

2018-2019 College Budget Committee Minutes

**College Budget Committee
Meeting Minutes
Wednesday, September 26, 2018
LE 210 - 3:00pm – 4:30pm**

Membership Present:

Associated Students (2):

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Teck Ky, Nancy Lin, Janice Assadi, RJ Ruppenthal, Randy Pratt

Management: Eugenio Canoy, Ebonnine Hopkins

Ex Officio: Saloshni Chand, Kathy Tran

Call to order.

I. Agenda: approved.

II. Approval of Minutes: meeting minutes from 4/25/18: approved.

III. Public comments. None

IV. Recognition and announcements.

A. Recognition: Eugenio expressed thanks to our former faculty member Jack Baker for serving on the committee these past years. Jack retired at the end of Spring 2018.

B. New member introduction: Randy Pratt (Academic Senate president) and Ms. Nguyen Luong (new AS VP of Finance).

V. Reports.

A. Adopted Budget (2018-19) – Kathy Tran.

Kathy went over the adopted budget handout with colorful illustrations. This format is easier to understand for committee members.

Actual salaries and benefits was 41.2M or 96.7% of our total budget in 17/18 fiscal year, while discretionary was 1.4M or 3.3%. For FY 18/19 adoption, salaries and benefits is 94.4% or 42.5M, while discretionary is 5.6% or 2.5M.

The year-end projection for adjunct is \$10.7M while adopted budget for adjunct is 7.9M. Some members asked why there is a gap between adoption figure and year-end projection. It's based on the number of adjuncts being hired, which is determined by the deans and VP for enrollment management. In addition, faculty members on sabbaticals are paid full salary while adjuncts (as substitutes) are paid out of adjunct budget. The business office will monitor adjunct budget but they have no direct control in adjunct hiring. Another example, adjuncts have to be hired to fill the teaching hours left by the faculty on release time.

Fund 10 does not have carry-overs (according to budget principles established by the board). Any left over from fund 10 will go to district reserve balance at the end of the year. The reserve covers COLAs (cost of living adjustment) and college deficits. In addition, we have to take into account the total cost of ownership for equipment (purchase cost, maintenance cost, etc.), especially those funded by bond money. The maintenance of equipment has to be covered by fund 10 on an on-going basis.

Teck mentioned that beginning Fall 2019 some of the adjuncts in Math department will be let go due to elimination of some courses (about 30 sections) as AB 705 is implemented. This means that we are not going to offer remedial courses.

Fund 18 is Student Health Fee which supports Health Services. Student registration fee includes the health fee. There is minimal support from fund 10 for professional adjuncts in Health Services. Janice said that if she were to take sabbaticals, the department would not have the funding to cover adjuncts. The case manager is paid from general fund 10. Fund 18 also depends on number of FTES (Full Time Equivalent Students), but not all students are required to pay health fees. For example, high school students taking classes here are not required to pay tuition.

Responding to question regarding fund 10, Eugenio explained that it is general fund that supports the district and colleges. We are on Basic Aid since the majority of our funding is from local property tax revenue. If the revenue is short then we will be on state apportionment, which is based on FTES formula.

B. Resource Allocation Model Update. Kathy & Randy

The RAM committee met last Friday (9/21/18). Chancellor Breland wanted to send the RAM model to the Board for review and approval in December. They have spent two years working on the model. It will need to go to Academic Senate for a hearing and approval before sending to the Board. The first RAM skeleton, if approved, would give each college a base allocation. It's still in discussion as of now and SJCC is not yet ready to accept the model.

VI. Information/Discussion Items.

A. Committee Membership.

Faculty membership: needs one person for Jack Baker's replacement. Brian Gott, adjunct faculty, is not on the committee this year. Adjuncts don't get paid to be on committees. If they are assigned they have to be paid. Faculty have to be confirmed by Academic Senate.

B. Goals.

Eugenio distributed the Self-Evaluation form for CBC to all members. The goals were assessed by members (met goal completely, partially, made little or no progress on goal). Goal #1: CBC will work with new RAM model: made no progress since we have not received it. This will be carryover goal for next year. Goal #2 CBC will complete (Dec 2017) goals and get approved by members in Feb 2018: Met goal partially (we need reports from department receiving one-time funding / or feedback). Goal #3: CBC will provide guidelines and processes, completion by Nov 2018: Met goal partially : on-going. Goal #4: CBC will establish funding practices: Met goal partially: on-going. Goal #5: CBC's planning reflects realistic assessments of funding resource availability (Nov 2017): Met goal partially : on-going, will finalize it once RAM is completed. The planning timeline may change once RAM is adopted.

C. College Budget Development

Eugenio mentioned that VP Alexander has committed to provide one-time funding of 150k per year. We do not have a clear process for allocation. Randy stressed that it needs to be tied in with program review as part of the allocation process. We should have a process in place by next year, developing a procedure/timeline for budget requests, budget hearing, etc. The program review should have a part that states the department needs and priorities. By the time funding is available, the department priorities and needs may have shifted or changed. Then they will need to provide updates on their priorities to the committee by annual mini-program review.

Facilities requests for programs needing additional spaces and facilities need to go to Facilities Committee. For budget purposes, they still have to go to CBC. For Technology Requests, send to Technology Committee. For issues regarding money or funding, they will have to direct their request to CBC (College Budget Committee).

VII. Action Items:

Chair selection: Eugenio will serve as Chair till the end of this semester. He mentioned that Melody Barta (Accounting faculty) is interested in serving as Chair in Spring 2019. The committee will vote next year to select chair. Faculty must have release time to participate.

VIII. Adjournment: Meeting adjourned at 4:25pm. Next meeting is on Wednesday October 10, 2018 at 3pm.

College Budget Committee

Meeting Minutes

Wednesday, October 10, 2018

LE 210 - 3:00pm – 4:45pm

Membership Present:

Associated Students (2): AS VP of Finance Nguyen Luong

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Teck Ky, Nancy Lin, Janice Assadi, Maryam Farshadfar

Management: Eugenio Canoy, Tina Nguyen

Ex Officio: Saloshni Chand

Call to order. Eugenio called the meeting to order at 3:10pm.

I. Agenda: approved.

II. Approval of Minutes: meeting minutes from 9/26/18: deferred

III. Public comments. None

IV. Recognition and announcements. New faculty member Maryam Farshadfar from SSHAPE was introduced as a new member to this committee, forwarded by Academic Senate.

Chancellor Forum at EVC - schedule for two candidates:

Monday Oct 15: Staff forum: 1pm-2:30pm; Student Forum 2:30-3:30pm in VPA: Dr. Byron Breland.

Wednesday Oct 17: Staff forum: 1pm-2:30pm; Student Forum 2:30-3:30pm in VPA: Dr. Mary J. Wardell

V. Reports.

A. Training Update – Business Services: Saloshni Chand reported that the business office had provided some training to admins. The next training will be around the first or second week of December. Basic training includes procedures for reimbursement for conferences and WebUI expense reports. If faculty and staff members need training, they will notify Saloshni via email in advance so that she can tailor training material for the department needs. She will provide training on a quarterly basis. Eugenio asked her to provide a list of training topics from Business Services to all CBC members.

Tina reported that PDD pay for adjunct was negotiated with the District and F.A. (AFT). From now on timesheets and sign-ins (for attendance) are required for adjunct if they want to be paid for PDD participation. Previous practice of prepaying them for PDD is not in line with district budget principles.

B. RAM Update: (no update): still in progress. Some suggested that CBC invite Eric Narveson to our meeting and report on the latest.

VI. Information/Discussion Items.

A. Institutional Effectiveness Committee Program Review Process: Eugenio distributed IEC draft for EVC RAM process using program review for budget requests. IEC will verify the budget requests and forward to appropriate committee for review. Then Technology Committee, Facilities Committee, and Academic Senate will submit their recommendations based on the requests they receive to the CBC (College Budget Committee). It was suggested that CBC invite Brad Carothers to the committee meeting so he could explain and provide answers that CBC members may have. For members not familiar with IEC, the IEC has oversight on SLOs (Student Learning Outcomes), Program Reviews, Accreditation, and Strategic Planning.

B. Goals: Eugenio distributed Goals sheet template with updates on the Goals for CBC. We did self-evaluation for CBC and identified how much was/were accomplished toward these goals. One of the suggestions for the goals is that business office (Saloshni) will do more training sessions, and Academic Services will do training on the AFT contract as requested.

C. College Budget Development: Eugenio announced that 150k is now an annual one-time funding according to VP Alexander. Some members asked where the money is coming from. He responded that he does not know. IEC will be responsible for determining funding requests tied in with program review. Last year we had a total of 1.2M from budget requests but were given 150k in funding.

Discussion of adjunct budget: last year we overspent by 2M in adjunct. Teck mentioned that years ago there were high level math courses that had only 8 or 9 students, approved by the dean and the VP, as the courses were offered once a year. If students needed a class for graduation, as it was also the case, then the course was allowed to open, even if there were only five students. FA contract says that any classes not reaching 80% cap in headcount then the class is cancelled. Business Office does not have direct control over adjunct budget in terms of hiring. The deans and VP make decisions on adjunct hiring.

CBC will continue to review one-time funding activities from last year, seeking feedback and reports from departments that received funding for their requests.

D. Miscellaneous

Campus printing: black and white printing is less expensive than color printing. New office color printers (Konica Minolta) should have black and white as a default setting.

CBC membership representation:

For classified, names will be forwarded to CBC from David Micetich. For faculty, the Academic Senate made a change: *if a division does not have a faculty representation, it can be filled by other divisions*. Previously, each division was supposed to forward a faculty member's name.

VII. Action Items:

At the next meeting we will review IEC's new and old models for RAM. Brad Carothers is trying to push the new model for approval.

VIII. Adjournment: meeting adjourned at 4:45pm. Next meeting is on Oct 24, 2018.

College Budget Committee

Meeting Minutes

Wednesday, October 24, 2018

LE 210 - 3:00pm – 4:45pm

Membership Present:

Associated Students (2): AS VP of Finance Nguyen Luong

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Teck Ky, Nancy Lin, Janice Assadi, RJ Ruppenthal, Randy Pratt, Maryam Farshadfar

Management: Eugenio Canoy, Maniphone Dickerson

Ex Officio: Saloshni Chand

Call to order. Eugenio called the meeting to order at 3:10pm

I. Agenda: approved.

II. Approval of Minutes: meeting minutes from 10/11/18 was approved as corrected under Item VI.-D Miscellaneous – CBC Membership representation.

III. Public comments. None

IV. Recognition and Announcements.

Reprographics Open House: Oct 25 : from 2-5pm

District Budget Committee meeting: October 25 from 3-5pm in Mishra.

Campus Forum – President’s Update & Facilities Update: November 8 from 12:30pm – 2pm in Mishra

Enlace Celebration: November 1: Food sale: outside of library. There is a Dias de Muertos altar in the library until November 2.

Filipino Heritage Celebration: October 30: Panel discussion from 12:30pm – 1:30pm in Gullo II

Flu Shot Clinic: November 1 from 2:15 – 5pm in Health Services

Spooktacular event for student services: October 31 from 9-1pm In Gullo II

V. Reports

Training Update from Business Services - Saloshni: Business Office Training will begin in the first week of December. Details of date, time and place will follow. Topics will include Budgets, Budget Transfer, WebUI, Document Requirements for Mileage Reimbursement Requests.

VI. Information/Discussion Items:

A. RAM Updates: Randy

Handouts were distributed to members. Both Academic Senates from SJCC and EVC rejected the proposed model. They agreed on the basic framework but rejected the numbers in the model. They made a recommendation: Conduct a performance/operational audit of the district. The district does not have an independent authority to conduct auditing. Chancellor Breland will request the Board for an extension to submit the RAM. We hope to have the model by early February 2019.

Our goal is to have RAM completed and be in place by March 2019 so that we can load the tentative budget for 19/20. The RAM Task Group has been suspended as their work was done. Because of the timeline, the auditing may be done on the district by March. As a committee, we cannot plan for anything without a model in place. Randy also mentioned something called “carve outs” or “place holder” that we should put in place. He cited an example where SJCC has a Math coordinator and a budget while EVC does have one coordinator without a budget (without pay). If we don’t have it in place then we don’t have budget for them.

B. Program Review Update. Eugenio

We will send out communications regarding requests for one time funding to the deans and department supervisors in November. The deadline is 2 weeks before month’s end. The CBC can meet in December and review those requests. If a request is not supported by program review then it will be rejected. As for technology items (under bond funding), Eugenio mentioned that departments can submit proposals to deans. Teck asked about the Math department requests and what happened to them. It was suggested that the department follow up with the Business Office. Saloshni will bring back reports on what was funded from one-time funding allocation at the next meeting.

C. Goals

i. Goals for 2017-18: done

ii. Goals for 2018-19: The following goals are suggested for this year :

1) Tighten our procedures for budget requests. We can look at and analyze the cost of each program.

2) Budget & Program Review: We can analyze program review & outcomes.

3) We should support budget allocation process that is responsive and reflective of program review.

Discussion also included seeking student input from the A.S. We can ask the A.S. Student Body if they want certain activities as they can give a supportive voice in the budget allocation process.

VII. Adjournment: meeting adjourned at 4:37pm. Next meeting: November 14 at 3pm in LE-210.

**College Budget Committee
Meeting Minutes
Wednesday, November 14, 2018
LE 210 - 3pm – 5pm**

Membership Present:

Associated Students (2): AS VP of Finance Nguyen Luong, Danny Mendez (EAC board member)

Classified: (4) Thu Nguyen

Faculty: (8) Nancy Lin, Janice Assadi, RJ Ruppenthal, Randy Pratt, Maryam Farshadfar

Management: Eugenio Canoy

Ex Officio: Saloshni Chand, Andrea Alexander, Kathy Tran

Call to order. Eugenio called the meeting to order at 3:10pm

I. Agenda: item C under VI was added to the approved agenda.

II. Approval of Minutes: meeting minutes from 10/24/18 was approved as corrected under VI-A (cross out #2).

III. Public comments. none

IV. Recognition and Announcements.

New student member Danny Mendez joined this meeting. Danny is a board member of EAC. Presidential Investiture for Keith Aytch: November 27 from 3:30-5:30pm in VPA. Please RSVP on the evite that was sent in the email if you will attend.

V. Reports

A. Training Update Business Services – Saloshni: there will be a presentation on WebUI on Dec 6. On Dec 7 there will be hands-on training in a computer lab (how to do a report in WebUI, etc.). The location will be announced later. Kathy also mentioned that they are working with a web developer to put Business Office training material on the website for MyWeb and Colleague systems. The last training was on reimbursements process.

B. Quarterly Budget Review. VP Alexander: handouts for quarterly report ending 9/30/18 were distributed to all members. The YTD expense should be 25%, but we expended 22% of the annual budget (discretionary) as some faculty were not back until August. The expected balance of 500,339 by end of year will not materialize due to coverage for faculty sabbaticals and subs (5 on re-assigned time and 3 on sabbaticals). She also noted that we have lots of transitions at the top and no control over COLA (cost of living adjustments). On a three-year average, we spend about 1.267M per year to cover shortfall in COLA at EVC. The district does not give us money for COLA in funds 17 or 18. We have to make up for the difference/overages in funds 17 or 18 using fund 10. By April and May we will have a good sense of where we are in the budget.

Questions came up from a student member about adjunct and what defines a full load. Randy replied that full load faculty teaches 5 classes while an adjunct (part time) faculty teaches 1 to 3 classes per semester. There was another question about adjunct and AB705 and whether it would affect adjunct. VP Alexander stated that if the need is the same then there is no change in the books. We would still have to teach the same number of students under AB705.

Fund 18 is from student health fees/local revenue to fund Health Services. We have had to use fund 10 to cover overages in fund 18 at times. The limit \$20 is the maximum you can charge for the health fee. In recent years, we have SSSP and supplements (student equity) to cover mental health services.

Fund 17 (last year funded requests / one-time funding): We have categorical funds 17 (restrictive accounts) that are local, state or federal grants. Their budget managers have to report quarterly. The grants have always been used for scheduled maintenance on campus or used in instructional support (classroom or in the lab). Since we have the bonds now to pay for scheduled maintenance, fund 17 is directed for instructional support. VP Alexander and president Aytch have agreed that we will use this for instructional support as long the state gives this money every year from now on. It has to be given to academic deans because of the caveat of the grants (instructional support): Nursing, CTEs, SSHAPE, Math & Science, and Language Arts/Library (20k each). Last year's grants have been spent or encumbered 101,578.70. From 332,470 FY 18/19 budget, we have 100k given to academic deans, carryover from last year (17/18FY, 74,837, spent by February 2019), and a net total of \$157,633 to spend by year's end.

Question: what about requests that have nothing to do with instructional? VP Alexander responded that the departments should put in requests just in case there is a source funding that is not instructional. Randy acknowledged VP Alexander for serving the needs for instructional support from her reports and budget presentations.

C. RAM Updates – Randy: RAM (Resource Allocation Model). Both colleges rejected the model. They made a recommendation that a performance audit be done on the district office. We are interviewing Harvey Rose audit group and another group the next day. The goal is to have a different funding model by March so that we can have a tentative budget in place with the new model. The chancellor is very supportive of this process.

VI. Information/Discussion Items:

A. Program Review/Budget Requests. Department requests for funds should be tied in or related to program review. This is part of the process.

B. Accreditation Update Mid-year report is about one year away. We have to document all of CBC activities in a report for accreditation later on.

C. Goals 2018-19: i) Improve our procedures for budget requests ii) Utilize outcomes to close the loop on previous budget allocation requests iii) Continue training as needed. CBC members will attend at least one training by the Business Office by the end of the fiscal year.

Eugenio will send out communication regarding budget requests to campus community by Monday 11/19.

Miscellaneous: what about the requests funded from one-time funding last year? VP Alexander responded that spend it by January 2019, if not then roll it over to spend by February 2020

VII. Adjournment: meeting adjourned at 4:12pm. Next meeting: November 28 at 3pm in LE-210 (cancelled)

**College Budget Committee
Meeting Minutes
Wednesday, December 12, 2018
LE 210 - 3pm – 5pm**

Membership Present:

Associated Students (2): AS VP of Finance Nguyen Luong

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Nancy Lin, Teck Ky, Janice Assadi, RJ Ruppenthal, Randy Pratt

Management: Eugenio Canoy, Maniphone Dickerson

Ex Officio: Saloshni Chand, Andrea Alexander, Kathy Tran

Guest: Gina Riccitelli (classified)

Call to order. Eugenio called the meeting to order.

I. Agenda: Approved.

II. Approval of Minutes: meeting minutes from 11/14/18 was approved as corrected on page 2 first paragraph (cross out #DSP).

III. Public comments. none

IV. Recognition and Announcements.

Eugenio announced: next CBC meeting : February 13, 2019 from 3 – 5pm in Gullo I Conference Room. President's Christmas party : Dec 13 in Gullo I 11:30am – 1pm in the reception area – Student Services building.

Student's Pantry opening on Dec 13 at 11am.

Janice recognized Business Office (Saloshni Chand and Kathy Tran) for the training in early December (WebUI session).

V. Reports

A. Training Update: Business Services: Kathy/Saloshni: Next training will be in February 2019, focused on budget reporting. Members suggested that in future training announcement, Business Office include program coordinators and staff members who are not necessarily administrative assistants but are responsible for budget/purchasing in their respective departments.

B. RAM Update - Randy Pratt: no change since last update. We are waiting for the chancellor to initiate conversation with Harvey Rose auditing firm. He has to set up the appointment with them to define the scope of the audit.

As a budget committee, we have to move forward with the budget process.

C. IEC Resource Allocation Proposal:

The IEC has Resource Allocation proposal for this year. Randy asked if the funding allocation includes fund 17. Andrea responded that there is no guarantee that it would come every year. The IEC put forth this process as part of accreditation process, irrelevant of money funding.

Fund 17 is categoricals (from state, grants, etc). Andrea mentioned that budget adoption is in September, so the state information could come in the middle of the year; the state budget could be lower than previously funded. For categoricals, it's very loose and we cannot put it in the tentative/adoption budget. Kathy also mentioned that there are different data points from the state chancellor's office regarding tax allocation , and they can take back from prior funding allocation. Randy said that the IEC wanted to attach a certain percentage of categoricals to the budget.

Andrea said that RAM is tied to fund 10 (general fund). Categoricals is funded to budget managers and there are guidelines to adhere to. There can be no percentage to take categorical from. She added that fund 17 is distributed to the district, then redistributed to academic and/or special programs (SEASSE, SSSP, Equity, Basic Skills). There was 100k distributed to academic managers this year. Different funds 17 have different rules and we cannot attach it to the allocation process.

Randy asked if we have a budget line for consultant fees. Andrea said that the college does not pay consultants; the district pays the consultants. We don't hire consultants except for bonds projects (Strategic reports, Guided Pathway, CTE – Tesla project).

VI. Information/Discussion Items:

Budget Hearing Schedule: Eugenio – Andrea: Handouts of budget request timeline were distributed to members. A set of guidelines has to be met when submitting requests. Requests cannot be for something that is not supported by curriculum or program that doesn't exist (for example, welding). Total cost of ownership needs to be addressed in the R.A.M. For example, the 3-D printer is really expensive in terms of supplies and ongoing maintenance.

We could schedule a budget hearing in late February or March. We would send the announcement out to the campus saying that the deans should receive the proposals or requests from their departments by Feb 20. The deans will turn in requests to CBC by March 6. CBC will not take requests from individual staff members. The hearing will be conducted in one session, then the next (decision) meeting in a separate, closed session. Randy proposed March 13 as a tentative date (3-5pm) for the hearing.

One suggestion was that we (CBC) should have a separate email address for CBC to receive requests from the deans.

1) Eugenio will create a folder in SharePoint 2) Set up CBC email address 3) Deans will submit the requests to CBC to that email.

VP of ASG Luong Nguyen asked if students can come to the hearing. Eugenio said that as a CBC member they can participate in the process.

Kathy: As for the timeline of spending this year's funding (one-time funding carryover from 17/18) that was already allocated last Fall, it has to be spent by February 2019. For general fund purchasing, May 18 is the last date to submit purchase requisitions.

VII. Adjournment: meeting adjourned at 4:35pm. Next meeting: February 13, 2019 at 3pm in LE-210

**College Budget Committee
Meeting Minutes
Wednesday, February 13, 2019
Gullo I Conference Room 3pm – 5pm**

Membership Present:

Associated Students (2): AS VP of Finance Luong Nguyen

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Nancy Lin, Teck Ky, RJ Ruppenthal, Maryam Farshadfar

Management: Eugenio Canoy

Ex Officio: Saloshni Chand, Andrea Alexander, Kathy Tran

Call to order. Eugenio called the meeting to order.

I. Agenda: Approved.

II. Approval of Minutes: meeting minutes from 12/12/18 was approved as corrected (item V-C, 2nd paragraph replaced “tax revenue” to “tax allocation”).

III. Public comments. none

IV. Recognition and Announcements.

Eugenio announced that room LE-228 is a computer lab set up for business office trainings. All managers, VPs, and the president will be notified of future trainings.

Eugenio announced that interim Vice Chancellor of Administrative Services is Jorge Escobar. He was VP of Student Services at SJCC.

V. Reports

A-Training Report: Kathy: the training in LE-228 will focus on presentation. On March 8 from 10AM to 12 noon there will be training on requisitions. Location will be announced. Saloshni will email to all deans and VPs about the training. The LE-228 lab has Square9 and DocuSign, which are software applications set up by ITSS for our transition to paperless. Business Office also uploaded previous training materials in PDF to the website.

B-RAM update – Randy: The process will be finished in time for the district to load the budget for the next cycle. It will be implemented using program reviews completed this year in the cycle. VP Alexander said that the 150K will not be used in this EVC budget process this year due to timing. Once the process is rolled out, we will have more dates.

VI. Information/Discussion Items:

A. Budget Hearing – Developing Criteria: In March we will evaluate submittals (which will be uploaded in Sharepoint folder One-time-Allocation-folder-18/19). The deans will put in their requests in the folder, then the executive team (President and VPs) will have access to it. By February 15, the executive team will have access to the folder and review the requests. VP Alexander mentioned that the money allocation this time is from instructional supplies & equipment (150K). It’s incumbent upon the CBC to look at requests and vet them out if they do not meet instructional equipment criteria. Funding source determines criteria for these requests.

Teck raised a question about a faculty’s request to purchase a camera for teaching a class. Should it be purchased for all departments to use as one piece of equipment or should it be for that department only?

VP Alexander responded that we need to look at RAM process and technology component – economy of scale. Is it part of a program review? Program review is the first criteria in reviewing these requests. CTSS manages inventory of all the technology equipment, and the department (using it) is responsible for owning the equipment. The dean should put in requests from their department together as one spreadsheet.

Business Office will determine if requests fall under “instructional equipment”. Kathy has a list of who spent what from last year’s funding requests and she will provide an update to CBC members. Eugenio will send Sharepoint links to folder to CBC members before Feb 27. These requests are submitted to executive team. For those requests that are not considered (under instructional equipment criteria) we have to notify the departments. We will hold on to those requests for future considerations in case there are non-instructional equipment funding sources available. Eugenio recommended that the executive team review only requests that fall under instructional equipment. This time the money cannot be carried over. All the requests must have quotes ready and requestors have to be ready to spend it. Once spending is done, they have to report back to the CBC on how they spent the money. VP Alexander also asked that requestors put amount to the nearest dollar (no percentages or tenths) to make it simpler for the business office when compiling requests together. She will not attend the hearing as VP of Administrative Services is not involved in hearing or decision making.

Timeline:

February 27: hearing/review in closed session. Business office will present budget information.

March 13: Closed session to prioritize requests

March 25: College Council Recommendation. Deans and departments can make presentation to add to their narrative and justification for a 3 minute maximum time slot. They have to meet criteria of “instructional supplies & equipment”.

VII. Adjournment: meeting adjourned at 4:15pm. Next meeting: February 27, 2019 at 3pm in Gullo I Conference Room.

**College Budget Committee
Meeting Minutes
Wednesday, February 27, 2019
Gullo I Conference Room 3pm – 5pm**

Membership Present:

Associated Students (2): AS VP of Finance Luong Nguyen, AS President Samar Robleh

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Nancy Lin, Teck Ky, RJ Ruppenthal, Maryam Farshadfar, Randy Pratt

Management: Eugenio Canoy

Ex Officio: Saloshni Chand, Kathy Tran

Guest: dean Antoinette Herrera

Call to order. Eugenio called the meeting to order.

I. Agenda: Approved as corrected.

II. Approval of Minutes: meeting minutes from 2/13/18 was approved as corrected.

III. Public comments. None

IV. Recognition and Announcements. none

V. Reports

A. Resource Allocation Request Status - Business Office: Kathy reviewed the requests and screened out those that did not meet the “instructional equipment” criteria (OASSIS, Outreach, A & R, and Transfer Center). Instructional items have to be directly related to the classroom. Some departments have both non-instructional and instructional requests. Randy commented that he would like to see 17/18 list of recipients who spent the one-time allocation last time. Kathy responded that some of them are still spending carry-over this year. She will provide an updated list of what was spent from 17/18 one-time allocation.

VI. Information/Discussion Items:

A. Resource Allocation Request Review

Current requests – criteria met: (instructional supplies & equipment)

Physics dept.: all items

Engineering: all items

Math: page 1 list: #1; #2; #6

Page 2 list: #4; #7

Chemistry: all 3 items

Biology: all items

Library: all items (#2, #3, #4) except #1 (#1 is a lower version of #2)

Adventure/Physiology: all items

Music: met criteria: #1, #3, #4

Enlace: met criteria: #2; #3

Requests - criteria not met – non-instructional

OASSIS : no

Outreach: no

A&R: no

Transfer Center : no

Enlace: #1 no
Music: #2; #5: not met

Eugenio will compile a summary list of all requests that have met criteria and round the amount to the nearest dollar amounts or whole number. Randy suggested that we look at lists of requests by divisions, total amount, and priorities on their list (if the divisions had done ranking/prioritizing already). We will have a common minimum amount (a base number) given to each division and let them decide for their departments.

Action: The minimum for Enlace and Library (20k, both under Language Arts) will be the base allocation per division (Language Arts and SSHAPE). The remainder will be given to MSE division based on the CBC recommendations of what items on their list to be purchased. Motion passed.

VII. Adjournment: meeting adjourned at 4:22pm. Next meeting: March 13, 2019 at 3pm in Gullo I Conference Room.

**College Budget Committee
Meeting Minutes
Wednesday April 10, 2019
Gullo I Conference Room 3pm – 5pm**

Membership Present:

Associated Students (2): (none present)

Classified: (4) Thu Nguyen, Mayra Garcia

Faculty: (8) Teck Ky, Maryam Farshadfar, Janice Assadi, Randy Pratt

Management: Eugenio Canoy

Ex Officio: Andrea Alexander, Kathy Tran

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

I. Agenda: was approved by members present. It was noted that the committee had no quorum (needing minimum of 9 voting members).

II. Minutes: Minutes from 3/13/19 was tabled.

III. Public comments: Maryam thanked the CBC for approving the request for musical instruments, to loan to students who cannot afford to buy their own instruments. She also shared her student choir performance at the Evergreen Community center from her iPhone connection to Air Server in the Gullo I conference room.

IV. Recognition and Announcements:

A. Requesting replacement for membership: Eugenio

MSC: Ebonine Hopkins & Tina Nguyen have resigned from the committee.

Classified: Angela Hamilton, Ingrid Rottman. We will ask for new members.

Faculty: Brian Gott. We will take at-large member approved by the new Academic Senate

V. Reports

A. College Council outcomes of the 1st round of the Budget Allocation Request. This is an information item only. VP Alexander will ask President Aytch to put it as an action item on the next College Council meeting.

B. Quarterly Report for period ending 3/31: Kathy said that it is a work-in-progress.

She has sent communications to the respective deans or managers regarding the funded budget requests with two options: 1) If they have quotes ready to go, send to the business office, and the items have to be received by June 28 in order to spend in this fiscal year. 2) Or wait till July 1 and spend it for next fiscal year. Quote has to be received by business office by Dec 31, 2019, no exceptions. The purchase must be aligned with original requests, no deviation. If the department has the quote, send to the dean or manager.

VI. Information/Discussion Items:

A. Discussion of the 2nd round of the Budget Allocation Requests.

Eugenio mentioned the unfunded Student Services requests and said that Moni was supposed to report who or which department got funded by her grant.

VP Alexander recommended that once dean Moni Dickerson reports on what's being funded by her grant, we can remove those requests from our list of requests.

B. RAM: Randy said that we are still waiting for the Chancellor to act on the RAM model being proposed.

VP Alexander also said that IEC integrates program review with Resource Allocation Model, which is the model that the College Council adopted. We have to start setting up the budget and payroll now as usual until our new RAM model is adopted. We have to have a budget plan to the Board in July until RAM is adopted.

Janice brought up the current \$20 health fee that students pay. Per state law, we are allowed to raise health fee by \$1.00. It would help Health Services if the fee is increased by \$1.00 per student. VP Alexander said that this is a districtwide system. We need to wait for SJCC to provide their input and ask them to consider the proposed increase. Once they are on board then we can put it on the College Council agenda.

VII. Adjournment: meeting adjourned at 3:57pm.