

2016-2017 College Budget Committee Minutes

**College Budget Committee
Meeting Minutes
Wednesday, Sept 14, 2016
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (3): AS President Cristina Mena, PR Director Juan Hernandez, VP of Finance Jose Denton

Classified: (4) Thu Nguyen

Faculty: (8) Teck Ky, Melody Barta, Nancy Lin, Jack Baker

Management: Eugenio Canoy, Lauren McKee

Ex Officio: John Ives, Lan Bui

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

I. Agenda. Nancy motioned to adopt the agenda. Jack seconded. Agenda adopted and approved.

II. Approval of Minutes: none

III. Public Comments:

Lauren shared that the District Budget Process needs to have student voice to make sure the campus needs are addressed and funded. The committee encouraged A.S. members to attend the DBC (District Budget Committee) meetings. CTE funding: we received 38% and SJCC received 62% of the funding. SJCC has some established programs. She suggested we could grow some programs such as culinary school or organic gardening on campus. We need to have a voice advocating for EVC at the district level, asking for funding to support the growth. SJCC has a sports team with X amount of dollars in their allocation, while EVC has a sports team and does not have the allocation to support it.

IV. Discussion:

- a. Budget Report – John Ives presented our adopted budget for 16/17, which is about 39M in fund 10. Fund 17 has about 9M in special programs funded by federal and state (CalWorks, student EOPS, etc.).

Tentative budget was available in April & May, and was adjusted into adopted budget. The adopted budget is/will be loaded into the system by Monday morning (9/19).

- b. Program Review Budget Status (2015) – Eugenio reported that he submitted the Budget Requests from last year to the College Council. They could not make decisions on those requests and returned to the CBC. The list total is 1.155M.

The CBC reviewed the list for consideration. This list was put together by John based on solicited responses and input from department deans and managers last year. The allocation for this year is half a million (0.5M) from general fund 10 for one time funding requests. The committee used the Budget Request Matrix as a guideline for requests. Based on the review and suggestions from members, several items on the list are considered capital expenses and could be funded by bond money: Sweeper Truck (60k), John Deere Mower (33k), Acoustic wall

tiles (45k), PE Field House renovation (120k), Acacia/S&M Restroom repairs (250k), Green Carts (Custodial, 38k), Custodial Vehicle (33.5K), and Engineering (Torsion tester – 8 year life, 100k). AS member Cristina suggested that Acacia bathroom be fixed. Eugenio responded by suggesting that A.S. voice their concern to Facilities and Safety committee. Bond measure funding should be tapped for bathroom repair. Another consideration is that Acacia will come down in two years, and therefore it may not be worth fixing now and be demolished later.

c. District Resource Allocation Model Task Force Meeting (9/22/16). Eugenio asked members to send input to him.

V. Action Items:

Lauren moved to set aside 8 items that we believe are capital expenditures and fund the rest of the list. Jack seconded the motion. Nine voted in favor. Eugenio will submit the list of budget request resolution voted on by CBC members to the College Council.

Eugenio will send out a soft copy of the Self-Evaluation Template for CBC members to fill out.

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

**College Budget Committee
Meeting Minutes
Wednesday, Sept 28, 2016
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (3): AS President Cristina Mena, and VP of Finance Jose Denton

Classified: (4) Thu Nguyen

Faculty: (8) Teck Ky, Melody Barta, Nancy Lin, Jack Baker

Management: Eugenio Canoy, Lauren McKee, Lena Tran

Ex Officio: Lan Bui, Andrea Alexander

Call to order: Chair Eugenio Canoy called the meeting to order. Members were introduced to new Vice President of Administrative Services, Andrea Alexander.

I. Agenda. Eugenio motioned to adopt the agenda. Lena seconded. All voted in favor. Agenda adopted and approved.

II. Approval of Minutes: 9/14/16 meeting minutes: Lauren motioned to approve. Motion seconded by Lena. All voted in favor. Minutes approved.

III. Public Comments:

Lena commented that the earlier note about CTE allocation for SJCC 62% & EVC 38% in 9/14/16 minutes was pulled off from the Board Agenda and now back to the drawing board.

IV. Discussion:

- c. Accreditation Visit: The Accreditation Team (A.T.) will be at our next meeting. The Chair of the Accreditation Team was the VP of Administrative Services from his institution. Andrea said that we need to have a unified voice as a committee with regards to resource allocation. Eugenio will email the meeting agenda for 10/12 ahead of time so that the committee has time to review it. Eugenio asked CBC members to volunteer for the mock interview on Monday 10/3 with the I.E.C. Eugenio reminded members to review Best Practices In Community College Budgeting.

V. Reports/Updates.

- a. Budget Report- Lan Bui presented the Adopted Budget Report Summary: this is approximately 40M in total allocation, 8.2M in expenditure to date, and 31.9M available, or 79% in the remaining balance. When September payroll hits, it will be 75% in balance. Andrea added that there is a lapse in the report because some expenses are not yet posted as of this date.
- b. Program Review/Budget Request to College Council: Eugenio submitted the list of recommended requests to the College Council on Monday 9/26 as an agenda item (information only). He said that Dean Merryl Kravitz had informed him that the list of requests from Language Arts Division was not on the list submitted to the CC. We had a budget hearing

meeting with her in Spring 2016 (Eugenio, John & Thu). Eugenio said that the original list that CBC voted on was compiled by John Ives, who is not present at this meeting.

Update: The Grounds Department has purchased a sweeper per Eugenio. This item is now removed from the list identified as capital expense in the prior meeting. Lauren and Lena stated that budget requests may change over time due to Program Review and Accreditation. Lauren suggested that we send back the list of requests to deans and managers and ask them to prioritize, and remove requested items that are no longer needed. If the departments have found funding for their items, they need to notify CBC and remove those from their list. They cannot add new items to their original list. Eugenio asked Lan if funding for Program Review for last year was expended and she said yes.

- c. District Resource Allocation Model (RAM) Discussion. The DBC is forming a R.A.M Task Force. Lauren, Eric Narveson, Jesus, Phil Crawford, Barbara Hanfling and Eugenio are on this Task Force. Lauren mentioned that the district is sitting on a large reserve due to an increase in property tax revenues. The Workforce Institute used to be self-funded but now they are on fund 10. A majority of our 40M budget is in salaries & benefits (95% of total budget) of which we have no control. We have no “reserve” for the campus for emergencies (equipment failure, etc.). Andrea asked what kind of R.A.M. we really want: One that’s based on FTES, CTE, or a little bit of both, or one set as emergency fund so that we can advocate, some allocation model that we can control the money that’s coming in based on property tax revenues. Jack commented that our model has always been “top-down”. When we need something, we would ask the district for the money, and then it’s up to them to give us some funding. We can’t plan growth with that kind of model. It should be a “bottom-up” or a hybrid allocation model. We can have a percentage set aside at the college level for future growth of programs. Melody also suggested that we review a “Simple Plan” model, one that was suggested by Henry Gee years ago, incorporating FTES and productivity into the formula. Lena added that the timing to get a program approved is about a year or more. CTE approval process has to move faster to integrate with budget planning. Melody said that the cycle to approve CTEs is slow because they are overwhelmed. Some programs on campus have no full- time faculty. We have a process called Program Review, which drives the allocation process and it works. Jack pointed out that our district reserve is set at 7% minimum by the Board (for rainy days) because the real estate boom and bust goes in cycle. Lauren commented that the last economic downturn had resulted in layoffs of classified and adjunct. This discussion of allocation model will continue at the next meeting.

Eugenio reminded members to review the R.A.M. from West Valley, San Mateo, Mission and bring back their goal templates for discussion at the next meeting.

VI. Action Items:

Jack motioned to add the Language Arts list back to the CBC list of requests. Melody seconded. All voted yes. Motion carried.

Eugenio will send the Language Arts list to CBC members via email.

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

**College Budget Committee
Meeting Notes
Wednesday, October 12, 2016
SC Room 233 - 3:00pm – 4pm**

Membership Present:

Associated Students (2): AS President Cristina Mena, and VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Angela Hamilton, Arthur Azevedo

Faculty: (8) Teck Ky, Melody Barta, Nancy Lin, Jack Baker

Management: Eugenio Canoy, Lauren McKee, Lena Tran, Octavio Cruz

Ex Officio: Lan Bui, Andrea Alexander, John Ives

Guests: Accreditation Team: Dr. Robert Kratochvil, Dr. John al-Amin, Dr. Nabil Abu-Ghazaleh, Mr. Omar Torres

Introduction of guests and members.

Q & A interview: from 3-3:45pm. The Accreditation Team left at 3:45pm.

Call to Order: Chair Eugenio Canoy called the meeting to order at 3:45pm.

I. Agenda. Motion to table the agenda for next meeting. All voted yes.

II. Minutes. Approval of Minutes on 9/28/16. John Ives mentioned that the item under *V.b. re: Budget Request to College Council* should clarify that he did not receive Language Arts requests in time. Eugenio reminded the committee that we did hold a budget hearing in March to hear requests from Dean Merryl Kravitz for Language Arts/LLRC division in the presence of himself, Thu & John. Thu also confirmed that she was indeed present in that hearing. John said that he did not receive the request. We have voted at the last meeting to add her requests back to our list. Minutes approved with no correction.

III. Public Comments. No comments.

VI. Adjournment: Meeting adjourned at 4pm. The meeting ended early to let faculty and classified staff attend the open forum in the VPA with the Accreditation Team.

**College Budget Committee
Meeting Minutes
Wednesday, October 26, 2016
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): AS VP of Finance Jose Denton, N'Vante Santos

Classified: (4) Thu Nguyen

Faculty: (8) Teck Ky, Nancy Lin, Jack Baker

Management: Eugenio Canoy, Lauren McKee, Lena Tran, Victor Garza

Ex Officio: Lan Bui, John Ives

I. Call to order.

II. Agenda Adoption. The agenda was adopted and approved.

III. Approval of Notes from meeting 10/12/16: approved as corrected.

IV. Public Comments. None

V. Discussion Items.

a. Accreditation Exit Report: We will start preparing a response to what we heard from the Accreditation Team Exit Report. Recommendations from the Team include: 1) Formalizing budget allocation, 2) Document the decision making process, 3) Closing the loop via Campus communication. The discussion started with the budget request process from the start to the decision making. As a committee, we make recommendations and forward to the College Council. The College Council needs to communicate their decisions or non-decisions back to our committee to close the loop. In addition, the department receiving requested funding should report back to us on how they use the money and tie that to their SLOs. We can add this to the president's report in January 2017. Eugenio informed the committee that DBC meeting on 10/27 and the RAM group (Resource Allocation Task Group) meeting on Friday 10/29 would be at SJCC.

b. Budget List Request (2016/17): Jack reported that at the College Council meeting, they sent the list back to us with recommendation to include Language Arts' (Merryl Kravitz) list of requests and re-evaluate the requests to make recommendations. The Committee reviewed the requests and recommended that only non-personnel items be approved. The total is about \$25,000 (10,898 Enlace, 2000 advertising/printing requests, 12000 personal contract: Speaker's series \$1500, WST \$600, Equipment + furniture \$6458, Advertising \$2340). No funding for scholarship or personnel.

Action: Jack motioned to approve the items (non-personnel/non-salary) on Merryl's list. Seconded by Lauren. All approved. Motion carried. Jack also moved to amend that the list be sent with items identified. All approved. Motion carried.

Lena and Victor asked how we can follow up with the departments receiving funding on what they request for and how we align that to program review. Lena suggested that we will ask the departments to respond to that question on the budget request.

c. Self-Evaluation Standing Committee Goals.

Goal #1: Evaluate the College Budget and Planning process to provide quality and efficient programs and services to ensure student success: met goal partially (50%).

Goal #2: Evaluate and preserve budget practices that result in sustainable, balanced budgets and sufficient reserves: met goal partially.

Goal #3: Evaluate and preserve a system of internal controls that results in unqualified audits. (Grants and Restricted funds): not met. The grants would have to be approved by Board of Trustees before it goes to the campus. The College Budget Committee have no control over it (SE/SSSP).

Goal #4: Establish an annual budget planning calendar. (Tentative Budget Review align with Program Review): met goal. We have established a timeline.

Goal #5: Evaluate investments (TCO/Total Cost of Ownership) to preserve assets (land, physical plant, technology and equipment) that serve the college needs: Little progress.

We commit our goal for next year to give feedback and documentation for accreditation.

d. Resource Allocation Model (RAM): College Planning Process

Discussion on resource allocation models: The question from John was why we are changing the current model. Eugenio responded that the district does not have any set R.A.M for either college campuses. As such we cannot plan for future growth or programs as a college. District Budget Committee is an information dump, a top-down approach, per Jack. Other factors to be considered in allocation models include FA and CSEA collective bargaining or negotiation. Jack said that there should be a certain percentage allocated for instruction. We are in Basic Aid, which means regardless of our number in FTES, we have the same funding. Under state apportionment model, FTES drives funding. As of now we are 25M above the apportionment. If the real estate market goes down, our property tax revenues will also go down, which also affects our Basic Aid funding.

We have about 45 grants, including Trio grants, categorical grants (10M), per John. The Business Services Office is monitoring the grants (fund 17). Sometimes we as CBC don't know what grants we receive and don't have any control over.

Jack suggested that a certain percentage go to education, 75/25 rule and 50/50 rule be part of the R.A.M. A 75/25 rule states that 75% of classes taught by tenured, 25% by adjunct faculty. The FON is Faculty Obligation Number that we need to meet. A 50/50 rule states that 50% of the budget must be for instruction at a minimum. FTES is also a factor. Victor said if we go by FTES, our numbers need to keep increasing to receive the current funding. Once the Basic Aid status goes away with the economy down, then we are in a tough spot. In order to grow, we need to have more programs to offer to attract potential students. John said that any new program needs money which has to come from somewhere. Lan also added that the district covers a lot of operating expenses that we do not see: utilities, benefits, retirement costs, step increases, and emergencies. The district has centralized fiduciary responsibilities for us, which should be factored in: Accounts Payable, payroll, HR, etc.

Eugenio asked members to give him feedback and he will take it to the RAM/DBC group. He mentioned that Eric Narveson is on RAM Task Force/DBC group. Currently Bob Brown is not on DBC. Lauren represents EVC at DBC.

Eugenio will remind the College Council to speed up the Request Recommendation List. Lena said that we would need to look at Distance Ed. SLOs because it's one of the items on Accreditation's recommendation.

VI. Adjournment:

Meeting adjourned at 5pm.

**College Budget Committee
Meeting Notes
Wednesday, November 9, 2016
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): AS President Cristina Mena, VP of Finance Jose Denton, N’Vante Santos

Classified: (4) Thu Nguyen

Faculty: (8) Teck Ky, Melody Barta, Nancy Lin, Jack Baker, Brian Gott

Management: Eugenio Canoy, Lena Tran

Ex Officio: Lan Bui, John Ives

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

I. Agenda

- a. Introduction of new faculty member: Brian Gott from Language Arts.
- b. Approval of Agenda: all voted in favor.

II. Minutes.

- a. Approval of Notes on 10/26/16: deferred

III. Public Comments. None

IV. Reports/Updates.

- a. Budget Report: John Ives reported that we spent about 12.6M for the year, 220k in encumbrances, leaving 68% left in the balance till June 30. Fund 17 (grants): we have 10.3M, spent 2.6M, leaving 70% in balance. First Quarter report was completed and posted on the district website. Eugenio asked John to bring a printed copy of the report to the CBC for members to review.
- b. Resource Allocation Model Task Force (RAM): they will meet on Friday 11/18. Eugenio asked CBC members to send him questions to forward to the group. He was taken off RAM due to a large number of M/S/C representation in the group. Lauren is our rep. on the RAM/DBC. They need more classified members. He will attend their meeting but not as a voting member. He will report back from RAM meeting and will invite RAM members to attend our meeting. There is a template in which we put out questions and list them as issues. The ground rule is you can have substitute (subs) to attend the meeting for you but cannot ask questions that have been asked before. These questions or issues are brainstorming questions on a template. Melody also mentioned a comprehensive list of RAM models from Roy Stutzman. We may use some examples from these models as a starting point. Some Basic Aid districts have a hybrid model using state apportionment and Basic Aid formula. Why are we doing this? Lena shared that this is an accreditation issue. We were dinged by the Accreditation Team because our current model does not reflect a shared governance process.

As a CBC, we are an advising committee, not a decision making team. We are trying to establish some goals for this task together.

- c. Technology Committee: They want to get involved in the decision making and RAM. They want to know what technology (equipment, software, hardware, etc.) the departments are purchasing. Melody asked, do we approve the money and send it to them and they approve the technology or is it the other way around? Eugenio posed the question to the CBC. They have tried to cover the campus as a whole but it's not going anywhere. They have approved Canvas Technology. They recommended campus-wide wireless, and forwarded it to College Council. It was bond-funded, and it did not go to CBC. Master Facilities plan also involves bond funding, and it needs to come to this CBC, especially now that we have passed bond measure X in the recent election. We need to get actively involved in the RAM process and how much we get from the bond measure X. We could use the RAM model for this.

V. Discussion Items.

a. Budget List Request – Presentation to the College Council

We had re-instated Language Arts list from prior meeting and it will be presented to the College Council meeting next Monday (11/14/16). Also at the last meeting, we have added on a list of request for Distance Ed total 55k. Lena Tran said that we are out of compliance (a serious accreditation issue) in terms of not enough faculty interaction between faculty and students, and we never put it in as a budget item. Distance Ed is 5% of our coursework. We have to put it in a report on D.E. to the Accreditation Commission. We need to put in money to fund pilot program for D.E in proctorial, Camtasia, live lectures, etc. We need to train faculty on online interaction. Eugenio will include Distance Ed. request to our list of budget requests to the College Council.

b. Self-Evaluation Standing Committee Goals.

Recommendation of goals: Eugenio asked members for input/recommendation. This evaluation form is the same form used in all shared governance committees. We don't have an allocation model for program review. Eugenio will send the Budget Request Process in electronic file via the SharePoint on the internet. All members will be/have been invited to join the SharePoint to see & share files on the internet.

c. Review College Budget Plan.

We have a budget timeline but our budget plan needs to be worked on. The college needs to look at Education Master Plan (EMP) as a guideline for budget plan. We don't have a plan to add staffing or a process for staffing request. Last year was the first year we started a budget plan via budget hearing. Many people don't know about the budget planning request/process. John sent out an email to all the deans and managers in Spring asking for budget requests. The result was that we put together a list from deans and managers and held a budget hearing. The last campus wide budget hearing was held in 2007 (Sally Chumbley was CBC Chair at that time) with one time funding.

Our task as a committee is to come up with how we develop a budget plan. The biggest item in our budget is staffing & personnel. Do we want the responsibility of budgeting for HR items like step increase, compensation, benefits, etc. and district paid expenses like utilities, campus repairs, etc. or does the responsibility stay at the D.O? We will throw it out there for brainstorming. Our recommendation goes to the College Council and the president. We also

need to work on a model that everyone agrees with. Lauren is on the DBC (District Budget Committee). Melody suggested that RAM/budget planning start at the lowest level and move up. We start at the manager's level, starting from last year's actual as a starting point and roll it to next year with adjustment as needed and consolidate with the highest level. There are 14 budget managers. The business office will disseminate information to all the managers, seeking input for a budget plan for the following year. We need everyone to buy in the process.

VI. **Action Items.** None

VII. **Adjournment.** Meeting adjourned at 4:45pm. No meeting on 11/23. Next meeting is on 12/14.

College Budget Committee
Meeting Notes
Wednesday, December 14, 2016
SC Room 233 - 3:00pm – 5pm

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen

Faculty: (8) Melody Barta, Nancy Lin, Jack Baker, Brian Gott

Management: Eugenio Canoy, Lauren McKee

Ex Officio: Lan Bui, John Ives

Guest: President Henry Yong

President Yong came in and thanked and CBC for their work in the budget request review process and addressing accreditation issue.

Call to order.

I. Agenda.

- a. Addition/Deletion: None
- b. Approval of Agenda: All approved.

II. Minutes.

- a. Approval of Meeting Notes/Minutes 10/26: under Goal #3 under V.c. Self-Evaluation Standing Committee Goals, last sentence change “We” to “The College Budget Committee”. Jack moved to approve. Seconded by Nancy. Seven voted in favor; one abstained: Melody.
- b. Approval of Meeting Notes on 11/9: Melody moved to approve. Seconded by Jose. All voted in favor.

III. Public Comments. None

IV. Reports/Updates

- a. Budget List Request – President Yong: (5min) praised the CBC for the budget request review process. The list has been submitted to the College Council and reviewed.
- b. Budget Report – John Ives: As of the latest quarter, the college spent 18.9M, leaving 52% left in the balance for the year. He has met with half of the deans/budget managers on campus to present reports for their departments’ budget. Fund 17/Grants: The College has 10.4M in allocation, 3.6M spent, and 6.39M (61%) left to spend for the rest of the year. There’s about 439K in encumbrance for fund 17. Usually during the fourth quarter, most of the transactions or purchases take place to meet fiscal deadline. The program managers are responsible for the grants (Calworks, Financial Aid, CTE, Trio, etc.).
- c. Resource Allocation Model Task Force Group: (RAM group) - Eugenio : the members for the group are Lauren McKee, Eugenio Canoy, Andrea Alexandra , Eric Narveson,

Steven Graham, Yessenia Ramirez. The group has finished evaluating Orange County and San Mateo (Basic Aid districts) and state apportionment model. Next they will look at Peralta district. Eugenio commented that this is not as simple as assumed.

Based on the Accreditation Visiting Team's recommendations, we need to formalize Budget Resource Allocation Model process. The college will document the process and communicate to all constituents, regularly assess effectiveness through Program Review and Resource Allocation. Jack commented that we have Institutional Plans (Technology plan, Facilities Master Plan FMP and Education Master Plan EMP) but don't have budget plan for those plans. All budget planning should be integrated with institutional plan.

- d. District Budget Committee: John Ives reported on the DBC meeting. Peter Fitzsimmons did the bulk of presentation. Eugenio showed the chart of budget codes (districtwide). The deans and department managers are responsible for their department budget. Districtwide budget covers utilities and other operating expenditures.

V. Discussion Items

- a. Review of the College Budget Plan (Tentative 2017/18) Annual budget cycle: The budget planning timeline was originated with one time money that was received. This timeline goes to the deans so that they can share with their department and solicit input from staff and faculty. March should be the latest deadline to submit next year's budget to the business office.

By April 1, the tentative budget is due to the district office. John re-emphasized that late March is the latest deadline that departments submit their budget for the following year.

Melody suggested that we (the CBC) push back the timeline by one month to match with the Administration's (DO) timeline. Communication is key – letting all the departments know about the timeline to process the Budget Plan Schedule.

- b. SharePoint/Intranet Files Storage: Eugenio said that all members should have access to SharePoint to see all CBC documents uploaded there. Documents uploaded are finalized and approved by CBC prior to posting.

VI. Adjournment: Meeting adjourned at 4:15pm.

**College Budget Committee
Meeting Notes
Wednesday, February 8, 2017
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen

Faculty: (8) Nancy Lin, Jack Baker, Teck Ky

Management: Eugenio Canoy,

Ex Officio: John Ives, Andrea Alexander, Kathy Tran

Call to order.

I. Agenda.

- a. **Addition/Deletion:** None
- b. **Approval of Agenda:** (no quorum).

II. Minutes.

- a. Approval of Meeting Notes on Dec 14, 2016: tabled

III. Public Comments.

- a. Introduction of CBC members: Kathy Tran is EVC's Interim Business Services Supervisor effective February 15, 2017. She is currently a Budget Analyst at the D.O.

IV. Reports/Updates

a. Budget Report – John Ives: Of general fund (10) annual budget 40.5M, so far we spent 22.4M, leaving 17.9M left in the balance to spend before 6/30/17 (percentage wise, 44% left). For grants & categoricals fund 17 (11.7M annual budget) we spent 4.2M, and 7.1M (61%) left for the year. Questions from member came up as to what fund 10 and fund 17 cover and what they are. John explained that fund 10 (general fund) covers salaries & benefits, money from Basic Aid (local property tax revenues). Fund 17s are grants or categoricals that are not fund 10, or state funded programs such as DSP, EOPS, Calworks, CARE, etc. There are probably 40 grants.

b. -- Eugenio Canoy: Peter Fitzsimmons did a similar report with more details at the DBC meeting (District Budget Committee). Eugenio suggested that based on the report we saw at the last meeting, we should do planning on how to fund our programs at the next meeting.

c. Resource Allocation Model Task Force (RAMTF) – Andrea Alexander: we are looking at Peralta and San Mateo, one being Basic Aid and one being not. We plug in our numbers at their models to see what

ours look like. One is based on FTES and operational cost model. One was based on efficiency rate. The number of students determines the number of faculty, which is what we are now. Kathy (on Peralta, non-Basic Aid) said that Peralta is on the state apportionment model. They use SB 361 allocation, per campus FTES. Before that, there is district services cut at the top, and the remainder is allocated to the campus based on how much FTES they generate. Andrea stated that under state apportionment model, the rate is \$5000 per FTES; for Basic Aid in our district it becomes \$9000 per FTES, which brings the question, are we getting the best bang for our bucks? Under the apportionment model, the more FTES we generate, the more funding we get. In Basic Aid, it does not matter how many FTES is generated our funding does not change. Teck and Jack mentioned the number of classes being cancelled, which affects the number of students graduating. Eugenio suggested that the issue be taken to Academic Senate.

Other issues regarding RAM raised by CBC members are: 50 percent rule and 75/25 rule. Jack asked, how much independence do we (as a college) have in RAM? Eugenio responded that contracts, salaries and benefits are handled at the D.O. level and negotiated by the unions, and our task (CBC) is to deal with discretionary (fund 10) and total cost of ownership (TOC). Andrea also said that the college is responsible for anything after salaries and benefits, which is 95% of our total budget. Jack commented that in years past we rolled back a lot of money to the D.O. if we didn't use it (use it or lose it mentality). Andrea said that the money (fund 10) does not roll back to the D.O. Eugenio then suggested that we make a recommendation to the college council and the president, that we build our base budget for next year with modifications from using expenditure numbers in prior year.

V. Discussion.

a. College Budget Plan – Tentative 2017/18 timeline (March 31): John Ives had met with budget managers and requested them to submit any changes to their budget. The deadline for budget managers to submit their budget changes to the Business Office (John) is by late March. By April John will compile the data and submit the college tentative budget to the D.O. The districtwide tentative budget will be submitted to the Board for approval in first Board meeting in June. Once adopted, the D.O. will work with ITSS to upload the data into Colleague system so that the budget is ready on July 1 for district and campus using those funds. Then there are some changes coming from the governor's May Revise and property tax data sent to the Board meeting in September. By September 15 the adopted budget is due to the state chancellor's office.

Deadline: March 31 is the deadline that managers have to turn in their budget changes to the business office. May 30 is the deadline that all purchase requisitions (to encumber the funds) are submitted in Colleague and approved by the managers.

June 30 is the deadline that items/services purchased must be received by the warehouse in order to be paid out of the current year; otherwise, it will be charged against your next year's budget. Usually, the D.O. will send out a reminder to campus submit requisitions no later than May 30.

Question from Nancy: if we cannot spend all of the allocated grant fund on the requested items, can we spend it on something else? John responded that one time funding should be spent on original requested items. Jack asked if there is balance left from the one time fund, can it be rolled over. Andrea responded that it needs to be discussed with the president. Eugenio said that as a committee (CBC) we have done our job in evaluating requests and making recommendations in the beginning of the process. The committee agreed that the president should make the decision regarding leftover balance from the one time fund. Also in Program Review the following year, the departments will report on how they spent the

one time funding as a feedback to the CBC. Eugenio will bring up the issue of unspent/leftover from one time allocation & what to be done at the next meeting.

b. Grant Updates: SSSP was discussed at the administrative council meeting. Eugenio reiterated that for one time allocation, we cannot spend it on something else other than what we requested. Program managers are responsible for the grants. They should develop their spending plan for the grant received. Eugenio also mentioned that some positions were funded by a grant, and once the grant expired, our fund 10 went to those positions, a burden on our general fund. He is not sure if budget managers have training regarding grant and how it works. John said that the business office monitors the G.L. (general ledger) accounts, but the grant program managers should check out and look at their program and budget to see what is allowed in terms of compliance; and yet we have deficit spending and internal control issue with 2M in the hole. Andrea added that at the time there was a lot of transition in terms of leadership. She suggested a budget training workshop for managers to make sure everyone is on the same page, especially with the categoricals and grants. We are going through a lot of transitions. Eugenio commented that in years past we (CBC) don't receive much information about grants and have not been involved in grants, and that will change. SSSP never went to CBC for discussion or evaluation. We need to bring more faculty members to CBC.

c. Accreditation : Eugenio reported that based on the exit report we did good on accreditation. We will remind all programs that received one time funding through allocation to write up report for the next 18 months as a follow up.

VI. Action : none

VII. Adjournment: Meeting adjourned at 4:05 pm. Next meeting : Feb 22, 2015 at 3pm.

**College Budget Committee
Meeting Minutes
Wednesday, February 22, 2017
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen

Faculty: (8) Jack Baker, Teck Ky, Melody Barta, Brian Gott

Management: Eugenio Canoy, Lauren McKee, Victor Garza

Ex Officio: John Ives, Andrea Alexander, Kathy Tran

Guests: Adela Swinson (VPSA), Lucha Ortega (Acting Dean SS), Song Ho Tran (SS Supervisor), Tiffany Lam (A&R)

Call to order.

I. Agenda

a. Addition/Deletion

b. Approval of Agenda

II. Minutes.

a. Approval of Meeting Notes for Dec 14, 2016 and Feb 8, 2017: all approved with 3 abstentions.

III. Public Comments. Introduction of guests in attendance: VP of Student Affairs Adela Swinson, Acting Dean of Student Success Lucha Ortega, Student Success Supervisor Song-Ho Tran, and A&R Lead Coordinator Tiffany Lam.

IV. Reports/Updates

a. Budget Report as of 12/31/16: Kathy Tran went over the district-wide second quarter report which ends 12/31/16. The first page is a consolidated SJECCD budget report for fund 10 for the entire district. The Adopted Budget column is the budget adopted by the Board on 9/8/16. The Revised Budget is the budget with adjustments or budget transfers during the year as of 12/31/16. Actual YTD (year to date) is how much we actually spent year to date, and the "%YTD" is the actual amount spent as a percentage of the budget year to date. The estimated total (6/30/17) is the projected total that we spend by end of fiscal year. The last column FY17/18 is the estimated budget for next year if we adopt it. The Income part includes revenues from Federal, State, Local and Student fees. They are part of fund 10. The FY17/18 estimated budget is projected at 3.5% in increase in tax revenues. The expenditures include Certificated salaries, Certificated MSC (managers, supervisors, confidential), Classified, Classified MSC, Classified Hourly and Overtime, Employee Benefits: (non-Health & Welfare, statutory benefits STRS & PERS) and (Health & Welfare benefits: Kaiser/Blue Cross). Total Personnel (salaries and benefits) budget is 91.7M, while Total discretionary (materials and supplies, operating expenses, capital outlay, contingency, other) is 14.6M, with actual YTD 5.8M spent, and expected to end the year 13.8M in spending. In addition, the Transfer-outs is 3.3M. This provides support to other funds (fund 17 grants/categorical) or fund 11 (parking lot fund or police). Total district budget is 109.7M, with 2.6M expected in overspending since revenue (107M) is less than expenditures (109.7M).

EVC is expected to have 4.2M in revenue for the year, with actual YTD 3.9M. Transfer-Ins (from fund 15-facility rental & 17 grants) goes to support fund 10. EVC has a total revised budget of 40.5M for

expenditures, actual YTD expenditure is 19.6M and we expect to end the year with 40.5M in expenditures as of 12/31/16. Total Personnel (salaries & benefits) is 37.8M, and total (revised) discretionary budget is 2.3M (materials & supplies, operating expenses, capital outlay). We also have 347K in Transfer Outs to funds 17 & 48. Fund 17 is grants & categorical received through the State Chancellor's Office, to be spent by June 30 (spend or lose it), and some can be carried over for 6 months. This is also Scheduled maintenance and repairs (Instructional Support & Equipment). Fund 48 is Students Financial Aid. Questions came up regarding if we actually generate revenue from the solar panel. VP Alexandra explained that the solar panel is not a revenue source. Our energy use is charged at a lower rate due to less energy use (with the solar panel generating a portion of our energy), which means cost savings in terms of lower energy bill. Can we put up solar panels as we build new buildings, Lauren asked. This can be addressed in the RAM.

b. Resource Allocation Task Force (RAMTF) – Andrea Alexander / Kathy Tran

Andrea reminded everyone that the documents are uploaded for everyone to see in SharePoint. The Budget and Resource Allocation Planning Process timeline has been the same since our last meeting. We look at Peralta and San Mateo and try to come up with hybrid RAM based on these. Factors to consider: programs, growth, facilities, solar energy, etc. as we build new building and tap into our funding balance and allocation; contracts and negotiations. Expenses are exceeding the revenues that we receive, 95% of fund 10 expenses in salaries & benefits. Lauren brought up the FON (faculty obligation number) and WSCH (Weekly Student Contact Hours), regular load/overload, and 16.3 weeks in a semester. How do we allocate, based on FTES/efficiency, or CTE (programs) or programs we want to have or scale. There has to be a balance of these factors in RAM.

c. One Time Funding Report/Updates: spending deadline

Andrea mentioned that we did our due diligence to allocate money for those budget requests. We have to have a cut off time (doable time) for when we want to spend those money to meet the yearend deadline. It was suggested that CBC send out a reminder to all campus groups to spend the allocated money by April 28 (tentative date for all requisitions to be encumbered). Anything not spent after that date then the president will make decision on what to do with the unspent balance that was allocated in the budget process. Andrea also stressed that the departments must spend money on what they requested originally for accountability (also an accreditation issue).

V. Discussion Items

a. College Budget Plan Process: This is a circular timeline revised from the top-down flow chart from prior year. Eugenio asked members for suggestions or recommendations on the timeline. Kathy will meet with deans and managers for third quarter budget report and overview of tentative budget for next year.

Budget Hearing: we will have department managers present a proposal request for additional funding for specific needs in their department for one time funding. The requests will be reviewed by CBC. This is the process we use to allocate one-time funding. This is an annual cycle.

b. Grants Updates

California Promise: VP Alexandra: this is to help those students who normally wouldn't have access to education due to financial reasons. We applied to the Chancellor's Office and received approval. The goal for our district is to receive 1.5M but it's not guaranteed. The students have to come from high school and there is an age limit or time limit. We don't know the exact amount yet.

San Jose Promise: VPSA Swinson : this is a 75K grant received through Follett to supply books to underserved minorities. New students have received two years of books a few months ago. We have

to follow guidelines to disseminate properly (possible including students in EOPS, Enlace, OASIS, etc.). So now we have 37.5K left to spend by June 30. We select brand new students from Day at the Green and through some guidelines and allocate funds for books.

By July 1 we should have a program to include a structure more aligned with San Jose Promise.

Assuming 1.5M (for the district), what is the guideline to allocate. Is it GPA based for students within our district & EVC?

Grants: all grants received by the college should come to CBC for understanding and awareness.

Jack asked about the lease for the commercial development. Have we looked at the lease revenue for students? VP Andrea said she is not sure how they would allocate the money. Now that the Health and Welfare for retirees is not a high item anymore, do we have more to allocate in terms of funding?

VI. Action Items

Action: Melody motioned that the CBC send out a reminder to all departments receiving one-time funding allocation to encumber by April 28. This message will be sent out before our next meeting. Seconded by Jack. Motion approved by all. Eugenio will submit to College Council our recommendation.

VII. Adjournment

VC Smith will be in District Council meeting at 3-5pm in Mishra room on 2/23. Eugenio asked all members to attend if they can. Adjournment: meeting adjourned at 4:25pm.

College Budget Committee

Meeting Minutes

Wednesday, March 8, 2017

SC Room 233 - 3:00pm – 5pm

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Angela Hamilton

Faculty: (8) Jack Baker, Teck Ky, Brian Gott

Management: Eugenio Canoy, Lauren McKee

Ex Officio: Kathy Tran

Guests: Janice Assadi

Call to order.

I. Agenda

a. Addition/Deletion : None

b. Approval of Agenda: Jack moved to adopt the agenda, seconded by Jose. All voted yes. Motion carried.

II. Minutes.

1. Approval of Meeting Minutes for February 22, 2017: Jack moved to approve, seconded by Jose. All voted yes. Minutes approved.

III. Public Comments. None

IV. Reports/Updates

a. Budget Report: Kathy worked with deans and managers regarding their department budget. They have questions regarding when CBC budget hearing (for one time funding) is held and would like to receive notice one month in advance so that they can prepare. As for timeline for one-time allocation funds, April 28 is the deadline that requisitions are submitted to the Business Office to encumber the funds. For regular funds, all requisitions should be in queue to the Business Office with backup documentation by May 19 for Kathy's approval to make it to D.O. by May 30. She also mentioned that requisition for conferences (funded by one time allocation) be submitted by 4/28 even if the conference date is sometime in May or June so that funds can be encumbered. She is in communications with the deans for the third quarter budget report.

Some departments have not spent their one-time allocation. We will remind them that they have a deadline to spend one-time funding. Eugenio also asked Kathy to bring up a procedure next time for one time allocation to streamline the process. She suggested that the Business Office will hold the one-time allocation until the departments submit the actual quotes/cost estimates of the expenditures for their activities. Jack suggested that we ask the departments to report back on their one time funding activities as a follow-up. Kathy also suggested that the departments have vendor's quote to back up their request.

Some members asked about making a purchase from Amazon. The department would submit a blanket PO requisition for Amazon in the WebUI (Datatel) system and once the blanket P.O is approved, the department admin would be invited by purchasing to sign in with their work email as an authorized purchaser for the account. This is a district account, under the SJECCD umbrella, similar to District Office Depot online account. At check out on Amazon website, the purchaser needs to enter a PO number for that particular purchase. Kathy stressed that equipment purchase is not allowed on a blanket purchase order as it is a capital outlay item.

b. Resource Allocation Task Force (RAMTF) – Andrea Alexander

We are looking at other district models: Basic Aid vs. Non-Basic Aid models, those with CTEs and FTES in mind. There are seven scenarios for district model and college model. Lauren commented that SJCC used CTE model and class size. They have a lot of CTE programs which drive their funding. We don't have funding for soccer program because we had to take money away from PE to fund it, while SJCC has a budget for the athletic programs. We also have to look at how much our programs cost.

V. Discussion Items

a. College Budget Plan Process Review:

We will look at our spending from last year from discretionary funds. Janice Assadi said that the current allocation does not give enough funding for her to run Health Services program

(Nurse Practitioners, interns, medical assistants, etc), which is fund 18 (student health fee). The past two years those part time positions were covered by Student Equity, and now they need funding to cover the shortage. Student Health Fee does not provide sufficient funding for the Health Services program, which supports the entire campus. Lauren said that major grant funding needs to come to CBC. Eugenio will request the administration that any grant to the college should come to CBC for review so that we all understand what it's all about. We need support from Business Office to provide us with tentative budget and the break-down of object code levels & cost center. Kathy will provide a similar budget report of Adopted vs. Actual spent.

Jack mentioned that a majority of our budget is in people (salaries & benefits). We also have Educational Master Plan (EMP), which should drive everything from developing CTE programs to evening and weekend classes. Then we also have efficiency factor because we have to stay solvent. Eugenio added that we need to develop a model – using last year as a reference to make changes along the way.

b. Budget Hearing Review (March/April): April 7 or April 26. (April 12 falls on Spring Break week).

We will hold the hearing for budget managers to make presentation of their requests. We will review the list of requests, make recommendations and forward to the college council. Then the college council will make decisions and forward to the president. We do not know or anticipate if one time funding will be available next year, but this is a process that needs to be communicated to the campus community.

c. Establish One-Time Funding Requirements

We would send a message to budget managers asking them to submit a list of requests (on a designated form) with justification. The requests for one-time funding will align with program review. We will look at the requests and based on presentation by the budget managers, will make recommendations. We need to put together a procedure for budget hearing, adding that a feedback form (report back) be part of the process, to close the loop.

VI. Action Items: The CBC will vote on budget requests in a closed session. Teck Ky motioned, seconded by Eugenio. All voted to approve. Motion carried.

VII. Adjournment: Meeting adjourned at 4:35pm. Next meeting will be March 22, 2017 @3pm.

**College Budget Committee
Meeting Minutes
Wednesday, March 22, 2017
SC Room 233 - 3:00pm – 5pm**

Membership Present:

Associated Students (2): VP of Finance Jose Denton

Classified: (4) Thu Nguyen, Angela Hamilton

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

Management: Eugenio Canoy, Victor Garza

Ex Officio: Andrea Alexander, VPAS

Guests: Janice Assadi

Call to order.

I. Agenda

a. Addition/Deletion: None

b. Approval of Agenda: Jack moved to adopt the agenda, seconded by Jose. All voted yes. Motion carried.

II. Minutes.

a. Approval of Meeting Minutes from March 8, 2017: Correction: Health fee is fund 18. All voted yes. Minutes approved.

III. Public Comments. None

IV. Discussion Items

a. **College Budget Three-Year Plan:** We need to establish a College Budget 3-year plan. Kathy will prepare a report, a comparison analysis of EVC budget for the past three years. Victor also talked to Lauren (DBC member) about requesting DBC for a report of SJCC & EVC comparison report.

i. Establishing Annual Budget Cycle Form: We have one with the new look – Dialogue Strategy Adaptation form.

ii. Principles to Consider: Best Practices Handouts were distributed to members. These were also sent to budget managers.

iii. Policies to consider:

b. Budget Hearing Review -

i. Letter to Budget Managers: letter was sent to budget managers in regarding deadline to spend their one-time funding for this year. We will send letter to let them know about a hearing for budget request.

ii. Forms

1. Budget Allocation Template : form for ongoing requests

2. Budget Justification Template: Budget form used for one time funding requests only.

c. Establish One-Time Funding Requirements:

We always had one time funding in the past. The requirement is that no staffing request since it cannot be on-going expenses. Staffing needs should be submitted via a different process, not through one-time funding. For this next budget hearing, the CBC will review requests for one-time funding. Requests for on-going funding (staffing needs, etc.) will have to be channeled through a formalized process, which has yet to be developed by CBC. Victor said that some departments put staffing needs through program reviews and constant communications to the VPs and Business Services to keep the conversation going. Staffing needs are reflected in program review. VP Andrea also explained that the budget “pie” stays the same regardless of our staffing needs, which means we would have to cut somewhere to fund the staffing requests. Several CBC members don’t feel that this is the charge of the committee to make recommendations on staffing needs.

Eugenio said the accreditation report mentioned that we don’t have a formalized process for resource allocation, which includes staffing request. We as a committee should look at staffing requests as a number, not people. We are not making decisions to hire or not to hire. We want a process for documentation even if we don’t have funding for staffing. This is for integrated planning, to align with program review because we never had a process for ongoing/staffing request. We have 18 months to do a follow up report (for the accreditation) to respond to their recommendation.

Jack suggested that maybe we could ask the college council for our charge because we have always made recommendations for budget requests for one time funding in the past. Eugenio responded that he sent the CBC charge to members, and he would resend the charge to all members. We make recommendations to the college council, and we are advisory to the president. We are not a decision-making body.

Teck and Jack recalled that as members of CBC for many years, this is new to them because we never had to deal with staffing requests. Eugenio agreed. As District Budget Committee member, Eugenio will advocate for EVC’s needs. If it turns out we have no one-time funding next year, we still have to advocate for EVC in terms of resource allocation. Teck commented that to take on the responsibility of overseeing staffing requests/needs for other departments is not a comfortable thing to do since we work together. Nancy added that this is a burdensome task to deal with staffing requests. Eugenio said that he’s looking at it as a process review because of accreditation.

Andrea said we already have a process for one time funding, but no formalized process for staffing/on-going requests. These are separate processes. Ongoing requests cannot be integrated with one-time yet.

Eugenio stated the needs for two forms: one for one-time, one for on-going. Jack also mentioned that we need to follow 50% rule (50% of budget in instruction), 75/25% rule (tenured/faculty ratio) when it comes to faculty position. These are going to be part of the R.A.M. process. Eugenio said we did have staffing request submitted last time, and we put it aside.

Eugenio said that we have to develop a budget process and adhere to that process. And that process is in the budget cycle chart. We have a process for one time funding, and need to have a process for ongoing needs request. We want to be part of that integrated planning. Where would a budget manager go to submit his staffing (ongoing) request, absent of a budget? We need to

find out what the process is so that we can put it in writing, to convey the message to budget managers. Jack mentioned that when we offered new programs, where would the money come from? There were times when his department had urgent need and somehow the college found money to fund it. We cannot plan without knowing where the money was.

The consensus from CBC members is that this time we will go ahead with Budget Hearing for one time funding with no staffing requests. We have to write up the requirements for one time funding. We will tell budget managers in a letter to submit their needs/requests for one time funding, no staffing requests at this time. We don't know if we will get the money next year for one-time. We will also look at the process for ongoing requests next year.

VII. Adjournment: Meeting adjourned at 5:10pm. Next meeting will be April 26, 2017 @3pm. (April 5 meeting canceled. April 12 is in Spring Break week, not scheduled).