



COLLEGE BUDGET COMMITTEE MINUTES 2022-2023

Evergreen Valley College



LISA HAYS, CHAIR
Evergreen Valley College

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Evergreen Valley College
College Budget Committee Minutes
September 14, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Vu Tran
Students (3)	AS VP of Finance, AS Student President
Faculty (8)	Arthur College, Lisa Hays, Emily Banh, Teck Ky, Heather Ott, Jacklyn Johnson
Management (4)	Robbie Kunkel, Sam Morgan
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand

Call to Order at 3:19PM

I. Agenda

A. No Addition/Deletion. Art College moved to approve the agenda, Emily Banh second. Agenda approved unanimously.

II. Minutes

A. Art College moved to approve the minutes, Heather Ott second. Minutes approved unanimously.

III. Public Comments-- none

IV. Recognitions and Announcements - none

V. Reports - none

VI. Information/Discussion Items

- A. Approving new committee members – Lisa Hays
 - i. Emily Banh will substitute for Liza Kramer
 - ii. Academic Senate is not approving members for the College Budget Committee (CBC). The committee will approve members recommended from divisions, Classified Senate and MSE.
 - iii. We are currently looking for an At-Large faculty member
 - iv. Need a replacement for Jackie Johnson.
 - v. Need students from ASG.
- B. Quarterly Budget Report – Andrea Alexander
 - i. District Budget is \$151M this year. \$6M more than last year.
 - 1. \$130M salaries/benefits. \$21M discretionary

- a. Salaries/benefits column cannot be moved to discretionary.
 - b. If an employee leaves, the funds cannot go to discretionary.
 - c. This is a Budget Principle.
 - 2. We are Basic Aid district which means we get funds based on property taxes.
 - 3. Adopted budget goes to Board of Trustees in September. This is the one we use to plan for the upcoming school year.
 - 4. Budget is revised throughout the year during each quarter depending on changes.
 - ii. EVC is \$55M this year. \$4M more than last year.
 - 1. Business Services fought long and hard this summer to get this. This increase is needed for the 3% raise for employees.
 - 2. There will be more opportunities this year for allocations at EVC.
 - iii. EVC discretionary is 2.3M, just \$200,000 more than last year.
 - 1. A 3% increase is automatic for inflation.
- C. RAM Update – Andrea Alexander
 - i. The District RAM would have given more funds to EVC but was not passed by the committee which includes District, SJCC and EVC representatives.
 - ii. This is now in the hands of the chancellor.
 - iii. We are an expense based budget. We do not get a percentage of property taxes. We provide the district administrators with the cost of running EVC next year, \$54M, and that is what we get.
- D. College Resource Allocation – Andrea Alexander
 - i. Despite no district RAM, EVC is will have a college resource allocation model.
 - ii. Salary schedule planning includes negotiated 12% increase over 3 years
 - iii. Educational Master Plan will be kept in mind along with enrollment.
 - iv. Enrollment comparison for fall semester over the past 2 years.
 - 1. Total Headcount F20 = 8,858: F21 = 8,246: F22 = 7,918
 - 2. FTES F20 = 2,458: F21 = 2,342: F22 = 2,175
 - 3. FTES average for last 2 years = 8,082 which is how plan the budget for the next year. This will be used as our FTES Goal for now.
 - v. (FTES Goal) minus (Contractual Obligations/Personnel/Operations) minus (Operational Needs and Total Cost of Ownership) minus (Innovation and Program Review) = leftover discretionary
 - vi. If we have less students, we should have less expenses, but that isn't the case.
 - vii. Program Review
 - 1. Now a 4 year cycle
 - 2. Requests for funds from all departments and programs on Program Review
 - 3. Coming soon, a yearly review to ask for funds
 - 4. Budget Committee will not look at requests for faculty and staff.
 - viii. Contractual Obligation

1. Preventative maintenance, computers, scantron, printing, Title IX, Accreditation standards, compliance needs, facilities operations.
 - ix. Total Cost of Ownership
 1. 508 compliance, software updates, ongoing obligations
- E. Rubric for CBC
 - i. CBC will be looking at program reviews and making tough decisions.
 - ii. CBC needs to decide what is working and what is not. Where should the funds go?
- F. Questions
 - i. Emily – What is an example of innovation? Align with educational master plan. Getting students to complete courses and graduate. An example is OER for equity minded curriculum. 4 year bachelor degree is an example. Esports curriculum and certificates. Courses for penal system students. Bridge to college non-credit to bring more vulnerable students to the college.
 - ii. Emily – What was the struggle this summer in getting our budget? HEERF was used to pay for items needed for COVID and this resulted in freeing up college dollars that we could save and use this year. District said EVC could not have those funds and it was a struggle to get that reversed. Hopefully even more will be available in discretionary by the end of the year.
- G. Next Steps
 - i. Editing the rubric
 - ii. Money that is available now
 - iii. Evaluating the program reviews from last year
- VII. Action Items - none
- VIII. Adjourn at 4:46PM Jackie Johnson first, Art College second. Unanimously approved.



Evergreen Valley College
College Budget Committee **Minutes**
September 28, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Mayra Garcia
Students (3)	
Faculty (8)	Arthur College, Lisa Hays, Elizabeth Kramer, Emily Banh, Teck Ky, Poonam Vivek, Heather Ott, Lorraine Levy, Celso Batalha
Management (4)	Robbie Kunkel, Sam Morgan, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guests	Gustavo Flores, Bianca Lopez, Howard Willis, Monica Galvan

Call to Order at 3:13PM

IX. Agenda

A. No Addition/Deletion. Art College moved to approve the agenda, Heather Ott second. Agenda approved unanimously.

X. Minutes

A. Art College moved to approve the minutes, Emily Banh second. Minutes approved unanimously.

XI. Public Comments-- none

XII. Recognitions and Announcements - none

XIII. Reports - none

XIV. Information/Discussion Items

A. Q & A for Quarterly Budget Report – Andrea Alexander

B. College Resource Allocation Rubric for CBC – Andrea Alexander

i. Committee offered suggestions for scoring rubric

ii. Consensus to not score the question about program/department receiving other funding sources

iii. Requesters will still answer questions regarding other sources, how much received, and how much spent.

XV. Action Items - none

XVI. Adjourn at 4:45PM Sam Morgan first, Poonam Vivek second. Unanimously approved.



Evergreen Valley College
College Budget Committee Minutes
October 12, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Mayra Garcia, Iriana Zavala Camacho
Students (3)	
Faculty (8)	Arthur College, Lisa Hays, Teck Ky, Poonam Vivek, Heather Ott, Lorraine Levy, Celso Batalha
Management (4)	Robbie Kunkel, Sam Morgan, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran
Guests	Antoinette Herrera

Call to Order at 3:11PM

XVII. Agenda

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

XVIII. Minutes

- A. Teck Key moved to approve the minutes, Art College second. Minutes approved unanimously.

XIX. Public Comments-- none

XX. Recognitions and Announcements – Antoinette shared good news that she will be a grandmother soon!

XXI. Reports - none

XXII. Information/Discussion Items

- A. College Resource Allocation Rubric for CBC – Andrea Alexander
 - i. Executive team thinks alternative funding, such as Fund 17, needs to be part of the ranking in the rubric. It includes the grant/Fund 17 name, purpose, amount awarded, and specific ways in which grant is to be used.
 - ii. “Requests for discretionary funds from the Fund 10 that are covered in the awarded Fund 17 grant to the department/division will result in a lower score”

- iii. Another change is that the ranking of the program's needs (supplies, equipment, technology, total cost of ownership) will be filled out by the department Dean and area Vice President. Originally it was to be filled out by the department.
- iv. This allows the Deans and VP to be a part of the resource request.
- v. Heather – Will the dean fill out the ranking request or will the faculty fill it out and signed by the area Dean? Andrea - Dean will fill it out that section and sign. Then faculty will submit the entire form.
- vi. Antoinette – Is the rubric intended to answer every one of the questions? Much of it seems to be overlapping. Andrea - The rubric is to make it more equitable for all programs. This form will be added to the program review as an attachment at the end of the program review. All of the answers are in the program review, but with this rubric, the requestor will put them all in this format so the committee can easily score the allocation requests.
- vii. “Previous use of funds” will be answered the following year to check if the funds were appropriately used. How will committee know it is correct? This is why the Dean/VP will sign the rubric.
- viii. Heather – If department does not receive Fund 17, what score will they get? Andrea – Highest score of 4.
- ix. Heather – If department uses Fund 17 effectively, would they also get a top score? Andrea – yes, if “effectively” follows the definition in the rubric. Example: \$20K grant for electronic books and bought books, then yes get a top score. If got a \$20K grant to use on anything you want, and now asking committee for funds that could have been used from the grant, then no. Will not get a top score.
- x. Celso – What if give a minus in the question about Fund 17? Andrea – if don't use Funds correctly then would get a minus.
- xi. Lorraine – One reason we didn't want the Fund 17 in the rubric was because the CBC does not have control over Fund 17. Andrea – that is correct. CBC does not have control over Fund 17. So how will CBC know if funds were spent correctly? Kathy and Saloshni will be in the discussions to offer information about compliance and accountability. This is another reason why the Dean and VP will be signing the request.
- xii. Heather – Example: library gets \$30K for databases which has not been updated. That is Fund 17 money but it is not enough. Just want to be sure library will not be given negative points in that rubric. Andrea – This will be in the narrative. It should be in the program review where there is proof that this is not enough. It is up to the department to give a clear and concise narrative to allow this committee to make an assessment.
- xiii. Lorraine – Psychology department asked library to provide database. Library told Psychology to put the request in their program review. Andrea – The Deans need to come together to discuss this before it gets to this committee.
- xiv. Teck – Is this to prevent double dipping? Andrea – yes, it does that as well. Grants will run out and it will be in the narrative for committee to review.
- xv. Mayra – Due to confidentiality we won't have access to how Fund 17 was spent. What if we removed that part and let Kathy and Saloshni answer that

instead of the committee? Andrea – it would be too big of an ask for Kathy and Saloshni. They will be there to help when we sit down to review each department. This may need to be changed in the future.

- xvi. Andrea – she will take this new edition of the rubric to the Executive Meeting today and to the Dean’s meeting to get more input. Then she will send it to us one more time.
- xvii. Mayra – what will the department be getting from this rubric? Andrea – they will getting the entire rubric but the layout will be different because they don’t need the scoring column and will need more space to write.
- xviii. Lorraine – on the ranking space for the Expense Request, where would be items like guest speakers? Or for faculty to join professional memberships? Kathy – can we add another line for Other and let people describe.
- xix. Heather – Can we have these expenses defined? Andrea – Administrative assistants will know how to fill this out with the Chart of Accounts.
- xx. Heather – Open lab in division, who would submit their request? Andrea – Dean of department will decide that.
- xxi. Andrea – This will come back one more time as a second reading and ask the CBC to vote.

B. Goals for CBC

- i. Create a rubric for reviewing program allocation requests for funding
- ii. Training for committee members on how to use rubric
- iii. Q&A sessions for departments about our process using rubric
- iv. Use rubric at end of year to fairly distribute funding
- v. Learn about budget process and how Funds are used
- vi. Update the CBC handbook for new members
- vii. Sam – How will we know if the loop is closed? Will departments be responsible to come back to the CBC to present on student metrics or other data? Lisa thinks #6 in the rubric should answer that question, but we can confirm with VP.

XXIII. Action Items - none

XXIV. Adjourn at 4:10PM Poonam Vivek first, Art College second. Unanimously approved.



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

Membership

Classified (4)	Mayra Garcia, Iriana Zavala Camacho
Students (3)	AS VP of Finance, AS Student President
Faculty (8)	Lisa Hays, Emily Ban, Teck Ky, Poonam Vivek, Heather Ott, Lorraine Levy,
Management (4)	Robbie Kunkel, Tina Nguyen, Sam Morgan
Ex Officio	Andrea Alexander, Kathy Tran
Guests	Amber Machamer, Antoinette Herrera

Call to Order at 3:07 PM

XXV. Agenda

A. No Addition/Deletion. Heather Ott moved to approve the agenda, Sam Morgan second. Agenda approved unanimously.

XXVI. Minutes

A. Poonam Vivek moved to approve the minutes, Lorraine Levy second. Minutes approved unanimously.

XXVII. Public Comments--none

XXVIII. Recognitions and Announcements

XXIX. Reports - none

XXX. Information/Discussion Items

- A. SJECCD Governance Handbook 2022-2023 - Amber Machamer from District Office
 - i. Amber is the Executive Director of Institution and Educational Services
 - ii. She is editing and publishing the Administrative and Governance Handbook: Structure, Organization departments and Committees
 - iii. It has details about the Board of Trustees, Board meetings, policies and procedures, District office departments, Organization charts, Shared Governance Committees
 - iv. Amber is asking folks to read through the handbook to edit or if there is missing information.

B. District Budget Committee highlights – Lisa Hays

- i. Annual Budget Process Guidance Manual: The DBC is writing a manual for standard operating procedures for finance employees, division deans, division administrative assistants and all others who might need to know regulations and procedures. It will be over 100 pages and will be kept on the district website to be updated each year.
- ii. Review of Chapter 6 of Board Policies: Fiscal Affairs: The DBC edits this chapter and is going to hire an outside source to help edit. Small changes such as mileage reimbursement, per diem, and adding Florida as a state with which we can no longer do business. Larger changes such as equity language.
- iii. 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%, but this Aug 2022 was 4.67%. The Nov 4 was 6.04%.
- iv. Quarter 1 Report: District expenditures are a little less than Q1 last year and the revenue is slightly higher. HEERF funds will be running out soon. 24% in reserves. Last year we spent $\approx 85\%$ of budget on salary and benefits, $\approx 14\%$ on discretionary. The retirement programs (STRS/PERS) 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%.
- v. OPEB (Other Post-Employment Benefits): This is how the district pays for medical benefits for retirees. Employees who were hired before 1982 get full medical benefits for life from SJECCD. After '82, employees get full medical benefits up until 65 years old if they retire between 60 and 65. This is called the Bridge Program. The basics of OPEB is that in 2009, SJECCD sold a \$39M bond and the money was put into an irrevocable trust. Money was invested and making great returns! The trust pays \$3.5M each year to cover the medical benefits of the retirees. Benefits used to be paid by the restricted General Fund 10. Several companies are involved in managing the investments. The trust is still doing well despite the stock market this year.
- vi. Funds not spent last year: There were several funds with carry overs from last year. Lottery money which can be spent on supplies and equipment for instruction only, StrongWorkForce, facility rentals, Covid Block Grant. Also included are the CARES/HEERF funds. Federal government allowed an extension for an additional year to spend HEERF and it will be carried over to next fiscal year. The district still has \$19 MILLION! in Higher Educational Relief Funds to be spent on COVID related spending. EVC has \$10M to spend. Executive leadership is developing a plan to use the funds for multiple purposes, including additional student financial support. VP Escobar said that colleges know where the money is.

vii. Q&A

1. Is the Medical Bridget Plan for qualified employees and partners? Tina Nguyen confirmed contracts for AFT and CSEA state “eligible retiring bargaining unit member only”
2. How can departments use some of the unspent HEERF dollars? VP Alexander said there were roll over funds from last year and that faculty can ask their area Dean to ask their area VP how to use remaining funds.

C. College Resource Allocation Rubric for program reviews – VP Alexander

- i. One more chance to edit the rubric before going to the College Council as an information item
- ii. Added a sentence for clarity that faculty can copy/paste text from program review to answer our questions
- iii. Discussion about post-assessment for resource allocations
 1. Can we collect data from departments who received money?
 2. Use Qualtrics or Curriunet to make a template
 - a. Available for EVC folks to see
 3. Ask departments how they spent the money and outcomes
 4. Did it increase enrollment, dual enrollment, student success, retention or change SAO/SLO?
 5. Pens and pencils may not produce a change in student outcomes but perhaps lab materials would
 6. College Budget Committee could present this info to College Council as an annual report to show progress made towards Educational Master Plan goals
 7. Committee members are interested in providing transparency and sharing of results of department spending
 8. Mini reviews will become annual reviews
 9. If approved for funding, does it become available July 1? No. It is not finalized until mid-October. There is a tentative budget that is available towards the end of July. Difficult for library who has payments due for databases on Aug 1.

XXXI. Action Items

A. Vote on College Resource Allocation Rubric for program reviews

- i. After a few edits and discussion, VP Alexander proposed a motion to approve the rubric as presented with the understanding that there will be grammatical updates submitted by Emily Banh. Second from Emily Banh.
- ii. Roll Call vote: Yes from Mayra Garcia, Iriana Zavala Camacho, Lisa Hays, Emily Banh, Teck Ky, Heather Ott, Lorraine Levy, Tina Nguyen, Sam Morgan

XXXII. Adjourn at 4:21PM



Evergreen Valley College
College Budget Committee **Minutes**
December 14, 2022
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Mayra Garcia
Students (3)	
Faculty (8)	Emily Banh, Teck Ky, Elizabeth Kramer, Heather Ott, Lorraine Levy, Celso Batalha, Lisa Hays
Management (4)	Michael Osorio, Tina Nguyen, Sam Morgan
Ex Officio	Kathy Tran
Guests	Quynh Duynh Nguyen, Bianca Lopez

Call to Order at 3:08 PM

XXXIII. Agenda

- A. Additions to agenda: Tutoring Center Budget and Annual Program Reviews. Teck Ky moved to approve the amended agenda, Mike Osorio second. Amended agenda approved unanimously.

XXXIV. Minutes

- A. Sam Morgan moved to approve the minutes from the previous meeting, Mayra Garcia second. Minutes approved unanimously.

XXXV. Public Comments--none

XXXVI. Recognitions and Announcements

- A. Lisa - Biology department gave their first set of National Science Foundation scholarship. 9 students were chosen to get \$10,000. Students get a check for \$2,500 after census for four semesters. Funds can be used however they choose.
- B. Mayra – UC Santa Cruz offers one \$20,000 for transfer student from EVC. Application is due Feb 6. Liza shared that one of her students received it a few years ago.

XXXVII. Reports - none

XXXVIII. Information/Discussion Items

- A. District Budget Committee highlights from 11/17/23 – Lisa Hays
 - i. Higher Educational Emergency Relief Funds (HEERF): According to Executive Director of Fiscal Services, as of last week, EVC still has \$8.1M

Institutional Funds and an additional \$2.1M because we are a Minority Serving Institution (MSI). SJCC VP of Finance, Chris Hawken, said SJCC will spend all funds by February. VP Alexander did not state when funds would be spent, but the deadline for spending and receiving goods is June 30, 2023.

1. Lisa – Biology, Art, Distance Ed and Library departments asked their deans to check with VP Pouncil about available HEERF and deans were told there is no more left for divisions. How will EVC spend the funds in the next 6 months?
 2. Lisa - students have to fill out Free Application for Federal Student Aid (FAFSA) to get free tuition and many students do not fill out the FAFSA.
- ii. Free Tuition: Both colleges will use HEERF to give students free tuition. VP Hawken would like to continue offering free tuition after emergency grants end. VP Alexander said EVC students were surveyed and many have financial aid to cover tuition. They are concerned about paying for textbooks. Faculty shared that we are moving towards using free online textbooks (OER). DBC voted to “recommend to the District Council to continue free tuition with the existing parameters for the 2023-24 academic year.”
 1. Kathy - right now we are budgeting about \$500K for student tuition
 - iii. Student Debt Relief: If students have outstanding bills due to colleges, they cannot enroll in classes. HEERF can be used to pay student debt that they owe to the colleges. Their debt can be covered by HEERF, but not if that debt was accrued before March 2020.
 - iv. SJECCD Foundation: The Foundation is responsible for managing donations. The executive director was not rehired because it was in the red. Now the director is an employee at the district office which is a position paid out of Fund 10: General Funds. Several members are concerned that this sends up red flags because the Foundation is a subsidiary outside of the District. The DBC wants a presentation on how, why and what is going on.
 1. Lorraine – she has seen general funds used to hire an employee.
- B. California Community College COVID-19 Block Grant – Lisa Hays
- i. California Community Colleges are receiving funds to recover from COVID-19. \$650M one time funding. EVC is receiving \$3.9M. “The intention is that funds are used for activities that directly support community college students and mitigate learning losses related to the impacts of COVID-19 pandemic” and “to address COVID-19 related learning disruption to provide all students with access to community college education by offering adequate math and English courses to serve the needs of all students.”
<https://asccc.org/resolutions/prioritize-counteracting-effects-learning-disruption-covid-19-recovery-block-grant> The Academic Senate is urged to “engage in collegial consultation with their districts to prioritize counteracting the effects of learning disruption in the budgeting of their Block Grant Funds.”
 1. Lisa – EVC Academic Senate is going to make a subcommittee

2. Heather – is this going to be a transparent process? Is the budget committee going to be involved in decisions? Lisa shared that this is unknown. There is also no procedure for requesting HEERF.
3. Lorraine – Discussion for next time. We recommend a process for transparency in dispersing funds from HEERF and Block Grant while working with Academic Senate and departments.
4. Emily – enrollment started to pick up with late start but then they withdraw. Intervention with tutoring, early alert, faculty involvement is how we can spend the Block Grant. How is our retention with online vs on campus?
5. Tech – Asynchronous classes are popular and fill quickly with wait lists. On campus are canceled. University is making them go back.
6. Liza – Fall 2022 more demand for in person courses for English courses and classroom interaction.

C. Math Science Resource Center – Teck Ky

- i. No funds to extend hours and get more students to tutor. Salary increase for tutors but the budget is fixed and need more funds.
- ii. Tutors make \$17/hr and not \$10/hr like when the budget was set.
- iii. How can we help tutoring center and William Nguyen increase their budget?

D. Program Review – Heather Ott

- i. Library needs funds in spring, but was not up for a program review.
- ii. Talked to Fahmida, IEC chair, said they finalized the annual program review forms. We currently have mini program reviews which will be replaced with annual. Departments can do annual if not up for full review.
- iii. Do we know when the budget committee is going to start reviewing proposals? What do we do for departments who want to make a resource request but was not due for a program review?
- iv. Lisa said we will ask VP Alexander next time.

XXXIX. Adjourn: Teck Ky moved to adjourn the meeting. Lorraine Levy second. Motion passed and meeting was adjourned at 4:03 PM



Evergreen Valley College
College Budget Committee Minutes
February 8, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Mayra Garcia, Bianca Lopez
Students (3)	Quynh Nguyen, Benny Tu
Faculty (8)	Celso Batalha, Arthur College, Lisa Hays, Elizabeth Kramer (Emily Banh), Teck Ky, Thu Nguyen for Judith Girardi, Poonam Vivek, Judith Girardi, Lorraine Levy
Management (4)	Robbie Kunkel, Sam Morgan, Tina Nguyen, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guests	Antoinette Herrera, Lorena Mata, Sylvia Min, Rachel Lazo

Call to Order at 3:17 PM

XL. Agenda

A. Emily Banh moved to approve the agenda, Teck Ky second. Lorraine added Q&A for VP Alexander. Amended agenda approved unanimously.

XLI. Minutes

A. Arthur College moved to approve the minutes from the previous meeting, Emily Banh second. Minutes approved unanimously.

XLII. Public Comments--none

XLIII. Recognitions and Announcements

A. Emily – EVC Academic Senate voted for Lisa to be Treasurer for the senate and she will be representing EVC at the District Senate.

B. Sylvia – Art gallery opening on Tues Feb 14 highlighting a previous EVC student, Charles Rogers. The Art Gallery is open Mon – Thu 10AM – 2PM

XLIV. Reports - none

XLV. Information/Discussion Items

A. College Resource Allocation Update – Andrea Alexander

i. New College Allocation plan puts together all requests for faculty positions, classified positions, supplies/equipment, preventative maintenance and

contracts for the next year. The program review must be submitted or an Annual Resource Request if not due for a review.

- ii. Personnel - Faculty Hiring Prioritization committee and Classified Hiring committee will be responsible for choosing new positions. No requests for personnel will be accepted during the year, even if retirement or quit.
- iii. Facilities, preventative maintenance requests will go to Facilities and Safety committee to check for compliance, and then to College Budget Committee (CBC)
- iv. Software, hardware and other tech will go to the Technology Committee to make sure items are compatible with our systems or cost savings across the college. Then requests move to CBC.
- v. Funding: contracts, utilities, salary and benefits, the remaining is called Fund 10 (General Fund) Discretionary. Will not know that until end of fiscal year. CBC has to rank requests based on rubric before end of fiscal year.
- vi. Supplemental Fund (Fund 17) might be available but they vary year to year. Included are lottery funds, one-time funds, and specialty funds.
- vii. Lottery was not used in the past 2.5 years for classroom supplies because we used HEERF (Higher Educational Emergency Relief Funds). Lottery money was saved up during that time so we have about \$1.2M now. Recently learned that deferred maintenance fund from state will not be given this upcoming 2023-24 year, so Lottery will need to be used. HEERF is also ending. Anticipate more than 75% of that will be used based on predictions.
- viii. Computer refresh always comes from bonds, but we did not pass a bond. Received an exemption so we can use lottery for computer refresh in departments that are not getting a new building.
 1. Managers/deans have calendar of computer refresh schedule
- ix. Regarding one-time and specialty funds, president will decide how much given for CBC to allocate. An example is the COVID Relief Grant. Another application/review/rubric will be needed.
- x. Annual Requests will be on Curricunet and due mid-March.
- xi. Any instructional supplies for laboratories now has to be requested for the next year and CBC will decide.

B. Higher Educational Emergency Relief Funds (HEERF) – Andrea Alexander

- i. EVC received \$31M. More than half had to go directly to students. \$19.6M to students. MSI portion was an additional \$1.9M which went to students for mostly housing insecurity. Institutional portion was \$12M and we gave \$3.3M to district office. Another \$3M to financial aid. Paid student bad debt of over \$350K from 2009-2021 which covered 315 students. Gave free tuition for two years for a grand total of \$1.5M. Spring 2023 offer “15 units for \$1500” to students for a total of \$500K. We have loss of revenue from student health fees, international student fees, and facility rentals. We also paid COVID assistant, testing, additional Biology lab assistant. \$15,000/mo was spent on COVID testing at EVC.
- ii. There is approx. \$1M left which will be given to students through financial aid office.

- iii. Sylvia – are there remaining funds departments can use? HEERF allocations were given to VPs last year. If not spent by end of 2022, funds went back to be given to students through financial aid. We have to report to state where funds were spent every quarter.
 - iv. Emily – Why and what did district do with \$3.3M from our Institutional portion of \$12M? District said they had some COVID costs but has not given details on how money was spent.
 - v. Emily – Why does VP not support free tuition in the District Budget Committee vote? Currently using HEERF to pay for free tuition. \$1.5M to continue free tuition at SJCC and EVC but HEERF is ending. Cannot use General Fund 10 to pay for tuition because General Funds are for operations. The only way we can do it is through categorical funds. Free tuition will affect fund balance, negotiations, COLA and what we can do for our students. We do not have data that shows free tuition helps students persist or complete. Yes, enrollment is up but we have been doing more outreach. College Promise 4 years ago gave students free money and they did not persist or complete. ASG is telling us free tuition is not what they need, they need money for childcare, transportation, housing and textbooks. SJCC does not have data to share on this topic.
- C. COVID Relief Funds – Andrea Alexander
- i. State gave funds to all community colleges to use over next 5 years.
 - ii. SJECCD received \$6.7M. District Office requested and took \$1M, colleges each get \$2.8M
 - iii. Getting feedback on how spend funds from Guided Pathways, faculty, and the Educational Master Plan. Ideas include Shuttle service in East San Jose, Student Success Teams, and Faculty stipends. Cannot be used for hiring permanent people.
 - 1. College will buy shuttles, hire temporary drivers with special license. If it helps after year 2, then how do we make it institutionalized?
- D. Resource Allocation Requests Timeline – Andrea Alexander
- i. Program Reviews being finalized in February
 - 1. Antoinette – does the Program Review ask for the details like the annual requests? Yes, it should.
 - ii. Annuals Requests will be due March 10
 - iii. Lorena – Are we coming from the standpoint of \$0 and we will ask for what we need to operate? Yes. First year we might need to have a base. Working with president to decide. Waiting for data point from property taxes.
 - iv. Lorena – when do we ask for subscriptions for the library? District asks for BPOs in June, but won't know what get from allocation until budget is finalized in October. This is why we will need a base.
 - v. Lorena – does this model accept multiple year subscriptions? If CBC says yes, we commit that this comes off the top every year. At some point there is nothing left to give out.
- E. District Budget Committee Highlights – Lisa Hays
- i. Audit: District audit is complete and this is the third year of a clean report. There was one warning regarding the Fifty Percent Law. This law requires all

community college districts to spend at least half of their current expense of education for salaries of classroom instructors. Counselors, librarians, and technology are not included in instructional. In 2010 it was 55%, then 52% in 2019, 51% in 2020, 50% in 2021 and 2022.

1. Andrea – 50% includes faculty and technicians. It does not include non-instructional time or programs that serve students. Technology also not on the “good side” of the 50% law. 8 districts have not met 50% law. The consequence is it looks bad for the Chancellor and district leadership. In the past we were 75% but the district office is 0% which brings down the numbers.

ii. Carry Over Balances: Facilities at SJCC \$1.2M and EVC \$1.5M, Lottery at SJCC \$695K and EVC \$1.5M. EVC gets \$200K-\$300K every year for lottery or nothing. We have saved it up to pay for preventative maintenance that the state is not paying for this year.

1. Andrea - We get physical plant funds but bonds have been used to pay for physical plant. However, now no bond and we need new roofs.

2. Important to put everything into the Program Review or Annual Request.

XLVI. Adjourn: Art College moved to adjourn the meeting. Emily Banh second. Motion passed and meeting was adjourned at 4:47 PM



Evergreen Valley College
College Budget Committee **Minutes**
March 8, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Mayra Garcia, Bianca Lopez, Vu Tran
Students (3)	Quynh Nguyen, Benny Tu
Faculty (8)	Celso Batalha, Lisa Hays, Elizabeth Kramer, Teck Ky, Judith Girardi, Lorraine Levy
Management (4)	Robbie Kunkel, Sam Morgan, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand

Call to Order at 3:13 PM

XLVII. Agenda

A. Sam Morgan moved to approve the agenda, Mayra Garcia second. Agenda approved unanimously.

XLVIII. Minutes

A. Liza Kramer moved to approve the minutes from the previous meeting, Mayra Garcia second. Minutes approved unanimously.

XLIX. Public Comments - none

L. Recognitions and Announcements - none

LI. Reports - none

LII. Information/Discussion Items

A. Q&A Annual Update and Resource Allocation – Andrea Alexander

- i. Recommend everyone begin by reading the FAQ sent to all college.
- ii. There will be a base budget. Programs will not get \$0
- iii. Will not be as much as last year so please write a request
- iv. Do not know how much it will be until the summer
- v. There is no more rolling over of budgets year to year
 - 1. Every year fill out a request or program review
- vi. No one-time end of year funds as of now
- vii. Requests do not need quotes from vendors
- viii. Be sure to write a narrative to explain budget needs and how it helps students
- ix. Contracts and other items not in the pull-down menu can go under Supplies/Equipment

- x. Cannot extend the due date and time of Friday March 10 at 5PM
 - xi. Deans and Managers can supply FT, PT and Classified numbers for hours
 - B. Calendar and timeline for Budget Committee – Andrea Alexander
 - i. After launching the documents will to go IEC, then to managers for ranking of requests that are not personnel related.
 - ii. Then to facilities and technology committees.
 - iii. Finally back to the budget committee
 - C. District Budget Committee Highlights – Lisa Hays
 - i. Foundation
 - 1. Est 1982 and is the only 501c3 entity in the district
 - 2. Receive private grants, endowments, donations and make partnerships
 - 3. Expenses include operational cost, warehouse, putting on board agenda, writing checks
 - 4. 15% of donations goes to District for indirect costs. This is common practice.
 - ii. Fees for out of state and International students
 - 1. They are higher because state tax dollars fund community colleges. Tax payers are not paying for out of state and international students.
 - 2. State provides calculations for these fees
 - 3. 23% increase was overwhelming to students and they spoke at BOT meeting
 - 4. BOT voted 4 to 2 to increase fees
 - iii. COVID Relief Grant
 - 1. 15% of \$6M went to District
 - 2. When asked what they would spend \$1M on, they said mostly bad debt from students.
 - 3. VP Alexander asked which students? Students from 1980's? She stated that this does not help the students. Instead, it is helping the district to increase our reserves.
 - 4. Garry Johnson and I want to ask more questions
 - a. Why does District pay off student debt?
 - iv. Student fees
 - 1. SJCC VP said they have data now to support free fees help increase persistence and keep student grade high
 - 2. EVC does not agree
 - v. Worries
 - 1. STRS, PERS and Health Benefits are going up. Inflation up.
 - 2. Property tax increase this past quarter is good, but 90% of it goes to salary and benefits.
 - 3. How will this affect our discretionary funds?
- LIII. Action Items
- A. Committee Chair for 2023-24
 - i. Lisa said it is time to choose a chairperson for next year.

- ii. The position release time is still at the reduced 30% compared to the other committee chairs and program coordinators who receive 40%.
 - iii. Lisa explained that the position was originally 40%, however the past chair, Melody Barta, could not accept the full 40% because her total loading would be 150% which is 10% over the max. Melody accepted the reduced payment of 30% loading and it remained the same when Lisa became the chair despite a request from the committee to the College Council to give the chair 40% once again.
 - iv. Judi nominated Lisa to be the committee chair for 2023-24. Liza Kramer second. There were no other nominations. All members present voted yes and Lisa will continue to be the chair.
- LIV. Adjourn: Mayra Garcia moved to adjourn the meeting. Sam Morgan second. Motion passed and meeting was adjourned at 4:15 PM



Evergreen Valley College
College Budget Committee **Minutes**
March 22, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Van Duong, Mayra Garcia, Bianca Lopez, Vu Tran
Students (3)	Quynh Nguyen, Benny Tu
Faculty (8)	Celso Batalha, Arthur College, Judith Girardi, Elizabeth Kramer, Teck Ky, Lorraine Levy, Elaine Ortiz-Kristich, Poonam Vivek
Management (4)	Robbie Kunkel, Sam Morgan, Tina Nguyen, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Chair	Lisa Hays

Call to Order at 3:10 PM

LV. Agenda

A. Art College moved to approve the agenda, Sam Morgan second. Agenda approved unanimously.

LVI. Minutes

A. Mike Osorio moved to approve the minutes from the previous meeting, Mayra Garcia second. Minutes approved unanimously.

LVII. Public Comments - none

LVIII. Recognitions and Announcements - none

LIX. Reports - none

LX. Information/Discussion Items

- A. Review our process for Annual Update/Request and ideas for improvement
 - i. A calendar of due dates for next year and clear timeline
 - 1. Can we make requests due earlier?
 - ii. Better align Curriqnet to the rubric used by CBC
 - iii. Budget chair, SLOAC coordinator, IEC coordinator should work together with VP to re-write Curriqnet Annual Request form
 - iv. Better sharing of process
 - v. Add ability to have co-contributors on Curriqnet
 - vi. Provide early access to Curriqnet for folks not in academic programs
 - vii. CBC can answer questions across campus if we are on the same page

- viii. Budget chair involved in presenting the workshops
 - ix. Does the Annual Request need the details of the percentage of full-time and associate faculty and NIA?
 - x. Deans have not yet received the requests to rank for each department/program
 - 1. There are 4 categories: Supplies, Equipment, Technology, Other
 - a. Amount requested and ranking
 - 2. Program Reviews need to be approved by College Council before sending to deans for ranking
 - xi. We want to prevent this process from being divisive
 - 1. Will there be bias? Can we be fair?
 - 2. The process needs to be well thought out
 - 3. Henry Estrada – warning that in the past there was a similar process that didn't go smoothly for the campus community
 - xii. Lorraine shared how SJCC scored requests
 - 1. Groups of 3-4 members
 - 2. Review entire lists of requests from a program and rank
 - 3. Highest needs got the funds
 - 4. They were able to make it pretty far through the requests
 - 5. Found several items that should not be paid for with discretionary funds
 - a. Ex: add code stickers for A&R not needed during COVID
 - 6. Improvement: committee was making decisions on the smallest items such as pencils. More general would be better.
 - 7. SJCC has Finance Committee which has a different charge than us
 - xiii. Terminology in Annual Request is unknown to some people.
 - 1. Ex: what is an NIA
- B. Review: What is the charge of our committee?
- i. The purpose of the College Budget Committee is to be an advisory body to the College President on process, procedures, and development of the college budget. Specifically, the committee is charged to:
 - 1. Learn the elements of the budget and review Governing Board and District priorities.
 - 2. Recommend college budget priorities and a campus budget development process.
 - 3. Make recommendations to the College Council for the allocation of funding and/or budget reductions.
 - 4. Disseminate accurate and timely budget information to the college community.
- C. Q and A with VP Alexander
- i. Timeline
 - 1. Program Reviews and Annual Requests went to IEC
 - a. There are some that were not accepted by IEC because it doesn't meet standard
 - b. Those Deans will be told about them
 - 2. Requests for faculty, classified will go those VPs
 - 3. Facilities requests will go to them, technology to them, then to CBC

4. Voting members of CBC will review requests, fill out their rubrics, and send them to VP Alexander.
 5. Put rubrics on screen and go through reasons for why they were scored in that way.
 - a. Scores can be changed at this time.
 - b. Public forum, but this not be open for non-voting members to have discussion or give presentation
 6. Deans will rank the requests for how discretionary should be spent on each of their programs
 7. Expect two meetings to discuss the scoring on the rubrics
- ii. Answers to questions
1. Deans will rank each department, not the entire division
 2. Goal is to get everything to College Council by May 22
 3. The president will decide and we are sending our recommendation to her
 4. April 12 and April 26 plan on coming to campus
 - a. Possibly need to meet on April 19
 5. Annually because we can change and modify with economy
 - a. State is now in a deficit
 6. When economy slumps, we still have a buffer. When recession comes there is an after effect on our budget. The State has already cut preventative maintenance, some from CalWorks. We have to be lean in the next few years.
 7. We will be transparent with the campus community as we hear from the state about funding changes.
 8. Questions about faculty and classified professionals should go to those committee leaders. Fund 10
 9. Our district is expense based budget. District gives us what we know we will. The only thing we know for sure is salary and benefits. District gives us a little more for discretionary. It has not grown in 15 years.
 - a. A district Resource Allocation is the way to fix this.
 - b. EVC would have been in a great position if it was accepted.
 10. We will not get a new faculty member unless we lose one.
 11. We can move money from discretionary to positions, but can't move it back.
 12. Now we will have a process for equity and accreditation. Even if we can't hire, we will know where the college wants to focus.
 13. Important to tell campus community the budget process.
 14. 50% of budget has to go into instruction. With 2 colleges and district office, we are barely meeting 50%. We do need district services, for example utilities, but that falls on the wrong side of 50% law.
 15. Regarding process, IEC for program review, CBC for rubric, for delineations of duties. We can do it differently to become more inclusive.

LXI. Adjourn: Mayra Garcia moved to adjourn the meeting. Sam Morgan second. Motion passed and meeting was adjourned at 4:42 PM



**Evergreen Valley College
College Budget Committee Minutes**

**April 12, 2023
3:00 – 5:00 p.m.
Zoom**

Membership

Classified (4)	Van Duong, Mayra Garcia, Bianca Lopez, Vu Tran
Students (3)	Quynh Nguyen
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Elizabeth Kramer (Emily Banh), Teck Ky, Lorraine Levy, Elaine Ortiz-Kristich, Poonam Khare
Management (4)	Sam Morgan, Tina Nguyen, Michael Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guest	Amber Machamer

Call to Order at 3:37 PM

LXII. Agenda

- A. Judi Girardi moved to approve the agenda, Liza Kramer second. Agenda amended to move Amber Machamer’s presentation to a public comment. Modified agenda approved unanimously.

LXIII. Minutes

- A. Liza moved to approve the minutes from the previous meeting, Judi second. Minutes approved unanimously.

LXIV. Public Comments

- A. IESS and Delineation of Functions – Amber Machamer
 - i. This document is on the SJECCD website. It lists employee positions and the functions of that job. It will be published bi-annually on the website.
 - ii. https://www.sjeccd.edu/RIE/Documents/SJECCD_Delineation_of_Functions_Spring%202023.pdf
 - iii. All are encouraged to read and send edits to Amber.

LXV. Recognitions and Announcements - none

LXVI. Reports - none

LXVII. Information/Discussion Items

- A. Tutorial for using CBC Rubric – Andrea Alexander
 - i. All program reviews and annual reviews are on Teams for members to view
 - ii. Fillable rubric sheets will be emailed to all voting members

- iii. Office Hours to ask questions on Mon April 17th 10:30AM – 12PM and Tues April 18th 1PM – 2PM.
- iv. April 24th all rubrics due by 5PM to evc.businessServices@evc.edu
- v. Tally scores will be preliminary and discussed on April 26
 - 1. Option to change scores
- vi. April 26 meeting will be in person. Save May 3 for in person meeting if we need it.
- vii. All CBC members will read each annual review and comprehensive reviews
 - 1. 55 total accepted by IEC
- viii. Scores and notes: give as much information as you would like to receive
- ix. We are scoring based on how they answered the questions in the rubric.
- x. VP Alexander showed members an example of scoring with the rubric as reading through one of the comprehensive program reviews.
- xi. Rubric section E is where programs can tell the committee about their Fund 17, grant money. More information will be given at Apr 26 meeting.
- xii. For part E, the score is either 0 or -2.
- xiii. Everyone had access to the rubric, so we expect to see those items addressed in the annual request.
- xiv. We won't know how much money we will have until June.
- xv. Technology Committee will have help from Scott and Rupinder from District Office for their rubric.

LXVIII. Adjourn: Mike Osorio moved to adjourn the meeting. Sam Morgan second. Motion passed and meeting was adjourned at 4:52 PM



Evergreen Valley College
College Budget Committee **Minutes**
April 26, 2023
3:00 – 5:00 p.m.
Gullo II Conference Room

Membership

Classified (4)	Van Duong, Mayra Garcia, Bianca Lopez, Vu Tran
Students (3)	
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Elizabeth Kramer, Teck Ky, Poonam Khare
Management (4)	Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guest	Henry Estrada, Grace Estrada, Antoinette Herrera, Colleen Cuen, Colleen Calderon

Call to Order at 3:07 PM

LXIX. Information/Discussion Items

- A. Pre-tally of rubric scoring – Andrea Alexander
 - i. 7 committee members completed the scoring of all 32 annual requests and 21 comprehensive reviews
 - ii. 2 more will be finished this week and will be added to make a total of 9
 - iii. 3 faculty, 3 classified, 3 managers
- B. Fund 17 availability – Saloshni Chand
 - i. All programs who have grants available through Fund 17 and their approximate amounts and usage were supplied to committee by Saloshni.
 - ii. List of programs and amounts read to group
 - iii. SLOAC (\$411,000)
 - iv. Biology (\$133,200)
 - v. Adm/Records (\$6,600)
 - vi. Math (\$400)
 - vii. Outreach/Recruitment (\$1,280,000)
 - viii. Health and Wellness (\$305,000)
 - ix. Counseling (\$149,000)
 - x. Enlace (\$61,900)
 - xi. Auto (\$731,000)
 - xii. Aspire (\$33,900)
 - xiii. Financial Aid (\$158,500)
 - xiv. President Office (\$83,200)
 - xv. Dual Enrollment (\$252,300)
 - xvi. Academic Affairs for SLO/PLO (\$411,000)

- xvii. MSE Div. Office Supplies (\$9,300)
 - xviii. Business Work Force (\$336,000)
 - xix. Physics (\$1,800)
 - xx. Comp Sci (\$15,000)
 - xxi. Paralegal (\$8,300)
 - xxii. Athletics (\$2,000)
- C. Fund 17 restrictions discussion
- i. Fund 17 can be used for hourly, temporary, employees
 - ii. It can be used for adjunct faculty and release time if has an end date
 - 1. EVC regularly spends over \$1.5M on associate faculty salaries
 - iii. Fund 17 is less restricted than fund 10 for employees
 - iv. Some programs have grants that can be used for supplies, materials, operating costs, and equipment
 - v. Others have a limitation on how and who the funds can be spent
 - 1. Ex: Biology as \$133,000 from National Science Foundation which must be spent on supplies for only scholarship recipients.
 - 2. However, this was not clear when reading the annual request nor was it clear in Saloshni's report
 - 3. In the future, all programs should make this clear for the CBC in how their funds must and can be used.**
 - 4. CBC will wonder why their grants can't pay for requests and why ask for Gen Fund 10
- D. Base allocation for programs not requesting
- i. There will still be a base allocation but we do not know how much
 - ii. Still waiting for tax data points, allocations to each college, cost of medical benefits for associate faculty, AFT negotiations, and others.

Adjourn at 4:56PM



Evergreen Valley College
College Budget Committee **Minutes**
May 3, 2023
3:00 – 5:00 p.m.
Gullo II Conference Room

Membership

Classified (4)	Van Duong, Mayra Garcia, Bianca Lopez, Vu Tran
Students (3)	
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Elizabeth Kramer, Teck Ky, Grace Estrada (for Lorraine Levy)
Management (4)	Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guest	Colleen Cuen, Michael Masuda

Call to Order at 3:11 PM

LXX. Information/Discussion Items

A. Final tallies and discussion – Andrea Alexander

- i. Committee reviewed final tallies of all rubrics
- ii. Discussion about a few programs and their requests
 - 1. History, Aspire, SLO, MSE prep room
- iii. Noticed that in general, program reviews ranked higher than annual requests
- iv. Members voted to send combined list of rankings to College Council but list will include a note of which was a comprehensive program review (X)
- v. See list on page 3 of minutes

B. General Discussion - all

- i. CBC is skimming through reviews and requests looking to score the rubrics. Very important for requestors to put information in the correct areas so we don't miss it. Even CBC members who wrote requests put information in the wrong location.
- ii. Technology and Equipment need to be defined so CTC is only looking at correct requests
- iii. Can folks come mid-year and ask for changes in their requests? No
- iv. College does keep funds available for changes such as badminton team makes finals in San Diego and pay for travel costs
- v. Next year programs will have to explain how funds were spent and how that helped college reach goals.

C. Next steps

- i. Need manager prioritization for supplies, equipment, technology, or other (contract, subscriptions, and memberships) with 4 being need the MOST and 1 being need the least.

- ii. They also total amount requested
- iii. Present list to college council on May 8
- iv. CBC meeting May 17 to look at manager's prioritization

Adjourn at 4:58PM



Evergreen Valley College
College Budget Committee **Minutes**
May 17, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	Quynh Nguyen
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Emily Banh, Teck Ky, Grace Estrada (for Lorraine Levy), Poonam Khare
Management (4)	Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran, Saloshni Chand
Guest	Melody Barta, Gustavo Flores

Call to Order at 3:04 PM

LXXI. Agenda

- A. Art College moved to approve the agenda, Mayra Garcia second. Agenda approved unanimously.

LXXII. Minutes

- A. Judi moved to approve the minutes from April 12, Art second. Minutes approved unanimously.
- B. Art moved to approve the minutes from April 26, Grace second. Minutes approved unanimously.
- C. Grace moved to approve the minutes from May 3, Art second. Minutes approved unanimously.

LXXIII. Public comments – none

LXXIV. Recognitions and Announcements – none

LXXV. Reports – none

LXXVI. Information/Discussion Items

- A. Community Connect 2023 – Melody Barta
 - i. Applied for grant from the Foundation of California Community Colleges and Golden State Opportunity
 - ii. \$3,800 to be used on tax clinics to tell low income taxpayers that they are eligible for tax credits from the state of CA
 - iii. Low income in CA is \$72,000/year or less
 - iv. It is to encourage people that are working to continue working
 - v. EVC student volunteers currently have a tax clinic to help people fill out their tax forms
- B. Manager Rankings and Critical Needs – Andrea Alexander

- i. We do not know the amount of discretionary funds for next year but likely to be less than \$850,000
 - 1. It is less because:
 - a. district did not increase amount given to colleges
 - b. state is not funding maintenance projects
 - c. benefit costs for STRS and PERS are rising
 - d. cost of living adjustments (COLA) for all employees
 - ii. Each program in Fund 10 will receive a base of allocation
 - 1. If the base is 50% of last year's funds, then there would be approximately \$400,000 remaining to allocate to the entire college
 - iii. The total requests coming to CBC was \$3,590,536.
 - iv. Committee began a 2 hour discussion looking at the Manager rankings
 - 1. Supplies, Equipment, Tech, or Other (contracts, etc)
 - v. Kathy Tran provided committee spreadsheet with programs listed in order of CBC ranking as well as details of requests.
 - 1. Find on Teams -> General -> Files at top -> College Allocation spring 2023
 - vi. Final recommendations at end of meeting
 - 1. Programs that scored 110-125 in CBC ranking should receive additional funding based
 - a. This is the top 15 of 43 requests given to CBC
 - 2. Top 15 should get 50% of the manager's first priority request
 - a. This would total \$370,481
 - vii. CBC read through requested items one more time to find "mission critical" requests that did not rank in the top 15.
 - 1. Admissions and Records needs funds for VTA passes
 - 2. Health and Wellness needs fund for Point and Click contract
- LXXXVII. Adjourn: Tina Nguyen moved to adjourn the meeting. Art College second. Motion passed and meeting was adjourned at 5:28PM



Evergreen Valley College
College Budget Committee **Minutes**
May 24, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Elizabeth Kramer, Teck Ky, Grace Estrada (for Lorraine Levy), Poonam Khare
Management (4)	Sam Morgan, Tina Nguyen
Ex Officio	Andrea Alexander
Guest	Henry Estrada, Thu Nguyen, Scott Conrad

Call to Order at 3:04 PM

LXXVIII. Agenda

A. Liza moved to approve the agenda, Art second. Agenda approved unanimously.

LXXIX. Minutes

A. Grace moved to approve the minutes from May 17, Judi second. Minutes approved unanimously.

LXXX. Public comments – none

LXXXI. Recognitions and Announcements – Graduation, ENLACE graduation, nursing pinning ceremony, black student graduation, Early Alert recognition.

LXXXII. Reports – none

LXXXIII. Information/Discussion Items

A. College Council (CC) and Rankings – Andrea Alexander

i. Recommendations from College Budget Committee (CBC) to CC were NOT approved

ii. Concerns

1. First of top 15 were mostly academic programs getting large sums.
2. CBC members represent mostly academics, not student services, which may affect rankings.
3. What is considered mission critical may be different for groups.
4. Small requests not at the top (example Leaf to Leaf for \$2K) should get funded.
5. Large requests not funded will still be able to deliver their academic programs now (example engineering). Requested \$118K, CBC voted to give them half.
6. Only 9 members returned all of the rubrics used to evaluate program review and annual requests. 3 faculty, 3 staff, 3 managers.

7. Sciences are expensive but should other programs get no funding.
- iii. What happens next?
 1. CC wants details of how specifically the dollars will be used in the large requests.
 2. In summer, President and VP will decide still using our rankings but to spread out money.
 3. Everyone will still get a base to start the year.
 4. Budget is not adopted until Oct 15 so changes can be made.
 5. President wants to see discretionary received in past, how much used, and how much requested. Did the program use it all?
 6. President can see details are on our spreadsheet.
- B. Reflections and Revisions for next year – Andrea Alexander
- i. Program Review on Curricunet
 1. Future Needs section has requested amount but no area to make comments on items and outcomes.
 2. Revamp of curricunet to mirror our rubric.
 3. Comprehensive review and annual request need to be better coordinated
 4. Include Fahmida and Grace
 - ii. Programs asked for everything they wanted in the Annual Request. Is it better to ask for a little bit and get funded, or more and get a percentage?
 - iii. Change the managers prioritization to be digital and easier
 - iv. Fund 17 amounts report on April 26 by Saloshni were surprising to some CBC members.
 1. Managers have access to all fund 17 at the beginning of the year.
 2. Grant amounts reported at beginning of year to managers need to be disclosed with faculty. Maybe quarterly.
 3. Faculty requests for spending should always be student/department focused.
 4. Could CBC have more details? Ex: if an area has \$1.2M for two years in grant, spending \$600K per year, how is the \$600K being spent?
 - a. Explain in the Program Review why they need more.
 5. Can requests ask author to include the amount on start of July 1, how much will have in February, and end of year? What is the duration of the grant?
 - v. Calendar to start earlier
 1. Update Curricunet to be at beginning of semester.
 2. Program Reviews due Nov 30.
 3. Annual Requests due before break to go to IEC.
 4. CBC starts reviewing with rubrics after winter break.
 5. Should it be earlier?
 - vi. Presentations from authors
 1. 2-3 minutes and justifications in person
 2. Will that change our rankings emotionally?
 3. What if authors do not come?
 4. Give them template of what to cover. Not open ended.

- vii. Rubric change
 - 1. Penalty for Fund 17 of -2 points. What does a -1 or -2 mean?
 - viii. Filter out requests that are for personnel only.
 - ix. Academic and Student services could be separated in requests.
 - x. VP thanked the CBC for hard work.
- C. Program Reviews – All
- i. Program Reviews due Nov 30.
 - ii. There will be time at first PDD to work on SLO/SAO.
- D. District Budget Committee highlights – Lisa
- i. District will pay greater contributions to both STRS and PERS in the next 4 years.
 - 1. 2% more to STRS and 7% more to PERS
 - ii. District will pay more for health premiums for all employees
 - 1. Kaiser rates are going to triple
 - iii. International students now pay \$358/unit instead of \$290
 - iv. We still receive child development center funding from state but no child development center
 - 1. We send it back. We can reapply in future.
 - v. OPEB (the bond we sold in 2009 to invest in stock market) is still doing well despite poor stock market this year. The funds are used to pay health benefits for employees from age of retirement until age 65.
 - vi. EVC receives \$15.7M in Financial Aid Income for students. SJCC receives \$13.3M.
 - vii. Associated Student Government charges students \$2 and they keep \$1. The other goes to state chancellor's office. ASG balance goes down each year. Each college is approx. \$200,000 now.
 - viii. Recall district revenues based on property taxes collected. District revenues will increase 7% which is \$10M.
 - ix. Utilities, gas, water increased \$2M
 - x. Reserves (our savings account) was \$34.4M (24.5%) and will be \$35.3M (22.7%) next year.
 - 1. We are required to have 7% in savings

LXXXIV. Adjourn: Grace moved to adjourn the meeting. Sam second. Motion passed and meeting was adjourned at 4:28PM