

**College Budget Committee
Meeting Minutes
Wednesday, September 27, 2017
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2):

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Jack Baker, Teck Ky, Brian Gott, Nancy Lin, RJ Ruppenthal

Management: Eugenio Canoy, Mani Dickerson

Ex Officio: Andrea Alexander, Kathy Tran

Guests: Janice Assadi

Call to order. Chair Eugenio Canoy called the meeting to order at 3:15pm.

I. Agenda

a. Addition/Deletion: None

b. Approval of Agenda: All voted yes.

II. Minutes.

a. Approval of Meeting Minutes: deferred.

III. Public Comments. None

IV. Announcements

a. Adopted Budget Report – Kathy Tran went over the consolidated adopted budget for 17/18 FY from 9/12 board meeting. Total budget requirements for the entire district is \$110,149,623. The FY 16/17 budget actuals may change since we are being audited. For EVC we are expected to spend 40.2M for FY17/18. All of the budget information will be posted in SharePoint, where all CBC members can have shared access. District wide we spent over 108.7M for FY16/17 as of to date. We only have a very small percentage of revenue for the college, which is international student fees. The revenue for the entire district is through property tax revenue. As for reserve ending balance, we have 15.5M as of 6/30/17. The adopted budget has taken into account COLA factor for CSEA and MSC. The AFT COLA is still pending board approval.

Districtwide for 17/18, federal grant total is 5.1M. State grants: some are categorical, some are normal grants and local grants. Total state grants are 33.2M, and local grant is 107,853. Total grant (federal, state, local) districtwide is 38.5M. Grants are not included in the general fund adopted budget bottom line. For EVC, we expect to get 2.3M from federal, 10.6M from state, and 61,000 from local. We also got 2M in Innovation grant from the state, which the board just approved after the adopted budget was completed. EVC and SJCC played a part in it and will have these allocated through third party contract. All of these grants have restrictions (dos and don'ts, criteria, and mangers of the grant). Dean Mani Dickerson will be overseeing a lot of the CTEs and the Innovation grant and collaboration in Perkins. Many of the grants are allocated to different deans depending on the allowable provisions of the grant, whether they are for CTEs,

instructional, or student services. Business Services is paying close attention to the grants because yearly allocation of the state grant must be spent or be sent back. As for MAAS, we are still participating in this program, but we don't put it in the budget due to its fluctuation of the revenue and our participation. It's not in fund 10 and it's not included in the general budget. It is for discretionary spending (supplies) when the money is received. It goes to Health Services and a portion goes to the participating departments. Currently we are receiving the money from two years ago based on our participation in the program then, according to Janice Assadi. Any COLA/salaries increase for categoricals (fund 17) has to be augmented by fund 10 via fund transfer.

The Innovation grant is supposed to support dual enrollment initiative in partnership with other entities, according to Dean Mani Dickerson.

b. New members introduction: RJ Ruppenthal, faculty for Paralegal Studies, Mayra Garcia, classified staff for the Enlace program, Mani Dickerson: interim dean of Business and Workforce Development.

b. Resource Allocation Model Update – Andrea Alexander

The RAM Task Group came up with a simulation called 7AA, which gives each college a base allocation of 20M, 4.5M for program performance, and 5M for Innovation. After that all money will be divided on revenue, FTES, meaning EVC will get about 41M, based on 3 year average in FTES, 500k to 1M more than what we get now. San Jose City will get 1M less than current allocation. There is no formula particulars for Innovation performance right now.

We have not yet come to a consensus to adopt this model. It was not well received from our counterpart at SJCC at the last meeting 2 weeks ago. The next meeting for this committee is next Friday 9/29. We will adopt a voting procedure for this at the next meeting. The Academic Senates (EVC, SJCC) have to agree on this.

On the committee, there are 2 Academic Senate votes, 1 Classified vote, 2 MSC votes.

Of the 27M allocation for the district, we cannot really strip down because we still need basic services from the district. As FTES increases, we use their services more.

c. College Budget Hearing Request Update – Eugenio Canoy

Eugenio put the summary list of requests from the college hearing late last Spring on SharePoint for members to access. The total amount of all requests is approximately 1M. We will review and go through the list and make recommendations. We can determine which project can be funded by the district (through bonds, etc.) and which is fund 10. By the time funding is approved (which is not known yet), some of these requests may have been stale/out of date and may need to be re-visited for consideration.

Kathy said that we have received no communication from the district office regarding funding for the one time list of requests. For now we will wait until we receive funding.

V. Action Items: none

VII. Adjournment: Meeting adjourned at 4:25pm.

**College Budget Committee
Meeting Minutes
Wednesday, October 11, 2017
SC Room 233 - 3:00pm – 4pm**

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Teck Ky, Nancy Lin, Jack Baker, Brian Gott, RJ Ruppenthal

Management: Eugenio Canoy, Maniphone Dickerson

Ex Officio: Kathy Tran

Call to Order. Eugenio called the meeting to order at 3:05pm.

I. Agenda:

a. Addition: Jack moved to add Election of Chair to the agenda.

b. Approval of Agenda: motion approved by all members.

II. Approval of Minutes on 9/27/17. Approved by all members.

III. Public Comments. None

IV. Reports:

a. College Council Budget Hearing Update – Eugenio reported to the College Council regarding last year budget requests for 16/17 and got funded for 500k. The hearing for 17/18 budget requests was conducted in Spring 2017. We don't know if we will get funded for these requests. Eugenio updated that Biology requests (under 60k?) from Spring 2017 was submitted by former dean Michael Highers under Chemistry. The annual process of submitting requests is ongoing even if we don't know when and how much we will get. One recommendation is that we follow up with program review, asking those programs that received funding from last year to submit their success data (how much they improved their program, etc.) and fill out on the same original template regarding how much was approved and how they used the money.

b. Budget Quarterly Report – Kathy Tran : the report is not ready yet until Oct 26 (for July 1 – Sept 30). At the next meeting she will present the report for funds 10, 17 and cover fund 18 (health fee) as Janice Assadi had questions last time. Last year budget 16/17 actuals may change once the auditors complete their audit. Our latest quarter ending 9/30/17 is supposed to have spent 25% of the total budget. In response to question why adjunct salaries went down from tentative to actual budget, Kathy explained that some of adjunct salaries was re-directed to another fund within the salaries account to cover the salaries expenses. They stay within the same budget category as they are re-directed.

c. SJECCD Strategic Goal: Eugenio distributed a handout from VC Smith for Strategic Priority #3 (Organizational Effectiveness and Sustainability) from a retreat at the Hayes mansion. The allocation model did not actually flow through the college. Now we have R.A.M. task group being put together to come up with a model and budget plan.

V. Discussion Items.

a. Membership and Charge of the Committee. Eugenio asked members to read the handouts regarding CBC charge and membership. He said that these handouts will be uploaded on SharePoint. Some members said that they cannot access SharePoint or documents in it. Eugenio will provide some training for members on how to access the SharePoint folder and documents in future meetings.

b. Annual Budget Cycle Timeline. This is what CBC had worked on last year. Eugenio reminds members to review the timeline as we are a planning committee. Kathy said that the business office follows DBC timeline as they submit their final report to DBC and then to VC Smith before it's going to the board. VC Smith goes over the final report with the District Budget Committee (DBC). So the report timeline depends on the DBC timeline and their meeting schedule. Bob Brown (from EVC) was DBC member, but he has resigned. DBC meets on the fourth Thursday of the month from 3-5pm.

c. Developing Campus Budget – Eugenio distributed handouts “Best Practices in Community College Budgeting” to all members. He encouraged members to read the packet. It was distributed once two years ago to the CBC. We should have a process moving forward in developing the campus budget.

d. Committee Goals for 2017-18: handouts were distributed to all members. This is a template to evaluate CBC. Eugenio had uploaded last year's evaluation of CBC to SharePoint. All committees are being asked to evaluate themselves.

VI. Action Items: Election of Chair.

Jack Baker nominated Eugenio Canoy to be Chair of the CBC. Motion was seconded by RJ Ruppenthal. All members voted in favor.

VII. Adjournment: meeting adjourned at 4pm.

**College Budget Committee
Meeting Minutes
Wednesday, October 25, 2017**

Membership Present:

Associated Students (2): A.S. V.P of Finance Jose Denton

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Jack Baker, Teck Ky, Brian Gott, Nancy Lin, RJ Ruppenthal

Management: Eugenio Canoy, Mani Dickerson

Ex Officio:

Call to order. Chair Eugenio Canoy called the meeting to order.

I. Agenda

a. Addition/Deletion: None

b. Approval of Agenda: All voted yes.

II. Minutes.

a. Approval of Meeting Minutes: 10/11/17 minutes approved.

III. Public Comments. None

IV. Announcements

Next campus forum is on December 6. The Strategic Planning session will be on Oct 26 in Gullo II (12-1:30pm, 2-3:30pm).

V. Reports: RAM Update – VP Andrea Alexander. Eugenio has stopped attending RAM update meeting since he did not have a vote. Jack added that they reformulated the RAM committee with formal voting members and co-chairs. They (SJCC) have looked at one model and their biggest concern is FTES. Eugenio said that our FTES has gone up while SJCC has gone down. They try to use CTEs as a formula to get more funding. Each college has about 35M while the district has 27M in their budget.

VI. Discussion Items:

a. Annual Budget Cycle Timeline (Old Business). Eugenio and Kathy will work on the budget timeline with regards to the district budget calendar. Eugenio discussed the need to have a spreadsheet detailing funding source for staffing. Another expense that needs attention is printing expenses. He mentioned that there were instances where faculty made too many copies, exceeding the allocation limit. It could also be a copyright issue since some faculty have made copies of textbook materials for students.

b. Developing Campus Budget (Old Business). Jack suggested that we ask the College Council for direction as to how deep we are to dig into this budget process. Eugenio said he would speak to the College Council. As for the R.A.M. process, this may go into the following year before we actually adopt a model.

c. Committee Goals – 2017-18 (Old Business) Eugenio asked members to look at the Goals set for 17/18 for next meeting. Strategic Goals and Initiatives: By Fall 2018 we will submit RAM process to the College Council for program review. We need to establish goals for 2017-18 for the CBC.

d. SharePoint Demonstration: Eugenio and Maniphone did a demo on SharePoint for members. All CBC documents are posted in the EVC / College Budget Committee Folder. He asked members to try to access the folder from Office 365 Employee email on the web, look for EVC folder to access College Budget Committee folder.

e. One-Time Funding – Proposal. We don't know how much or when we will receive the funding.

Eugenio and VP Alexander recommended that we approve 100k for one time budget requests (instructional technology) from the budget hearing, and 100k for technology requests, based on program review. The CTC (Campus Technology Committee) also receives requests for technology items. We have bond funding (measure G) which can be used for Technology requests. This brings up a suggestion from members that we (CBC) defer all technology requests to the CTC, which will reduce our workload of budget requests. RJ mentioned that the CTC should make sure that they look at program review, conduct assessment of technology resources when considering those requests.

Another aspect of budget funding is that we do receive grants as a college. Do we (as a committee) want to get involved in grants, one member asked. Eugenio suggested that Moni do a report on grants since her division is receiving several grants for the Business and Workforce/CTE programs. Moni mentioned that her division receives VTEA (which can be tapped into by Nursing), Silicon Valley Grant fund, Perkins, etc. She agreed to make a presentation on Perkins, Strong Workforce grants and VTEA grants at the next meeting.

We have not ranked the requests since the hearing in May this year. Eugenio has uploaded all documents on the SharePoint folder for CBC members to access.

VII. Adjournment: Meeting adjourned at 4:35pm.

**College Budget Committee
Meeting Minutes
Wednesday, November 08, 2017
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Mayra Garcia,

Faculty: (8) Nancy Lin, Jack Baker, Brian Gott, RJ Ruppenthal

Management: Eugenio Canoy, Maniphone Dickerson

Ex Officio: VPAS Andrea Alexander

Call to Order. Eugenio called the meeting to order.

I. Agenda:

a. Addition/Deletion: None

b. Approval of Agenda: motion approved by all members.

II. Approval of Minutes on 10/25/17. Approved as corrected.

III. Public Comments. None

IV. Recognitions and Announcements:

a. Health Services – Flu Shots: Eugenio: Flu shots are available at Student Health Services for \$2/person.

b. District Budget Committee Meeting – will be held at 3-5pm on 11/16/17 in LETC Mishra Room.

V. Reports:

A. RAM Update - VP Alexander said the group may not meet until Dec 1 and there was no new update since the last update.

B. Quaterly Report: VP Alexander: the Board adopted the budget on 9/14. Kathy did a report in September after the adoption. The report this time covers the update since the adoption to September 30, a difference of two weeks. The only difference is in the monthly salaries and COLA with a 2M deficit in the fund balance (reserve). Reserve balance is projected to 13.4M. Our expected expense is about 110.7M by 6/30/18. This may change as we are two weeks into the adopted budget. EVC is projected to spend 41M (mostly in salaries) for the whole year, 165K in supplies. Fund 10 has about 40.9M to operate the college (of which 95% is in salaries). Property tax comes after we negotiate the salaries. If the tax revenue is below projections, the reserve balance has to be tapped to make up the difference for 1.5% COLA. If it's above projections, the extra goes to the fund balance.

The difference between fund 10 and fund 17:

Fund 10: to open and operate the college, mostly in salaries, to make the college function, (41M). This is the internal operating budget for the college, staff salaries and supplies (pens and pencils, etc.). Salaries in fund 10 cannot be moved to spend on supplies. We cannot hire anyone with one-time funding. Consultants are different because they are contractual, not employees.

Fund 17 (grants, categoricals from state and federal)/soft cost: is from grants to support the goal of educating students. So far only 3% of fund 17 has been spent as of 9/30. The fund has specific reporting structures to various levels of state, federal and local governments and spending has to meet requirements for the particular grants.

Question: How does it work for one time resources? We never hire anyone with onetime funding because it's not fair to the person. Contractual workers are term-limited, on a ICA (Independent Contractual Agreement). Another question: if we have one-time funding, how much should we fund requests? Andrea responded that it's contingent on how much we have and based on our ranking of requests. But the RAM (still pending update) could change all that.

c. Review of Grants (fund 17): Moni Dickerson:

Moni presented the various fund 17 grants: Silicon Valley High Tech, Innovation, Waste Water Treatment, Strong Workforce, SEASSE program, ESUHS Alliance, etc.

1) Strong Workforce Funding allocation for each district:

URL Link: For more information, go to: <http://doingwhatmatters.cccco.edu/Home.aspx>

Each year the college district receives 2.2M of 200M statewide for the grant. SJCC receives 1.2M of 2.2M, while EVC received 800k, because SJCC has higher FTES in CTE (62%), while EVC has higher FTES in transfers. This grant cannot go to the district, only to the colleges.

Each college has an administrator of the grant (CTE). For EVC it's the dean of Business and Workforce Development.

Strong Workforce programs to benefit from the grant include: Nursing, SSHAPE, Math & Science, Biotech/Biomedical.

This year the district receives 2.2M, which is to be allocated to the colleges.

Local share 2.2M (not yet allocated), and Regional Share 1.3M. (60% for EVC 685K, 40% SJCC 545K).

If faculty wants to create a new CTE, he has to go through an internal process via curriculum committee, and dean Dickerson will send him to the Bay Consortium. We have to demonstrate if there is a demand in Regional share for the program. We are considered a subset of Silicon Valley consortium, or a Bay Area consortium.

2)PERKINS, VTEA: these are seed money, provided once a year funding for three years. They cannot be used to supplant the program. By end of third year, it cannot be used to fund the same program. After three years, it's considered supplanting if the program continues to receive funding from these grants. PERKIN is to align high school with college enrollment. Dual enrollment is funded with PERKINS.

The Strong Workforce and PERKINS can be used together to fund a program that meets requirements. Moni cited an example of the cost of purchasing two cadavers, PERKINS funding half of the cost and the Strong Workforce funded the second half. In addition, if you are revising a course you may request Strong Workforce to fund.

3)SVETP: Silicon Valley Engineering Technology Pathway (SVETP): STEM core 80% : contextualizing with STEM program.

ESUHD/: East Side Union High School District: Dual enrollment partners: Overfelt HS, Santa Teresa, Independence. We also provide some bridge programs. Some ESUHD teachers teach here too. There are AB 280 (dual enrollment) and traditional enrollment.

VI. Discussion Items:

A. Committee Goals: (2017-18): Eugenio asked members to work on the goals for 17/18 on the form.

B. Annual Budget Cycle Timeline: he recommended we look at something similar to San Diego City College Resource Allocation.

C. One Time funding approval – Budget Hearing Requests:

<https://sjeccd.sharepoint.com/evc/evc-cbc>

i. Program Review Alignment: the requests have to align with program review and strategic planning. The department has to look at Total Cost of Ownership (the department has to be responsible for maintenance, etc.).

Our task is to rank the requests from 1 (highest priority) to 2 (high) to 3 (medium high). The requestors have to provide justifications as it relates to the program.

Make sure Program Review is submitted along with the requests.

RJ suggested that Moni go through the budget requests to see if these qualify to receive grant funding.

Moni said that by end of December send proposals to her (for Strong Workforce). As for the PERKINS, send the proposals to her by March.

ii. Technology Requests: . Measure G Bond 2010 for Instructional Technology: Cannot allow re-ordering of Department's items list.

VII. Adjournment: meeting adjourned at 5pm.

College Budget Committee
Meeting Minutes
Wednesday, February 14, 2018
SC Room 233 - 3:00pm – 5pm

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Jack Baker, Brian Gott, RJ Ruppenthal, Teck Ky, Nancy Lin

Management: Eugenio Canoy, Maniphone Dickerson, Tina Nguyen

Ex Officio: Interim Business Supervisor Saloshni Chand

Call to order.

I. Agenda: agenda approved.

II. Minutes: approval of minutes from 11/8/17 – deferred.

III. Public comments. None

IV. Recognition and announcements.

A. Interim Business Supervisor – Saloshni Chand

B. Director of Business Services.

V. Reports.

A. RAM Update – VP Alexander (?)

B. Quarterly Report. Saloshni Chand provided a summary of budget activities. Fund 10 is on track. Fund 17 categories burn rate is not up to where it's supposed to be. Many of these are grants with restrictions and guidelines as to how they are spent. Dean Dickerson went over some of the grants in her division. Her strategy is to spend funds that have earliest expiration date (PERKINS, for example). Block grant is managed by the VPAA (instructional supplies). Strong Workforce grant is still in the planning/proposal stages. Metro Ed Valley grant has to do with dual enrollment. T&I (Translation and Interpretation) is also funded under Business and Workforce grant. Dean Dickerson also mentioned that these are actuals. The encumbrances don't show up until actual invoices are entered in the system.

Suggestions for Business Office: on the next report for fund 17 we would like to put on the report the budget manager and expiration date for these grants.

VI. Discussion Items:

A. One Time Funding: 150K was funded for this year according to Eugenio. We have a list of budget requests from last year. We need to put in some criteria as to how these are prioritized. Some of the Technology requests could be funded by technology bond funding. We have to look at total cost of ownership (licensing/maintenance, on-going expenses). As of to date, Surveying (0957) was given \$17K from PERKINS for one time funding. Nursing (149,093.80) was funded by Strong Workforce grant. CADD was also funded by grant from Business and Workforce. These three requests are now removed from the list of requests.

Teck suggested that we look at Student Success/Learning Outcomes. Another consideration is that we may have another one time funding next year. The other criteria is that we have to look at how much

money we have versus what the requests are. The list could have changed/changes since last year, or the priorities may have shifted since then, or some may have been funded by other sources. We cannot pick and choose which has top priorities for a particular department. The constraint is that we have to spend this money by June 30; that is, items have to be received by June 30. Purchasing department needs to have sufficient lead time to process purchases. Jack suggested that we take a percentage of what they are asking and multiply that by 15.94% based on the amount we receive and crossing out three requests already funded by grants. The net total of requests is 863,976.49.

B.Action:

Motion to fully fund the lower amount requests: OASSIS, Math, Computer Science, ESL, English, Foreign Language and divide the balance based on a percentage of their requests. The total for those fully funded requests is \$12,272, leaving \$137,727.56 in the balance (from 150K). The percentage used for the remaining requests is 15.94% ($\$137,727.56 / \$863,976.49$). Use the 15.94% for larger amount requests. The rationale: smaller items are approved (below 3k) and larger items are approved with the percentage. Motion passed.

We will forward this motion to the college council.

RJ suggested that we establish some criteria in the future for budget requests. Program Review is part of this process. We did look at program review last year. We could ask the departments about the money that they received from last year one-time funding to report on outcomes and provide feedback to the budget committee.

C. EVC Bond List Revision update.

Eugenio has a revision list for technology items. We can get some of the technology money to use for some of the technology items.

VII. Adjournment: Meeting adjourned at 4:30pm. Next meeting is on February 28 at 3pm.

**College Budget Committee
Meeting Minutes
Wednesday, February 28, 2018
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Mayra Garcia, Angela Hamilton

Faculty: (8) Jack Baker, Brian Gott, RJ Ruppenthal, Teck Ky, Nancy Lin

Management: Eugenio Canoy, Maniphone Dickerson

Ex Officio: Antoinette Herrera

Guests: Brad Carothers, Lynette Apen (4pm),

Call to order.

I. Agenda: agenda approved.

II. Approval of Minutes: a) Minutes from 11/8/17: approved. B) Minutes from 2/14/18: approved as amended.

III. Public comments. None. Eugenio provided update on the CBC membership as follows: Ebonine Hopkins will replace Victor Garza, A.S. President is no longer on the committee, and Jose Denton (AS VP of Finance) is now the only student member.

IV. Recognition and announcements.

A. Mani announced that our president Aytch has been inducted to the Black Legend Hall of Silicon Valley. He received the Bank Gage Award for achievements and commitment to enhancing educational environment for all.

V. Reports.

A. R.A.M Update – Dean Antoine Herrera reported that the committee met last Friday trying to finalize the RAM model, to address the districtwide expenses and vote on what areas are paid under the districtwide category. Some example of districtwide services are those located at the Market street office: accounting, payroll, utilities, etc. There has been little progress in the committee so far, but she hoped that further discussion with both colleges will move it along and forward a recommended model to the chancellor by December of this year. She is the replacement for Lauren McKee on the RAM committee, with VC Doug Smith and Eric Narveson as co-chairs. They are looking at program reviews to make sure allocations are in alignment with program reviews.

B. Budget Hearing/One Time Allocation Update: Eugenio reported that the recommendation has been submitted to the College Council (CC) on Monday 2/26. It has been on the Action Items for next College Council meeting. Jack added that most of the CC liked it since it's simple to understand. The criteria is that requests above 5k will be funded 16% and those below 5k at 100%. Some of the programs (qualifying as CTEs) are fully funded by grants: Nursing (CTE/Strong Workforce), CADD and Surveying: Perkins. Eugenio will update the list to reflect the grants at the next CC meeting as they are removed from the list of one-time funding.

VI. Discussion Items:

A. Developing Campus Budget: Eugenio distributed a handout of his department budget (fund 10) as an example of allocation for Campus Technology Support and Services. Mani also pointed that as a

department receives one time funding for equipment, there is no allocation of fund 10 for the maintenance (total cost of ownership). Eugenio mentioned that committees such as Safety and Facilities committee (SFC) should have a funding source for ongoing activities. Another example, Graduation Committee does not have a budget for their event, having to take money from student services/administrative services budget. Another one is Staff Development Committee. They say they have funding but we don't really see it. Jack commented that there are pools of money that we don't see and we can't plan not knowing how much is in the pool. Mani said fund 17 is categorical (eg. BSI, Adult Ed, etc.) and we can see where it's going. Fund 10 is non-category and discretionary. Eugenio said we will need more help from Business Services/Administrative Services in putting together a budget plan. Our charge is to develop a budget, make a recommendation to the CC and the president.

Eugenio related that the Finance committee at SJCC already has a budget plan even though the RAM model has not been finalized. Antoinette said that we should move forward with the budget process, break down with cost centers, provide deans and administrators with guidelines/outlines/timelines and an opportunity to present documents to justify why they are asking for more, etc. Eugenio said we already have a procedure/process in place to put together a plan to align with program review. Another comment is that we have uncertainties with the RAM and we don't want to do too much. Jack mentioned that we don't want to wait till December as we can start putting the process in place. We cannot plan with one-time funding money. He also suggested that in budget planning, we should ask for the money to be rolled over (within the department) to save for equipment that costs more than the allocated fund.

Eugenio said that two years ago, we held budget hearing for budget requests (all requests, including one-time funding) to set up the process. Roy Stutzman made a presentation for the RAM framework at that time for the CBC. Jack said that we can have a skeleton of what we think the budget should look like. Mani agreed that we can proceed with the process. It's good that we have program review to align with budget requests and strategic planning initiatives. She will send a spreadsheet of her division budget (fund 17) to Eugenio.

B. Action: Eugenio will put this in the agenda for next meeting along with SDCC budget cycle report. He will request a department budget sample from business services to plug in data for the spreadsheet.

C. Integrated Planning Process – 4pm: Lynette Apen and Brad Carothers from I.E.C. (Institutional Effectiveness Committee). They talked about the timeline for program review to make sure everything is aligned. Program Reviews are submitted December 1, then IEC reads it, returns to the departments on the 24, then final draft due March 12 and hopefully approved by IEC by March 19. April 1 is the time for program review approval for resource allocation at the CC.

Allocation for funding has to be discussed in the program review. The department is supposed to go to the deans to address budget issues/needs before submitting requests. Program Review drives resource allocation alignment. IEC/SLOAC are also in alignment with resource allocation.

Timeline for program review is all the same for departments.

Budget Process is annual.

Program Review Cycle: it's up to program managers to look at program review to see the needs for funding. Once a program review is submitted, an update is provided every other year and on the fourth year, a comprehensive review is submitted. It may include feedback from prior's year request for funding to report on the learning outcomes. Brad also mentioned that due to the workload of the IEC, a summary of one or two pages to update the program review every other year is allowed. It's up to the

budget managers to work with their program review writers. It's a workload on the writers and the IEC and committees. Not every department will have their program review in the same year. We are trying to make some progress in looking at program reviews in connection with the CBC. How is the budget timeline in alignment with the program review timeline? IEC connects with other committees to make sure there is alignment. Eugenio and Mani acknowledged that as a CBC, we should read program reviews in the budget request process. All program managers are supposed to send in documents and justification for their requests.

IEC template: Eugenio will send a template for Budget Justification Requests to Lynette. Teck suggested that the language needs to stay consistent with the template of IEC. Part H of IEC template may pull off from budget requests. IEC may modify the timeline to make it aligned with the college budget planning timeline. Planning drives decisions and planning takes time to put in place. The template will have a grading rubric and total scores.

IEC timeline of April 1: Lynette wants to know if their timeline works for CBC. If not, they may have to modify. We will inform the budget managers about the timeline.

Feedback: for the 2nd year update for IEC – the department provides feedback regarding funding from the first year to IEC. For CBC, we need to build in a timeline for feedback report – on the same form.

How frequent is the cycle for program review? Lynette said that from accreditation standpoint, it doesn't have to be annual. Two year window on program review should justify why and how improving the program is from the funding allocation.

Lynette noted that some program reviews have on-going needs/on-going requests. So in CBC budget requests we may want to incorporate that as part of the budget process.

Our midterm accreditation report is due Fall 2020, which means that we will start writing it in Fall 2018.

VII. Adjournment: Meeting adjourned at 5:00pm. Next meeting is on April 11 at 3pm.

**College Budget Committee
Meeting Minutes
Wednesday, April 25, 2018
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2):

Classified: (4) Thu Nguyen

Faculty: (8) Jack Baker, Brian Gott, Nancy Lin, Janice Assadi

Management: Eugenio Canoy, Maniphone Dickerson

Ex Officio: Saloshni Chand, Kathy Tran

Call to order.

I. Agenda: approved.

II. Approval of Minutes: meeting minutes from 4/11/18: deferred.

III. Public comments. None

IV. Recognition and announcements.

A. Graduation Ceremony 5/24/2018 in the soccer stadium: forming the line at 5pm. Ceremony starts at 6pm.

V. Reports.

A. Quarterly Budget Update – Kathy Tran: will provide the report at the next meeting. She stated that we overspent adjunct budget. Almost everything in fund 10 is spent. Some grants (fund 17) can be carried over to Dec 31. Categoricals need to be spent by June 30. The Business Office is working on tentative budget for 18/19. The majority of our budget is tied to personnel. Any leftover will be used to cover the negative in personnel expenditures.

B. RAM Update: Kathy said that there was no final discussion on what districtwide services are. We have to compare our district with other colleges. For example, our interpreters are paid at the district level while other districts pay at the college level. We are still analyzing district services. Utilities (water & electricity) are paid at the district level. Printing costs (reprographic services) and office printing are paid at the college level. The cost per print is \$0.07 per page for color, and \$0.007 per black & white page. The college pays about \$2500/month in printing expenses.

C. One Time Funding –discussion: There is no money to fund the spectrometer from general fund. According to Eugenio this should have been submitted to the CTC. Kathy suggested that they go to the foundation for fundraising options. Eugenio asked if we have an emergency, where do we go for request? Kathy responded that it's protocol to go to the dean, then the dean will go to the VP. It's up to the VP to cut somewhere else to pay for the emergency expense.

VI. Information/Discussion Items:

A. Developing College Budget: Tentative 2018-19 budget is formulated based on old model. Jack said that we should start with program review and craft the budget based on the program review and fifty-percent rule. Janice mentioned there is no incentive to save money because the department will lose it if they don't spend it. If there is a large expense and the department budget cannot cover, can they save and carry the money over to the next year for the purchase? Kathy said it's not possible (for fund 10 to be carried over) under the budget principles by the Board. You have to go to the Board to recommend changes. Jack suggested that we recommend this to be part of the RAM model.

B. Safety and Facilities: Eugenio said that the board has approved the next three new buildings to be built: Language Arts, Student Services and Aquatics center. The first two buildings will be funded by non-taxable bonds, while the Aquatics will be funded by taxable bonds. The reason is that Aquatics center will be a revenue generated building where we charge admission rate. The other two buildings are non-revenue generated. The plan to sell bonds has been approved by the board.

VII. Action Items:

Jack suggested that we send request to IEC to ask for the financial part of program review & how much the departments are asking. We will start the budget request process in the Fall.

VIII. Adjournment: Meeting adjourned at 4:30pm. Next meeting is on May 9 at 3pm.