7	Executive Director, Business & Fiscal	Steve Sutorus	DSO	MAN	1	<i>present</i>
8	Chief Technology Officer	Luke Bixler	DSO	MAN	1	<i>present</i>
9	Faculty, CHC (1 of 2) (appointed by Academic Senate President)	Meridyth McLaren	CHC	FAC	1	
10	Faculty, CHC (2 of 2) (appointed by Academic Senate President)	Kenneth George	CHC	FAC	1	<i>present</i>
11	Faculty, SBVC (1 of 2) (appointed by Academic Senate President)	Andrea Hecht	SBVC	FAC	1	
12	Faculty, SBVC (2 of 2) (appointed by Academic Senate President)	Anthony Castro	SBVC	FAC	1	
13	Classified, CHC (appointed by Classified Senate President)	Karen Peterson	CHC	CLA	1	<i>present</i>
14	Classified, SBVC (appointed by Classified Senate President)	Jonathan Flaa	SBVC	CLA	1	<i>present</i>
15	ASG President or designee, CHC	Vacant	CHC	STU	0	



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16	ASG President or designee, SBVC	Nelva Ruiz-Martinez Dyami Ruiz-Martinez	SBVC	STU	1	
17	Black Faculty & Staff Association	Patrice Hollis	SBVC	CLA	1	
18	Latino Faculty, Staff, & Administrators Association	Aida Gil	SBVC	CLA	1	
19	CTA (appointed by CTA)	Nick Reichert	SBVC	FAC	1	<i>present</i>
20	CSEA Treasurer (appointed by CSEA)	Yendis Battle	DSO	CLA	1	
21	Classified, DSO (appointed by CSEA)	Ernest Guillen	SBVC	CLA	1	
22	Management Association	Stephanie Lewis	SBVC	MAN	1	<i>present</i>
23	Confidential Group	Cyndie St. Jean	CHC	CON	1	<i>present</i>
24	Police Officer's Association	Aaron Tang	DSO	POA	1	
25	Asian Pacific Islanders Association	Bethany Tasaka	SBVC	MAN	1	
					24	
						12

Guest

Shari Blackwell

Laura Van Genderen