

Evergreen Valley College
College Budget Committee MINUTES
September 8, 2021
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Mayra Garcia, Hoa Pham, Vu Tran
Students (2)	Bao Nguyen, AS VP of Finance; Fernanda Torres, AS Student President
Faculty (8)	Lisa Hays, Elizabeth Kramer, Teck Ky, Nancy Lin, Heather Ott, Randy Pratt
Management (4)	Maniphone Dickerson
Ex Officio	Saloshni Chand, Kathy Tran,
Guests	Antoinette Herrera

Call to Order Time: 3:05PM

I. Agenda

- A. No Addition/Deletion. Abby AbdelHalim moved to approve the agenda, Liza Kramer seconded. Agenda approved unanimously.

II. Minutes

- A. None to approve

III. Public Comments: Antoinette Herrera, Dean of Math/Science/Engineering

- A. Antoinette Herrera, Dean of Math/Science/Engineering, brought up the need for a process for Classified Staff Hiring Prioritization.

IV. Recognitions and Announcements: None

V. Reports: None

VI. Information/Discussion Items:

A. Orientation Handbook

- i. The committee wants to write an orientation handbook for new members.
- ii. Moni suggested that we clarify the roll of the committee as well.
 1. What level of recommendations can we make?
 2. What happens to the recommendations so that there is action?
- iii. Lisa will organize the CBC Microsoft Teams account so all members can add to the orientation handbook.

B. Goals for 2021-22

- i. The committee needs to set goals for the upcoming year.
- ii. We looked at goals for last year.

- iii. Lisa will also set up a document on MS Teams for members to add ideas for our goals.
- iv. Moni would like to see an assessment mapping with how much is in the pot of money, where it is being distributed, and what is the remaining money used for.
- v. She mentioned that the Fund 17, Fund 16, Contract Ed, CARES Funding and more
 - 1. Kathy notes that Fund 17 are restricted funds unlike our general fund.
 - 2. Educating the CBC about how those grants are written is important.
 - 3. Tech confirmed that the committee can still learn about these funds.
- vi. Seeing an assessment map will help us analyze our resources better.
- vii. Educating the CBC about where the funding is at EVC so we can refer staff/faculty to what might be available to them.
 - 1. For example, Strong Workforce has a list of criteria to be met for funding. If proposal doesn't meet criteria, what other sources of funding can we recommend?

VII. Action Items: None

VIII. Adjourn: Teck Key moved to adjourn the meeting. Fernanda Torres seconded. Motioned passed and meeting was adjourned at 4:06PM.

Evergreen Valley College
College Budget Committee Minutes
September 22, 2021
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Mayra Garcia, Hoa Pham, Vu Tran
Students (2)	Bao Nguyen, AS VP of Finance; Fernanda Torres, AS Student President
Faculty (8)	Lisa Hays, Elizabeth Kramer, Teck Ky, Nancy Lin, Heather Ott, Randy Pratt
Management (4)	Michael Osorio
Ex Officio	Saloshni Chand, Kathy Tran
Guests	Antoinette Herrera, Sarai Minjares

Call to Order Time: 3:05PM

IX. Agenda

- A. No Addition/Deletion. Liza Kramer moved to approve the agenda, Randy Pratt seconded. Agenda approved unanimously.

X. Minutes

- A. Randy Pratt moved to approve the agenda, Mayra Garcia seconded. Minutes approved unanimously.

XI. Public Comments: None

XII. Recognitions and Announcements:

- A.

XIII. Reports:

- A. Classified Employee Hiring Prioritization – Sarai Minjares
 - i. Sarai is the Senate President and VP for CSEA
 - 1. A special thanks to Sarai for coming to speak with little notice and give us a sneak peek.
 - ii. Working with President Gilkerson to create a committee similar to the Faculty Prioritization committee.
 - iii. The Classified Senate is working on a rough draft at this time including the following:
 - iv. Committee charge is to review and rate submissions of new and augmented classified professional positions to be hired out of general funds (fund 10) based on requests submitted annually in the spring through program review and resource allocation requests. There is an included rubric.

- v. Discuss and prioritize each proposed position for submission to College Council for review and approval.
- vi. Evaluate and assess the effectiveness of the committee's adopted process and goals and recommend areas for improvement.
- vii. Committee Co-chairs: Classified senate president and VP of Student Affairs
- viii. Members: 2 classified from Student affairs, 2 from Academic affairs, 2 from Administrative Services, 2 At-Large and 3 college administrators all with a 2 year term.
- ix. The next step is to get the Classified Senate endorsement of a final draft of this document and then to the College Council for approval.
- x. Questions:
 - 1. Heather Ott asked who would ask for these positions. Managers will request but must be in program review.
 - 2. Heather asked if a retirement or vacated position would require a request. No. This is not like the faculty position that is not automatically filled upon a retirement and requires a full review by the prioritization committee.
 - 3. She also asked if a manager can decide that the position is not needed. Will this committee be able to help make that decision? Sarai will follow up on this question.
 - 4. Lisa asked if faculty will be on the committee. No.
 - 5. Dean Antoinette Herrera mentioned that the President confirmed to administrators that this process is moving forward. Antoinette's division has needs for new technician positions and she is happy to learn that this will be Fund 10 so that positions do not expire from Fund 17 or other grants.
- xi. Sarai often gets asked how much money is available for these positions. This answer requires the EVC RAM to be fully up and running.

XIV. Information/Discussion Items:

- A. District Adopted Budget for 2021-22 – Lisa Hays
 - i. Lisa showed where to find adopted budget on Teams
- B. College RAM
 - i. Lisa showed where to find VP Alexander's presentation on Teams.
 - ii. The committee would like her to come and explain this process again.
- C. Membership:
 - i. According to EVC website, can have 4 administrators, 3 associated students, 4 classified, 8 faculty (1 At-Large elected by Academic Senate, VP of Administrative Services, Budget Operations Supervisor
 - ii. Will research term limits.

XV. Action Items:

- A. Goals for 2021-22
 - i. The committee spent 30 minutes writing and revising the goals. Rough draft below:
 - ii. Goal #1: **District RAM**
 - 1. The CBC will be responsive to any change in the college allocation resulting from the full implementation of the District RAM (Resource Allocation Model). Members want to ensure sufficient revenues to support educational improvement and innovation at Evergreen Valley College (EVC).

- iii. **Goal #2: Constituency**
 - 1. The CBC will become educated in the current budget process. Each member will then educate their constituency group in this process and ask their groups to share funding needs and budgeting concerns.
 - iv. **Goal #3: Education**
 - 1. The CBC will write the first ever manual for new members. "Guide to the Evergreen Valley College Budget Committee: No experience necessary"
 - v. **Goal #4: Decisions**
 - 1. The CBC will be fully involved in the funding decisions for the College from the initial stages of budgeting and throughout the entire process.
 - vi. **Goal #5: Review and Recommend**
 - 1. The CBC should have an opportunity to review and make recommendations on procedures, policies, and allocations.
 - vii. **Goal #6: Additional Funds**
 - 1. The CBC will approve special funding requests including any annual allocation from the District, CARES, and annual Innovation Funds that have been granted.
 - viii. **Goal #7: Program/dept Budgets**
 - 1. The CBC will continue to advocate for establishing budgets for programs and departments to provide necessary support for all EVC students in an equitable manner including Fund 18 and other funds not included in the general fund.
 - ix. **Goal #8: Increase in Program/Dept Budgets**
 - 1. As EVC transitions from an expense model to a revenue model, the CBC will make sure that the college meets the ongoing budgetary needs of departments and programs with yearly increases. CBC will make recommendations to enhance it.
 - x. **Goal #9: Funding Solutions**
 - 1. The CBC will provide funding solutions by looking for grants and the availability for funding from Fund 17 for items that meet the restrictions.
 - xi. The committee will finalize these goals at the next meeting on October 13, 2021 and vote on them.
- B. **New Member Manual**
- i. The committee wants to write an orientation handbook for new members and chose the following topics.
 - 1. Details about new college resource allocations for 2021-22 (including timelines, process for approval and the specific role of the Budget Committee in that process)
 - 2. What does it mean to be basic aid district?
 - 3. Fund numbers, titles, where to find balances
 - 4. Names, roles and contact information for Fiscal Services
 - 5. New word (role) of budget committee
 - 6. Meeting days/times and membership composition

7. Data annually, employee data, budget compared to enrollment to similar basic aid districts (ask Amber to help pull the idea) I'll ask Hoa to help
 8. Terms/definitions
 9. Robert's Rules
 10. Charge Official
 11. Chair Loading and responsibilities
 12. Elements of the budget
- ii. At the October 13 meeting the members will vote on these topics and begin writing the handbook.
- xvi. Adjourn: Liza Kramer moved to adjourn the meeting. Hoa Pham seconded. Motioned passed and meeting was adjourned at 4:48PM.

Evergreen Valley College
College Budget Committee Minutes
October 13, 2021
3:00 – 5:00 p.m.
Zoom

Attendance

Classified (4)	Abeer AbdelHalim, Mayra Garcia, Hoa Pham, Vu Tran
Students (3)	Bao Nguyen, AS VP of Finance
Faculty (8)	Lisa Hays, Elizabeth Kramer, Teck Ky, Nancy Lin, Heather Ott, Randy Pratt
Management (4)	Maniphone Dickerson, Robbie Kunkel, Tina Nguyen
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand

Call to Order Time: 3:04PM

XVII. Agenda

- A. No Addition/Deletion. Randy Pratt moved to approve the agenda, Abby AbdelHalim Pratt seconded. Agenda approved unanimously.

XVIII. Minutes

- A. Heather Ott moved to approve the minutes, Teck Key seconded. Minutes approved unanimously.

XIX. Public Comments--Limited to 3 minutes; there is no action or extended discussion of any item not on the agenda.

XX. Recognitions and Announcements

- A. EVC Grant Award for California Apprenticeship Initiative High Road Training Partnership (Moni)
 - i. Evergreen Valley College is awarded \$125,000.00 from California Apprenticeship Initiative (CIA)- High Road Training Partnership (H RTP) to support the planning of the Janitorial and Custodian Infectious Disease Cleaning Training (JCIDCT) program with Building Skills Partnership (BSP).
 - ii. The H RTP project period is 1/1/2022-12/31/2022.
 - iii. This award is in alignment to the College's strategic goal to expand educational and career pathways.
 - iv. The role of EVC:
 - 1. Decrease the barriers to attain college credit.
 - 2. Utilize an online competency-based model and enhance digital literacy.
 - 3. Develop non-credit and/or credit pathways
 - 4. Provide technical support for participating students in the training.
 - v. The BSP's role is:

1. Establish a plan and engage with the employer work sites for on the job training opportunities for participants.
2. Attend collaborative meetings with EVC and other stakeholders.
3. Recruit/outreach to participants to the training program.

XXI. Reports

A. **District** budget overview – Andrea Alexander

- i. Adopted Budget for the district in 21-22 is \$145,233,013
 1. Salaries and Benefits is 85% of budget or \$123,102,128
 - a. AFT = \$46,482,375
 - b. CSEA = \$23,076,824
 - c. MSC = \$13,319,350
 - d. Benefits for all = \$40,233,579
 2. Discretionary is 15% of budget or \$22,130,885
 - a. Materials and Supplies = \$941,483
 - b. Operating Expenses = \$15,340,964
 - c. Capital Outlay = \$216,386
 - d. Contingency = \$1,476,388
 - e. Other Outgo = 0
 - f. Transferred out (to fund 17 and 48) = \$4,155,864

B. **EVC** budget overview – Andrea Alexander

- i. Adopted Budget for EVC in 21-22 is \$51,097,733
 1. Still using old RAM calculations which is expense based budget
 2. Salaries and Benefits is 96% of budget or \$48,946,022
 - a. AFT = \$22,824,656
 - i. \$8,468,167 for adjunct but likely to be higher by end of year
 - ii. Year-end projection adjunct = \$11,265,261
 - iii. We always spend about \$2M more and take it from discretionary to cover.
 - iv. Board principals say once move from discretionary to salaries and benefits, can't get it back. So we wait until end to transfer.
 - v. This means 96% in line 2 above will become 98%
 - b. CSEA = \$7,821,872
 - c. MSC = \$3,792,685
 - d. Benefits for all = \$14,506,809
 3. Discretionary is 4% of budget or \$2,151,722
 - a. With the adjunct salaries year-end project, this will likely be closer to 2% of budget
 - i. Materials and Supplies = \$257,849
 - ii. Operating Expenses = \$1,208,058
 - iii. Capital Outlay = \$31,753
 - iv. Contingency = \$425,000
 - v. Other Outgo = 0
 - b. Transferred out (to fund 17 and 48) = \$229,072
 4. How do we know this?
 - a. First time we did a 3 year contract for AFT and CSEA
 - i. MSC gets the same raise with the "Me Too"
 - b. Every employee is slated to get a compounded 12% increase in their salary over the next 3 years

- c. Fund 10 is mostly just salaries/benefits
 - d. Where is the money? All in salary and benefits
- C. HEERF (Higher Education Emergency Relief Fund) overview – Andrea Alexander
 - i. These funds are from the federal government for COVID related expenses
 - 1. Very restricted
 - 2. Not from program review
 - 3. Quarterly reports for these expenses
 - 4. Given to colleges, not district office
 - ii. EVC received 3 different installments (HEERF I, II, III)
 - 1. Financial Aid portion received approx \$19,626,804
 - a. Law says more than 50% directly to students
 - b. So far expensed \$12,210,604 directly to students by the end of this semester
 - i. Cash in hand to help them
 - 2. Minority Serving Institution portion received approx \$1,920,351
 - a. Directly to students or through Student Services
 - b. Software
 - 3. Institutional portion received approx. \$10,000,000
 - a. Some of this went to students
 - b. \$731,500 to District Office
 - c. Expensed \$8M so far
 - iii. Emergency Response Team began in June 2020
 - 1. ERT Committee heard needs and decided how to spend HEERF funds
 - a. Faculty training, classroom instruction, classroom safety, facilities safety, equipment, 60% of funds to students, cell phone for CSEA, stipend to faculty
 - b. Lab classes on campus need social distancing and more supplies for students to work independently instead of in groups
 - iv. HEERF to be expensed for the next 2-3 years
 - 1. Much of this is because of the vaccine requirement for students and staff
 - 2. Personnel
 - a. Stipends for all EVC employees for our hardships
 - i. Will do the same for district office
 - b. Additional lab assistants in Math/Science
 - c. Hourly CSEA positions for COVID check-in, testing, vaccination
 - d. 2-3 nurse practitioners
 - e. Mental health counselors
 - f. Student ambassadors for vaccine checks
 - g. Financial aid assistant as students need more aid
 - h. Marketing and outreach assistant to help low enrollment
 - 3. Systems/operations
 - a. Software for vaccine information with QR code and contact tracing
 - b. 508 compliance updates and new college website
 - c. Textbook and OES allocation with online books
 - d. Software for student engagement
 - e. Welcome back health updates with Keenan

- f. Student vaccination gift cards with incentives for students
- 4. Operations
 - a. 2017-2021 clearing EVC student bad debt for tuition
 - b. Clear all EVC student debt less than \$100
 - c. Direct allocation to Academic Affairs Deans
 - d. Direct allocation to Student Services
 - e. Direct allocation to Administrative Services
 - f. Food truck/food gift cards for students because cafeteria services went out of business
 - g. Health and safety facilities needs and equipment for faculty coming on campus in spring
 - h. Student equipment for online needs
 - i. Lost revenue for health services because did not charge students, facilities, cafeteria, bookstore, pepsi and international program
 - j. Update HVAC campus wide for air quality
- v. Questions
 - 1. Mayra – Are these food vouchers? Gift cards are for restaurants in our area. Get them from Raniyah. Electronically for enrolled students
 - 2. Mayra – In past received food vouchers to give to students in programs. Can look into that. A big gift card, reusable, so they can use it throughout this semester and into the next one.
 - 3. Lisa – Will HEERF cover spring semester health services? 90% sure that we will do that.
- D. District RAM update – Andrea Alexander
 - i. 2 day retreat for district RAM committee with a hired facilitator
 - 1. Nov 8 at SJCC
 - 2. No 10 at EVC
- E. College RAM update – Andrea Alexander
 - i. Salary Schedule Planning
 - 1. Full Time Equivalent Student (FTES) driven, based on how many credit hours
 - a. VP is getting data from deans so we know how many F/T and adjunct faculty need
 - b. 8500 FTES is our goal which is the average over the past 5 years
 - ii. Order of events
 - 1. Contractual obligations and personnel and operations.
 - a. Contractual is not just salary and benefits
 - b. Preventative maintenance and everything to run the college
 - c. Software, hardware, accreditation, evaluators, interpreters, ADA compliance
 - 2. Next is innovation funds and program review
 - a. Academic Senate says that program review is ignored
 - b. We want to fund the program review
 - 3. Then operational needs and total cost of ownership.
 - 4. Discretionary
 - a. College Budget Committee along with Program Review
 - b. CBC will help discretionary
 - 5. There is no opportunity to change contractual obligations

- iii. CBC will decide how to spend the discretionary funds
 - 1. Discretionary is always aligned with program review
 - 2. We will be presented with a few options on how divide the funds
 - a. For example 10% off the top of everyone who has discretionary now, or one large bucket divided between Instructional, Operational, and Student Services
 - 3. District RAM is where we will understand how we can get more discretionary funds to us
 - a. \$150M as district, 85% salary and benefits
 - b. \$45M or 15% is discretionary, how will we divide that?
 - c. CBC will decide how it is spent
- iv. Timeline
 - 1. Holiday break will be when executive team finishes first

F. Questions:

- i. Liza – who is invited to the 2 day retreat? Everyone on RAM committee. Open to anyone but conversation and voting will be RAM committee
- ii. Liza – Is EVC budget subset of SJECCD? Yes. We are \$51M of the
- iii. Liza – Where is the discretionary available? From the district
- iv. Lisa – Operational needs and total cost of ownership. Health services, supplies, subscriptions for library, increasing budgets of department... is this something CBC can be involved in? Yes. Buy something but then need maintenance. Together they make the total cost of ownership. CBC can be involved with program review. Before we get to things we want, we have to make the bucket for the things we already have. CBC can make things institutionalized.
- v. Heather – Library doesn't have FTES. So how does this affect their budget? Even if non-instructional there is still a reported FTES. FTES value associated with every position. We aren't cutting anyone. You have FTES number therefore you need to be given money to cover salaries and contractual obligations. The only thing not built is the discretionary.
- vi. Does operational needs and total cost of ownership include the cost increase? The great thing about our budget is that every year the district gets a 3.5% COLA built in. The problem is that 3.5% is not enough for some areas to deal with the increased costs.
- vii. Inflation? We are a community funded district. What happens if property taxes go down and we lose our funding? We need to be ready for that.

XXII. Information/Discussion Items

- A. Membership Term limits – Lisa Hays
 - i. Term limit for members is 1 year. Members will need to submit their names each year to Academic Senate, Classified Senate, or MSC.
- B. Charge of the Committee – Lisa Hays
 - i. Learn the elements of the budget and review Governing Board and District Priorities
 - ii. Recommend college budget priorities and a campus budget development process
 - iii. Make recommendations to the College Council for the allocation of funding and/or budget reductions
- C. BoardDocs – Lisa Hays

- i. President's assistant, Penny Garibay, is learning to use Board Docs for College Council. She is looking for chairs of campus committees interested in learning to use BoardDocs. Lisa is willing to give it a try.
- D. Budget details – Randy Pratt
- i. District budget committee and College budget committees should see the budget from the beginning and not just approve small amounts of discretionary funds.
 - ii. We are a recommending body and will not make the final decision but should be giving our recommendation.
 - iii. Having the opportunity to make recommendations even on things that are automatic.
 - iv. Why not expose the CBC to the full budget? It is an opportunity to understand and learn. Even though contractual can't be changed, CBC needs to clearly understand where all of the money is.
 - v. When information is not presented to a recommending body about money, it makes for distrust.
 - vi. Why are there monies unnecessary for CBC to see? Let CBC see and make it transparent. When information is not shown, people start to distrust.
 - vii. VP Alexander and Kathy are held legally responsible if there is any mismanagement. Every grant has a budget manager.
 - 1. Can we still see the grant amounts and use? Yes, it is in the Board Documents.
 - viii. Randy would like to see a list of any monies that do not go through the committee.

XXIII. Action Items

- A. Establish goals for 2021-22 school year. Members voted unanimously on the following goals.
- i. The CBC will be responsive to any change in the college allocation resulting from the full implementation of the District RAM (Resource Allocation Model). Members want to ensure sufficient revenues to support educational improvement and innovation at Evergreen Valley College (EVC).
 - ii. The CBC will become educated in the current budget process. Each member will then educate their constituency group in this process and ask their groups to share funding needs and budgeting concerns.
 - iii. The CBC will write the first ever manual for new members. "Guide to the Evergreen Valley College Budget Committee: No experience necessary"
 - iv. The CBC will be fully involved in the funding decisions for the College from the initial stages of budgeting and throughout the entire process. This includes seeing the budget from the beginning and not just approving discretionary funds.
 - v. The CBC will continue to advocate for establishing budgets for programs and departments to provide necessary support for all EVC students in an equitable manner including Fund 18 and other funds not included in the general fund.
 - vi. As EVC transitions from an expense model to a revenue model, the CBC will advocate for the ongoing budgetary needs of departments and programs with yearly increases. CBC will make recommendations to enhance it.
 - vii. The CBC will explore creative funding solutions by looking for grants and the availability for funding from Fund 17 for items that meet the restrictions.

If the declared allowed expenditure allows for collaboration between divisions, the CBC wholeheartedly supports this collaboration.

Adjourn at 4:54PM Liza first, Mayra second

Evergreen Valley College
College Budget Committee Minutes
October 27, 2021
3:00 – 5:00 p.m.
Zoom

Attendance

Classified (4)	Abeer AbdelHalim, Mayra Garcia, Hoa Pham
Students (3)	Bao Nguyen, AS VP of Finance
Faculty (8)	Janice Assadi, Lisa Hays, Elizabeth Kramer, Teck Ky, Poonam Vivek, Heather Ott, Randy Pratt
Management (4)	Maniphone Dickerson, Michael Osorio, Robbie Kunkel
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand

Call to Order Time: 3:09PM

XXIV. Agenda

- A. No Addition/Deletion. Liza Kramer moved to approve the agenda, Poonam Vivek seconded. Agenda approved unanimously.

XXV. Minutes

- A. Mayra Garcia moved to approve the minutes, Moni Dickerson seconded. Minutes approved unanimously.

XXVI. Public Comments--Limited to 3 minutes; there is no action or extended discussion of any item not on the agenda.

XXVII. Recognitions and Announcements

XXVIII. Reports

- A. State Chancellors office – Janice Assadi
 - i. \$30M ongoing money for mental health and basic needs to community colleges
 - ii. Hopefully the funds will be coming in a month.

XXIX. Information/Discussion Items

- A. SJECCD District Full Time Employee Headcount – Randy Pratt
 - i. Numbers from datamart.ccco.edu
 - ii. Adopted budget and FTES over the years from Datamart from CCCCO
 - 1. EVC adopted budget in 2014 was \$33,582,925 and total FTES was 6,377.
 - 2. EVC adopted budget in 2019 was \$47,054,438 and total FTES was 6,969.
 - a. Increase in \$13,471,513 and 592 FTES
 - iii. District Budget
 - 1. \$89M in 2014 and \$130M in 2019, an increase of \$41M

- iv. Employee headcount
 - 1. Tenured faculty – 234 in 2014 and 193 in 2019. Decrease of 41.
 - 2. Educational administrators – 25 in 2014 and 30 in 2019. Increase of 5.
 - 3. Classified administrators - 23 in 2014 and 30 in 2019. Increase of 7.
 - 4. Classified professionals - 296 in 2014 and 356 in 2019. Increase of 60.
 - 5. Academic Temporary - 478 in 2014 and 523 in 2019. Increase of 45.
- v. What does this mean for the College Budget Committee (CBC)
 - 1. Do more than just approve the discretionary funds
 - 2. Be involved in the path of the college spending
 - 3. A serious role for this committee
 - 4. CBC recommends on how to spend new money coming into college
 - 5. A total change in how the CBC is engaged
- B. Reply from VP Alexander
 - i. 95% of our budget is salary and benefits in 2021
 - ii. 85% of budget was salary and benefits in 2014
 - iii. Hiring of employees is decided by shared governance committees on campus
 - 1. This year have Faculty hiring prioritization committee and Classified hiring prioritization committee
 - 2. Selection of employees does not come through the CBC
- C. Rebuttal from Randy Pratt
 - i. This committee should have some participation in the growth of this college
 - ii. In the past the CBC had zero
- D. Discussion
 - i. *Listening to these two leaders from EVC is inspiring to me. I hope readers enjoy seeing their conversation like I do.*
 - ii. Andrea - Two reasons why 95% in 2021.
 - 1. We are 3rd highest paid in Bay Area. San Mateo and Marin are higher.
 - 2. Negotiate multi-year salary increases so can plan better for budget.
 - a. 5% retro, 4% increase this year, closer to 10% with compound
 - b. 3% for next year plus compound
 - iii. Randy – CBC should make recommendations on additional funds coming to college
 - iv. Andrea – CBC cannot make recommendations on Fund 17, soft money/grant money. Grants can be cut.
 - 1. Permanent salaries are Fund 10
 - v. Randy – 41 full time faculty not rehired/hired since 2014 although growth of \$14M. And no input from college budget committee.
 - vi. Andrea – How do you see that happening if we already have contracts out for faculty, classified and MSE?
 - vii. Randy – I don't know. Academic Senate and Classified Senate do not decide how many positions. Administration decides the number and that is money coming into the district. Why is the CBC not giving our reflection on how the money is spent? What is the money we have? Where are we growing? CBC can help decide the number of positions to hire.
 - viii. Moni – Sometimes our decisions are made according to the district. Andrea has to put in cushion for every time the contract changes. There are some variables to those positions that come from the top to the colleges. I do agree that the discussion is good and decisions can be made together.

- ix. Mayra – Although 95% is salaries/benefits, it would be nice to know how it is distributed. Seeing a report of the plan of positions instead of just report afterward. Give the CBC the information before the decision so we can make recommendations.
- x. Liza – Data shows we lost 41 F/T positions over the years. This data comes from the district reporting? Yes. Did we cut the number because there is no room to have higher salaries? So are we saving by hiring adjunct faculty?
- xi. Andrea – Yes, it saves but even adjunct are paid at 3rd highest rate in Bay Area. Let's look the history of these numbers. Classified was 296 and then increased to 356. A 60 person growth there. In 2011, before Basic Aid, we had big cuts because we were apportionment district. 90% of those cuts were to classified permanent positions. Also cut down on adjunct faculty. Once Basic Aid district, we put money back into classified because need was still there. Faculty Tenure – salaries going up and FTES was going down until 2017. Did not need more full-time faculty. Many factors happening at the same time.
- xii. Teck – 15 years on CBC and learning more. Hired to teach, do we want to have control over budget? 90% of my time is in the classroom, grading and I don't get paid to take over Andrea's decision. Are we trying to take over?
- xiii. Randy – Absolutely not. She is the person we want on our team. This is a participatory governance committee. The CBC is a recommending body and we don't make decisions. The CBC has the diversity from all constituents. Everything should be transparent to this committee. We should see the intention of growth and a basis for it. We want expertise from the administration but have full disclosure on how we have gone this way. CBC should be a part of the understanding while it is happening. This is a new ask for this body.
- xiv. Teck –VP Alexander is more open than last administrators. CBC is involved in decisions. District RAM and then leftover comes to CBC and we get involved in decisions. How deep do we want to go? Several hundred thousand to special programs and biology was significant. What is "more"?
- xv. Randy – That is up to the committee. I would like to see every penny spent in this college. It's up to the committee to decide how much we want to know about the budget and how much we want to participate. This is my opinion. Transparency is important. This is the budget committee and we should be involved in the budget.
- xvi. Mayra – I agree with the need for transparency even if we can't make the decision.
- xvii. Andrea – I understand the need for transparency. If you want to know what transactions are move, it is salaries, benefits, supplies, funds to deans. Due to privacy, can't show but can show us payroll, vendor, and everyone getting paid.
- xviii. Lisa – How do we know? We haven't seen the numbers.
- xix. Mayra – We get our checks. I am more concerned about how much funding goes to deans and other departments. If we know how much was given, could we tell constituents? After salary and benefits, can the CBC know exactly how much is being spent and where?
- xx. Liza – What's the bigger picture? So many needs that the campus has beyond salaries and benefits. Is there nothing left to give to programs? We don't want

to have to hire fewer people. It is good to know about the history. But what about the Library and the old biology microscopes?

- xxi. Teck – we should come up with a list of what we want to know.
 - 1. Lisa – In a quick poll to the committee, half of the committee would like the full details of the college budget

E. Review of VP Alexander's report on Oct 13

- i. Dean Antoinette Herrera – Is there a set amount of budget that each department receives? Example, each department in Math/Sci/Eng receives a different amount for conferences and travel. Some receive zero.
- ii. Kathy – There is not a constant on the college budget allocations at the division level. For the past 4-5 years, expense based with a constant rollover with discretionary the same. Now transitioning into revenue allocations and RAM, will be based on Program Review. VP is working on these calculations. For now, only personnel is changing. Discretionary will stay as is. RAM will tell us how much we will get at college level, then salaries/benefits, then mandated regulations, then discretionary.
- iii. Teck – Our division needs a lot of equipment and we spend lots of money for science. Will the sciences receive more funds?
- iv. Kathy – RAM will be at the higher level to determine total for each college. Then program review will be used to determine staffing and discretionary.
- v. Heather – Review: Is discretionary everything after our contractual obligations?
- vi. Kathy – Yes
- vii. Lisa – How do we get more money from the district into the college budget instead of into savings?
- viii. Kathy – RAM will address this. What will be district wide and what will be district services?
- ix. Heather – When do we find out what our budget will be for the next year? Example, library needs to pay for databases in May but when do we know if we can pay for them?
- x. Kathy – Everything depends on when district RAM is implemented. At the college level, we are making a big transition from an expense to a revenue based. Unfortunately, until then, assume roll over numbers next year same as this year. If not enough, work with dean and your VP.
- xi. Lisa – Are we having the college RAM even if we don't have a district RAM?
- xii. Kathy – Maybe. VP Alexander is working on this. Make sure everything we need is listed in the program review and include growth. There are ways to update the future needs section of the review if program is not due for the mini or full review.
- xiii. Randy – I hear the faculty in what they need for their students. The library needs databases. Astronomy needs a spectrometer for the observatory. Kinesiology needs money for gas to take students to outdoor classes. Yet CBC will again see the same numbers next year and not know why these decisions were made. CBC should know where the money goes.

XXX. Action Items

Adjourn at 4:24PM Moni first, Abby second

Evergreen Valley College
College Budget Committee Minutes
December 8, 2021
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Hoa Pham, Vu Tran
Students (3)	Bao Nguyen, AS VP of Finance
Faculty (8)	Lisa Hays, Elizabeth Kramer, Teck Ky, Nancy Lin, Heather Ott
Management (4)	Maniphone Dickerson, Robbie Kunkel, Mike Osorio, Tina Nguyen
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guests	Melody Barta, Di Liu, Michael Ghebream

Call to Order at 3:06PM

XXXI. Agenda

- A. No Addition/Deletion. Liza Kramer moved to approve the agenda, Teck Key seconded. Agenda approved unanimously.

XXXII. Minutes

- A. Teck Key moved to approve the minutes, Hoa Pham seconded. Minutes approved unanimously.

XXXIII. Public Comments - none

XXXIV. Recognitions and Announcements

XXXV. Reports

XXXVI. Information/Discussion Items

- A. Technology requests – Lisa Hays and Di Liu
 - i. Di works in the open computer lab in the library. 250 computers. Usually replaced every 5-6 years, but in the past, CTSS automatically replaced them. CTSS is not going to pay for it now. What will happen?
 - ii. VP Alexander - Reusable life cycle of 3-5 years for desktop computers but that was put on hold during Covid. 5 employees in CTSS try to keep that schedule. With Eugenio’s help, she plans to provide the schedule of who is in line next at the beginning of next year. The list will go to managers/deans. It will go by department and depends on the useful life.
 - iii. VP Alexander - CTSS does not pay for computers. Bond money pays for computers. Computers, specifically desktops, are replaced on that schedule. Departments should begin putting desktops in their needs for equipment in

the program review. Additional software and laptops also need to go into program review but will not be placed in the replacement schedule. Everything goes into the program review so we can see needs.

B. District RAM (Resource Allocation Model) – VP Alexander

- i. On Nov 8 and 10, District RAM committee met for day-long meetings to iron out the final steps in determining the allocation of funding between the colleges and district. One of the topics was Milpitas Center should have their own accounting or stay under SJCC. Another was each entity will keep its own college generated revenue. Next is the limitations on replacement of retirements. Goal is to get it done by March 2022 but will need approval of all committees on campus. Next meeting is February 7, 2022.

XXXVII. Action Items

A. Handbook for new members – All

- i. One of our big goals is to write a manual for new members of the CBC.
- ii. Lisa put members and guests into breakout room to work on topics for the manual. Topics include:
 1. Roberts Rules
 2. What does it mean to be a basic aid district?
 3. Names, roles and contact information for Fiscal Services
 4. Terms/definitions
 5. Official charge
 6. Details about new college resource allocation for 2021-22
 7. Fund numbers, titles, where to find balances
 8. Data: employees, budget
 9. Chair loading and responsibilities
 10. Elements of the budget

XXXVIII. Adjourn at 4:18PM Hoa Pham first, Abby AbdelHalim second.

Evergreen Valley College
College Budget Committee Minutes
February 9, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Hoa Pham, Vu Tran
Students (3)	Bao Nguyen, AS VP of Finance, Fernanda Torres, AS Student President
Faculty (8)	Janice Assadi, Arthur College, Lisa Hays, Elizabeth Kramer, Teck Ky, Nancy Lin, Heather Ott
Management (4)	Maniphone Dickerson, Michael Osorio, Robbie Kunkel, Tina Nguyen
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guests	Matais Pouncil, Sam Morgan, Robbie Kunkel, Robert Gutierrez, Antoinette Herrera, Colleen Calderon, Peter Miskin

Call to Order at 3:09PM

XXXIX. Agenda

- A. No Addition/Deletion. Liza Kramer moved to approve the agenda, Abby AbdelHalim seconded. Agenda approved unanimously.

XL. Minutes

- A. Moni Dickerson moved to approve the minutes, Bao Nguyen seconded. Minutes approved unanimously.
- B. Follow-up to Computer Refresh List – Andrea Alexander
 - i. Eugenio asked managers to send list of faculty and staff needs

XLI. Public Comments--none

XLII. Recognitions and Announcements

- A. VITA free tax service for students and community members – Moni Dickerson
 - i. EVC and SJCC approved by the IRS to prepare tax returns. Our previous budget committee chair, Melody Barta, is leading this project at EVC along with the Accounting Dept.

XLIII. Reports

- A. Mid-year budget update – VP Alexander
 - i. In October 2021 she presented FY21-22 Adopted Budget for SJECCD was \$143M revenues, \$145M required, which means using savings. \$123M for salaries/benefits (85%), \$22M for discretionary (15%). This is before raises.
 - ii. At end of Q2, \$56M revenues, \$59M (88%) used for salaries/benefits, \$8M (12%) for discretionary. Salary increases now seen.
 - iii. For EVC, in October 2021 FY21-22 Adopted Budget was \$51M, \$48.9M (96%) for salaries/benefits, \$2.1M (4%) for discretionary. 66% to AFT, 23% to CSEA, 11% to MSC.

- iv. At end of Q2, we have spent exactly half of the budget. \$25M (98.5%) used for salaries/benefits, \$386K (1.5%) for discretionary. Salary increases and step increases so more spending than expected but discretionary is lower. 75% of classes were online in fall 2021. Discretionary will increase and we likely spend more to hire adjunct faculty. We are still in the green, on track, but not much carry over for next year.
- B. HEERF spending – Andrea Alexander
- i. EVC received \$19.6M for financial aid, \$12.2 directly to students through financial aid office, Minority Student Institution bonus of \$1.9M for Student Services, Institution received \$10M and \$730K of that went to district for Covid support. Per president, any money left over will go directly to students through financial aid.
 - 1. AS President Fernanda Torres asked about the free tuition and financial aid. VP Alexander stated that if students apply for financial aid and receive it, that aid will be applied to their fees and tuition. Anything not covered will be paid by EVC.
 - ii. Ongoing HEERF spending – food trucks, COVID testing, vaccination, mental health counselors, student ambassadors, 508 compliance, software, PPE
 - iii. 3 big initiatives: 1) Student bad debt relief for 315 students who attended EVC 2009-21 so they can come back to take classes. 2) Free tuition for spring 22 is \$2-\$3M for students residing in CA, enrolled in 6 units or more, apply for financial aid, adhere to vaccination mandate. 3) Vaccination campaign gave students \$50 gift cards, 4200 students participated, which is why we have a high rate of vaccinated students compared to neighboring colleges.
- C. District Resource Allocation Model (RAM)
- i. Still working out details after 5 years. After retreats in November, it was decided that colleges will keep their college generated revenue. Example is international program. The program is 100% revenue generating but district takes approx. 50% of that revenue. On Feb 7 met again, committee wants a cap on district budget just like colleges have a cap.
 - 1. Lisa asked about Board President wanting an update by March. RAM won't be finalized but will show making progress. Meeting with chancellor and mediator to decide how to make the cap for district budget.
 - ii. College RAM – Deans are meeting with VP to discuss needs for their budgets. Some needs include more funds for non-instructional assignments (NIA), preventative maintenance for equipment and more supplies, money for innovation and new business. Each division needs a different budget.

XLIV. Information/Discussion Items

- A. Chair for 2021/22 – Lisa Hays
- i. Lisa wants to continue being the committee chair next year. Moni moved to nominate Lisa to be the chair for 2022-23. Lisa seconded the motion. Unanimously approved.
- B. Educational Master Plan (EMP) – Andrea Alexander
- i. Every 5-6 years update the EMP. The last one was done in 2015 and ratified in 2016. The facilities and strategic plan follow the EMP. President Gilkerson wants to focus on the college mission statement of social justice and anti-racism. The EMP includes programs to be introduced or programs to expand, looking at market plans, student interest, jobs, and upward mobility.

President's cabinet includes all VPs, Academic Senate and Classified Senate president, and ASG President. Focus groups for students, and input from faculty, classified and managers. Budget committee will be involved as our own focus group. First draft to the Board of Trustees by the end of the fiscal year. This EMP will project out to 2035. The last one supported automotive, nursing and engineering which led to buildings and facilities.

- ii. Institutional Effectiveness Partnership Initiative (IEPI) of CA is for community colleges to improve operational effectiveness. Each community college can apply. EVC received \$200K to be used to help put together the EMP focus groups. The last IEPI was over 8 years ago. The college usually pays for the EMP focus groups but we can now use the IEPI grant.
- C. Innovation funds, end of year allocations
- i. VP Alexander will ask the President about the Innovation Funds. They were originally going to be used to support Strategic Plan and Guided Pathways. Last year the funds were used for workshops for Humanizing the Curriculum and Caring Campus.
 - ii. VP Alexander thinks there will not be additional funds available at the end of the year but will know for sure by the first meeting in March.
- D. Higher Education Emergency Relief Funds (HEERF) spending – Each division got an allocation of \$300K, VP Pouncil approved, VP Alexander confirmed spending is related to Covid.
- i. Sam Morgan, Enrollment Services – Temporary senior evaluations specialist, 3 student ambassadors for First Stop Center, shipping costs for degrees and certificates, first year experience book vouchers, iPads for vaccination scanning, Campus Logic software to verify documents needed for financial aid.
 - ii. Robbie Kunkel, Library – Textbooks for library, counselors for both adult education and dual enrollment students, non-credit class curriculum development.
 - iii. Robert Gutierrez, Language Arts – Professional development for full-time and associate faculty focusing on Humanizing Online Teaching Training, non-instructional assignments (NIA) for peer online course reviewer (POCR) for asynchronous Translation and Interpreting, POCR for asynchronous English 105, document camera readers, @ One registration fees. Unspent funds were transferred to Math/Sci.
 - iv. Antoinette Herrera, Math/Sci/Eng – Equipment and supplies for social distancing in lab courses for Physics, Chemistry and Biology, 2 part-time lab technicians for Biology
 - v. Moni Dickerson, Business Workforce Development – Hourly evening lab technician for Automotive, tool kits for students in Auto Tech, 3 Go-Pro cameras for Auto, CADD and Advanced Manufacturing, hourly classified to help with VITA tax preparation for students, electrical boards and laptops, mental health workshop for faculty and classified employees which will be open to all employees.
 - vi. Colleen Calderon, SSHAPE – Software for Administration of Justice, Films on Demand membership for History, Theater, Ethnic Studies courses, student worker for Adaptive PE courses, live-stream cameras for Art classes. Unspent funds were transferred to Math/Sci.

- vii. Peter Miskin, Nursing – Adjunct faculty, clinical teaching assistant, nursing faculty professional development, lap supplies, virtual reality simulations, subscription for faculty to offer case studies.

XLV. Action Items - none

XLVI. Adjourn at 4:18PM Hoa Pham first, Abby AbdelHalim second.

Evergreen Valley College
College Budget Committee Minutes
February 23, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Mayra Garcia
Students (3)	Bao Nguyen, AS VP of Finance,
Faculty (8)	Arthur College, Lisa Hays, Elizabeth Kramer, Teck Ky, Poonam Vivek , Heather Ott
Management (4)	Michael Osorio, Tina Nguyen
Ex Officio	Andrea Alexander, Kathy Tran
Guest	Thu Nguyen, Antoinette Herrera

Call to Order at 3:13PM

XLVII. Agenda

- A. No Addition/Deletion. Art College moved to approve the agenda, Liza Kramer seconded. Agenda approved unanimously.

XLVIII. Minutes

- A. Art College moved to approve the minutes, Bao Nguyen seconded. Minutes approved unanimously.

XLIX. Public Comments--none

L. Recognitions and Announcements - none

LI. Reports - none

LII. Information/Discussion Items

- A. Discussion of Mid-Year Budget presentation from Feb 9
 - i. Lisa asked how EVC can get more funding since 98.5% of budget goes to salary and benefits
 - 1. VP Alexander said that is why we are doing the district RAM. 3 opportunities to get more money.
 - a. District sweeps leftover college money back into district. We are proposing to keep it. Example is salary savings.
 - b. We keep anything that we are able to save.
 - c. A cap for district service and district wide spending. In 2018 district made up 25% of our budget. Now district takes up 40%. This would allow more money to be in the budget for the colleges.

2. The Center for Upward Mobility is also taking funds when it was expected to be self-sufficient.
 3. Our district gets a good amount of money from property taxes but increase in outgoing expenses through OPEB (Other Postemployment Benefits – benefits other than pensions), CalPERS, CalSTRS. Those have increased 40% in the last 2 years. We are #3 in Bay Area for salaries schedules.
 4. Down size things we don't need so that we can have more discretionary. \$25M in district savings account. \$143M for payroll.
- ii. Liza is interested in getting more funding for programs, students and teaching
 - iii. Mayra asked about student bad debt relief for 315 students
 1. VP Alexander said HEERF funds had to be used for hardships related to COVID. Found students who were unable to pay because of COVID. March 2020-now. HEERF ends June 2022. Might be able to get an extension from the grantor.
 - iv. Lisa asked if the free tuition is helping get students come to EVC.
 1. VP Alexander said she is hearing good things from A&R but will give us a report next time.
 - v. Mayra asked about the free tuition.
 1. VP Alexander clarified. CA resident, 6 or more units, applied for FAFSA. If partially awarded, EVC covers the balance. If not awarded, EVC covers it all. If students paid out of pocket, they will get refunds. College was waiting until census to refund. Making sure they are enrolled.

LIII. Action Items - none

LIV. Adjourn at 3:37PM Poonam Vivek first, Art College second. Unanimously approved.

Evergreen Valley College
College Budget Committee Minutes
March 23, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Mayra Garcia, Hoa Pham, Vu Tran
Students (3)	Bao Nguyen, AS VP of Finance, Fernanda Torres, AS Student President
Faculty (8)	Arthur College, Lisa Hays, Elizabeth Kramer, Nancy Lin, Heather Ott, Jaclyn Johnson
Management (4)	Maniphone Dickerson, Robbie Kunkel
Ex Officio	Kathy Tran
Guest	

Call to Order at 3:08PM

LV. Agenda

- A. No Addition/Deletion. Art College moved to approve the agenda, Abby AbdelHalim seconded. Agenda approved unanimously.

LVI. Minutes

- A. Jackie Johnson moved to approve the minutes, Art College seconded. Minutes approved unanimously.

LVII. Public Comments--none

LVIII. Recognitions and Announcements

- A. Biology received an NSF STEM scholarship grant of \$750,000 to give \$10,000 to 46 EVC students who major in biology.
 - i. The purpose is to encourage transfer of biology majors that are not health science majors.

LIX. Reports - none

LX. Information/Discussion Items

- A. Innovation Funds – Kathy Tran for Andrea Alexander
 - i. At the last meeting, members asked how the innovation funds were being used this year.
 - ii. Spring and Fall of 2021 President Gilkerson received approval from College Budget Committee and College Council to use funds for her initiative of anti-racism at EVC.
 - 1. 46 faculty paid to be involved in Humanizing the Curriculum in 2021.

2. The second cohort of faculty are participating now in spring 2022.
- iii. Lisa added that the first year cohort were offered a 2 hour session in April on how using the syllabus as an inquiry tool can promote racial/ethnic equity and equity-minded practice.

LXI. Action Items - none

LXII. Adjourn at 3:17PM Moni Dickerson first, Jackie Johnson second. Unanimously approved.

Evergreen Valley College
College Budget Committee Minutes
April 27, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Hoa Pham
Students (3)	Bao Nguyen, AS VP of Finance, Fernanda Torres, AS Student President
Faculty (8)	Arthur College, Lisa Hays, Elizabeth Kramer, Poonam Vivek, Heather Ott
Management (4)	Maniphone Dickerson, Robbie Kunkel, Tina Nguyen, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran
Guest	Mark Bernbeck

Call to Order at 3:08PM

LXIII. Agenda

- A. No Addition/Deletion. Art College moved to approve the agenda, Abby AbdelHalim seconded. Agenda approved unanimously.

LXIV. Minutes

- A. Moni Dickerson moved to approve the minutes, Art College seconded. Minutes approved unanimously.

LXV. Public Comments--none

LXVI. Recognitions and Announcements

- A. Moni – Dean of Enrollment had extra funding for enrollment outreach. Used for Automotive open house focusing on Honda Pact. Showcasing dealers and tour of automotive program. 57,000 flyers mailed. A second open house will happen at the end of May for Tesla program.
- B. Today is Administrative Professional day. We are grateful for those on our committee!

LXVII. Reports - none

LXVIII. Information/Discussion Items

- A. EVC Bachelor of Science degree/upper Level program in automotive technology alternative fuel – Mark Bernbeck and Maniphone Dickerson
 - i. Auto Dept is submitting for a 4 year bachelors program, 25 students cohort
 - ii. Why?
 - 1. Demand for alternative fuel is growing in the USA
 - 2. Graduates will have higher earnings with Bachelor’s degree

3. Auto students are mostly Latino and Asian which helps close the equity gap
 4. \$84/unit at community college for bachelor's degree which is affordable
- iii. History
1. Pilot in 2014 for degrees that are not competing with degrees available at CSU or UC. Ex: mortuary science, dental hygiene, biomanufacturing, equine and ranch management.
 2. Districts cannot exceed 25% of total number of associate degrees offered
- iv. Resources needed
1. Faculty with Master's degree
 2. Program specialist
 3. Lab Tech III
 4. Upper level courses:
 - a. English writing intensive (ENG & LA)
 - b. History of Innovation Technology (SSHape)
 - c. Philosophy of ethics of technology (SSHape)
 - d. Psychology of human design in technology (SSHape)
 - e. Environmental studies in sustainable technology (MSE)
 5. Funding need
 - a. Need one time funding from Budget Committee
 - b. Need increased base budget
 6. Funding received
 - a. 10% of application fees
 - b. 10% of out of state fees
 - c. 10% of international student fees
 - d. Strong Workforce fund for start-up cost for first 1-2 years
- B. 2021-22 Goals for CBC
- i. Education
 1. Learned about budget process and deadlines, wrote handbook for new members,
 2. Lisa wants to write monthly updates for committee to give to divisions and promises to do better
 3. Lisa will give updates from District Budget Committee to CBC
 - ii. Budget involvement
 1. Incomplete district RAM keeps us from giving end of year funding
 2. Some members want more involvement, others like the way the committee currently works
 3. CBC makes recommendations to the college council and it is the president who decides
- C. Starting a process of approved Program Review allocation requests
- i. IEC sent approved program reviews that had requests for funding
 - ii. Faculty requests will go to faculty prioritization committee
 - iii. Classified requests will go to classified prioritization committee
 - iv. Technology requests go to technology committee to be checked then sent back to CBC
 - v. Facilities requests will go to facilities committees to be checked and then sent back to CBC
 - vi. Supplies will stay with CBC

- vii. How does the CBC decide which programs get funding when looking at the program review?
- D. Subcommittee will work on ranking rubric and report back at next meeting
 - i. Lisa, Heather, VP Alexander and Kathy to meet and offer draft for committee to discuss

LXIX. Action Items - none

LXX. Adjourn at 4:42PM Art College first, Liza Kramer second. Unanimously approved.

Evergreen Valley College
College Budget Committee Minutes
May 11, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Mayra Garcia, Hoa Pham, Vu Tran
Students (3)	Bao Nguyen, AS VP of Finance, Fernanda Torres, AS Student President
Faculty (8)	Arthur College, Lisa Hays, Elizabeth Kramer, Poonam Vivek, Heather Ott, Jaclyn Johnson
Management (4)	Maniphone Dickerson, Tina Nguyen
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand

Call to Order at 3:07PM

LXXI. Agenda

- A. No Addition/Deletion. Abeer AbdelHalim moved to approve the agenda, Art College second. Agenda approved unanimously.

LXXII. Minutes

- A. Art College moved to approve the minutes, Liza Kramer second. Minutes approved unanimously.

LXXIII. Public Comments--none

LXXIV. Recognitions and Announcements – none

LXXV. Reports - none

LXXVI. Information/Discussion Items

- A. RAM update – Andrea Alexander
 - i. Original RAM skeleton approved by Board of Trustees on 8/27/19
 - ii. Since then working on the “elephants in the room”
 - 1. See handout titled “San Jose Evergreen Community College District Resource Allocation Model” with details and sample calculation
 - iii. Newest proposal is ready to be voted on with RAM committee
 - 1. Step 1: Calculate Total District Revenue
 - 2. Step 2: Calculate annual centralized expense assessment (3 year average)
 - 3. Step 3: Determine net revenue for allocation (total revenue – annual district expense)
 - 4. Step 4: Calculate college base allocation (10% for each college)
 - 5. Step 5: Determine revenue balance for district office/services
 allocation = (net revenue for allocation) – (college base allocation)

6. Step 6: Calculate district office and district services allocation: 20% of revenue balance in step 5. Cap of 20%
 - a. Includes CEM (Center for Economic Mobility) and SJECCD Foundation in the district cap
7. Step 7: Determine revenue balance for program/performance funding allocation = (revenue balance for district office/services) – (District office/services allocation)
8. Step 8: Calculate Program/Performance Allocation which is 10% of revenue balance to be allocated based on adopted performance metrics. 50/50 allocation to each college during first 3 years
 - a. Have not determined the parameters for judging who gets more than 10% in the future
9. Step 9: Determine remaining revenue for FTES based allocation = (Revenue balance for Program/Performance allocation) – (Program/Performance allocation)
 - a. FTES = full time equivalent student
 - b. 55% at EVC, 45% at SJCC over last 3 years
10. Step 10: Calculated FTES resident calculation allocation which includes a 3-year rolling average and a hold harmless for 3 years which allows other college to catch up
11. Notes: Colleges and District Office will keep their own revenues
 - a. For colleges this is instructional material fees, enrollment fees, non-resident fees, facility rentals, B.O.G., federal MAA program, salary savings and more
 - b. Cap is still being decided
12. Our budget now is expensed based at \$51-\$52M and this proposal will give EVC \$3M more than SJCC.
 - a. A large part of it is FTES which EVC has more

iv. Question/Answer for VP Alexander

1. Liza – are salary/benefits included? Yes. This is a revenue budget and we currently have an expense based budget.
2. Liza – if we hire new faculty will this use up the \$3M? This is a college decision. Program reviews, classified requests, facilities requests, faculty requests... the college can decide.
3. Henry Estrada – funding revenue is mostly property taxes, how long will that continue? We get a small percentage from FTES. As long as we are Basic Aid funded, the majority is property taxes, not FTES.
4. Henry – Congrats on getting this hard work done. 1995/96 concern was district office was collecting 25% of total district budget to run operations. Highest percentage of any 70+ districts in CA. What will district get in this model? \$41.5M today to DO, \$39.8\$ which is a 4-5% cut.
5. Andrea – In future, District Budget Committee will be looking at centralized expenses and give approval to cut or spend and why. It will be looked at every year.
6. Art – The percentage of EVC, SJCC and DO does not total 100% on handout. 38.5% to EVC, SJCC to 34% and 27.8% to DO/District services is not 100%. VP Alexander will edit to make clear.
7. Art – Redevelopment funds don't exist anymore so why is it listed as a revenue? RDA is still a residual revenue and line item.

8. Art – Contractors on elephants in the room, #20. Does the district hold 10% contingency for contractors? No, it's not 10%. People had concerns that it was not done to the best of the ability to that contractor. 1 year warranty if anything goes wrong. After 1 year this is a cost to the district maintenance folks to repair. It will not come out of college budget. Total cost of ownership only comes into play a year after the contract.
9. Lisa – What are entities getting now vs proposal? EVC \$51-52M now will become \$55M. SJCC \$50-\$51M now will become \$48M. DO/DS \$41M now will become \$40M.
10. Lisa – How is SJCC feeling about receiving less than EVC? 3 year average of FTES. In years past, SJCC had a larger FTES. Hold harmless and 3 year average. 2027-2028 is when there will be a change in the colleges FTES allocation which gives time for colleges to adjust. There is time to set the program allocations.
11. Lisa – Please expand on 10% in Step 8. In 2017/8 U of HI presented to RAM committee to share their protocol. In HI, community college are connected. Performance/program allocation. Most graduates, success rates, certificates... however we want to design. We can set the metrics not just FTES.
12. Lisa – Why was the number 20 chosen as the cap to the district office in Step 5? Centralized expenses are in Step 2. Salaries and benefits in Step 5. Negotiated with Chancellor and DO. Colleges didn't think DO should get 20% off the top like the colleges. DO will need adjust as well.
13. Andrea – Colleges replace positions with the same classification. DO may or may not follow those procedures and may choose to re-classify before hiring. With a 20% cap the DO can decide how to spend.
14. Moni – Does the district office cap include CEM and Foundation? Yes.
15. Moni – 2027-8 is when this will start but CEM and Foundation are over budget now? Hold harmless gives time for CEM and Foundation to make adjustments. Adjustments will be decided by District Budget Committee (DBC). DBC answers to the District Council (DC). Justify and approval by DBC to DC to Chancellor.
16. Andrea – This is a really good proposal. The chancellor is willing to hear it and accept it. EVC is getting what we need.
17. Liza – When is the vote and who? RAM voting is by 2 VPs, 2 classified senate, 2 students, 2 faculty senate. Will take effect 2023-24. We will try to get some of the discretionary funds for EVC now.

B. Program Review (PR) brainstorm– Lisa, Heather, Andrea, Kathy on subcommittee

- i. Institutional Effectiveness Committee (IEC) sent 16 approved program reviews (PR) to the College Budget Committee (CBC).
 1. How will CBC prioritize requests for resources?
- ii. The subcommittee met for 2 hours to discuss setting up a rubric and presented ideas to CBC.

1. Questions to consider: program success, strategic initiatives, adjustments made to program, growth of program, adding sections of classes...
 2. Let the program decide top 3 areas to spend funds.
 3. Technology committee needs to approve requests for tech.
 4. Facilities committee needs to approve requests for facilities.
 5. Then to CBC to prioritize.
- iii. Faculty and classified prioritization committees will hear requests for employees.
 - iv. Want presentations to CBC with requests and to take questions.
 - v. Concerns:
 1. Small programs with only adjunct faculty and few resources
 2. Need presentations to CBC to decide
 3. CBC needs to get information to decide allocations
 4. Transparency to CBC
 5. Should the PR form be more detailed so CBC can decide
 6. Too much for faculty to present and write answers to CBC questions
 7. 61 program reviews will need to be read to find answers to questions if CBC does not ask for extra information
 8. 4 year cycle with yearly update is what administration is proposing
 9. PR asks for detailed lists of supplies but no pricing
 - vi. Subcommittee will meet again and bring back to CBC on May 25 with a goal of using the rubric in the fall for PR approved spring 2022.

LXXVII. Action Items – none

LXXVIII. Adjourn at 4:48 PM Liza Kramer first, Abby AbdelHalim second. Unanimously approved.

Evergreen Valley College
College Budget Committee Minutes
May 25, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Abeer AbdelHalim, Mayra Garcia
Students (3)	
Faculty (8)	Arthur College, Lisa Hays, Elizabeth Kramer, Heather Ott
Management (4)	Michael Osorio, Tina Nguyen
Ex Officio	Andrea Alexander, Saloshni Chand
Guest	Vicki Brewster

Call to Order at 3:09PM

LXXIX. Agenda

- A. Addition of RAM update from VP Alexander. Art College moved to approve the agenda Liza Kramer second. Agenda approved unanimously.

LXXX. Minutes

- A. Art College moved to approve the minutes, Liza Kramer second. Minutes approved unanimously.

LXXXI. Public Comments—none

LXXXII. Recognitions and Announcements - none

LXXXIII. Reports

- A. RAM update – Andrea Alexander
 - i. Academic Senate at EVC approved RAM proposal, SJCC did not.
 - ii. May 18-23 all voting members of RAM will vote
 - iii. Questions
 - 1. Liza – If the SJCC academic senate doesn’t approve, does that stop the proposal? No, the RAM committee has 1 member from each academic senate, 2 VP, 2 students, 2 classified senate. 6 years of working on this proposal. Chancellor said that even if no consensus, he may take the recommendation to the board.
 - 2. Heather – Why did SJCC academic senate not approve? District was getting too much funding. Colleges should get money based on equity, not Full Time Equivalent Students (FTES) although they were told about the 3 year average and hold harmless.
 - 3. Andrea - If we divided the pie equally, then EVC is losing and this is the stalemate. EVC has more students and our CTE programs cost more.

LXXXIV. Information/Discussion Items

- A. District Budget Committee Highlights from a Beginner's Perspective – Lisa Hays
- i. **Revenues:** The majority of our revenues come from property taxes. We are a “basic aid” district which is also called “community funded.” The money comes into Fund 10 which is the Unrestricted General Fund which is used to pay for day-to-day activities for colleges and district. In the past, we received revenue based on the number of students attending the colleges. FTES is full-time equivalent student with 12 units being full time. Our current budget is \$145M and would be only \$120M if we had not switched to basic aid. 9,000 FTES this year. 15,000 FTES in 2010/11.
 - ii. **Tax data point:** District revenue based on property taxes. To determine next year's budget, look at property tax data points each quarter. This is the **increase** in taxes from same quarter last year. Aug 2021 was 1.83%, November was 1.30%, February was 2.44%, May was 2.65%. The next one will be in August right before FY22-23 Budget is adopted. The district uses the number 3.5% to calculate the tentative budget for FY22-23. If the number was 3.5% or higher, our raises for next year would have gone **above** the negotiated 3%.
 - iii. **SJECCD Foundation:** This is our non-profit organization that encourages private donations and gifts. It is currently in the negative of \$1M which is paid with Fund 10. The executive director's salary/benefits is included. We will learn more next semester with a presentation on its structure, operations, funding and supporting evidence.
 - iv. **CARES/HEERF:** Federal government allowed an extension for an additional year to spend and it will be carried over to next fiscal year.
 - v. **Food Services:** During COVID the cafeterias closed and contracts expired. Continue to paid custodians who worked in those areas. Vice Presidents are looking for a new vendor to start in the fall. EVC has food trucks and SJCC has vending machines.
 - vi. **Health Fees:** Fund 18 is for student health fees and they will not be increased this year.
 - vii. **Center for Economic Mobility:** Fund 16. CEM agreed to transfer 15% of its operating profit to Fund 10. In 2011-12 there was a transfer of \$70K. Since then it is operating with a deficit and it is being supported with Fund 10.
 - viii. **Ending Fund Balance:** Estimated that we will end FY 21-22 with 20.62% ending fund balance which is reasonable with the 3-year bargaining agreement and future salary increases. The reserve for FY22-23 is estimated at 15.54%.
 - ix. **STRS/CalPERS:** The retirement programs are both requiring more funds from the district to support our retirements. In the next 3 years, STRS for faculty will increase from 16.9% to 18.1%. PERS for classified will increase from 22.9% to 25.9%.
- B. Program Review allocation requests – Lisa, Andrea, Heather
- i. Subcommittee is designing rubric for requests for allocations from program reviews.
 - ii. This is just a DRAFT and still being edited.
 - iii. Ranking Criteria (Score 4 superior to 1 low)
 1. Department Background and Performance
 2. Aligned with Institutional Planning: Education Master Plan, College Strategic and Equity Plans, Facilities and Technology Master Plans

3. Viability of the program, department or unit, including: immediate health or safety risk, and legal mandates
4. Assessment results (could include: SAO/SLO/PLO/ILO/AUO)
- iv. Other considerations (non-scored) used to inform your overall committee rankings. These should be addressed in the program review.
 1. Did the program, department or unite receive funding for a request last year? Did they use these funds effectively?
 2. Was the request for the resource not funded in the last year?
 3. Was there a loss of funding (outside of Fund 10) in the last fiscal year that makes this request necessary?
 4. Is there a refresh cycle/maintenance requirement/recurring cost associated with this request i.e. software annual renewal, technology refresh every three years?
- v. Committee will let them know what the criteria are and what sections should address those criteria. Make it simple for the CBC to review.
- vi. Add a page to the program review that has a money page where the funding should be prioritized. CBC can't give them everything, so give to the priority.
- vii. Keep a database so we know which program received funds
- viii. Questions for VP Alexander
 1. Myra – A one page rubric is good and where to look for answer in program review. Where is the draft? It is on our CBC Teams page under Program Reviews -> Files.
 2. Myra – Will this rubric be used for comprehensive program review and/or mini review? Comprehensive program review will be every 4 years. Every year programs can submit a mini and can ask for funds. The same rubric will be used.
 3. Vicki – The budget section of the Program Review does not give many details on that page. Does that page need to be revamped? CBC can ask Fahmida to put in textboxes so programs can add information requested in rubric.
 4. Heather – Are we going to allow for some flexibility for the first couple of years? The Library SAOs don't align with their budget requests and may need to be re-written. Yes, we will be flexible.
 5. Lisa – How can we help our colleagues in Safety/Facility and Technology requests? They need a rubric with certain questions.

LXXXV. Action Items - none

LXXXVI. Adjourn at 4:06PM Liza Kramer first, Art College second. Unanimously approved.