

DISTRICT BUDGET COMMITTEE
MEETING NOTES

Thursday, February 1, 2024 · 1:30 – 3:00 PM

SJECED District Office
40 S. Market St., CR112
San Jose, CA 95113

[Zoom Link](#)

***Please state your name for accurate recording of the minutes.**

1.)	<p>Call to Order VC Chandrasekar called the meeting to order at 1:34pm.</p>	E. Chandrasekar	ACTION
2.)	<p>Approval of February 1, 2024 Meeting Agenda (Johnson/AbdelHalim) to approve the February 1, 2024 Meeting Agenda.</p>	E. Chandrasekar	ACTION
3.)	<p>Approval of December 14, 2023 Meeting Minutes (Johnson/Hawkins) to approve the December 14, 2023 Meeting Minutes.</p>	E. Chandrasekar	ACTION
4.)	<p>Fiscal Updates:</p> <p>a) EVC VP Alexander shared a presentation with EVC's updates, which included their budget development status, enrollment, and student debt discharge. (See attached for details.)</p> <p>b) SJCC VP Hawken shared SJCC's update on their student debt discharge. There is an uptick in spring enrollment. IRAP is in progress. Spending is on target at 50%. There is concern that the Health Fees Fund 18 is spending more than revenues, and they would like to see the fee increase from \$21 to \$26.</p> <p>VC Chandrasekar emphasized the need to assure students are not burdened with additional cost increases. He will benchmark fees against Bay 10 community colleges, and will review with the VPAS in the Fiscal Leadership meeting.</p> <p>c) DS/DW ED Chesmore shared that Fiscal Services has finished tax season and the processing of all forms. January is the busiest month for the D.O. this year.</p> <p>Mr. Johnson asked for clarification on student financial aid delays.</p> <p>Director Berry responded there are changes for 2024-25. There is a delay in the application going out and in delivering data to schools during the federal overhaul. They will discuss the impact and do their best to ensure funds are available for the students in the fall.</p> <p>ED Chesmore shared the students will get checks more often. He has been partnering with Directors Berry and Kubo to streamline this process.</p>	<p>A. Alexander C. Hawken J. Chesmore</p>	INFORMATION

	<p>ED Chesmore highlighted there were no audit findings for FY2022-23.</p> <p>Ms. Ramirez asked if the D.O. has a prioritization for hiring new staff members. Director Valderrama-Rodriguez clarified there is not a prioritization process. Ms. Ramirez will follow up with the District Council.</p>		
5.)	<p>FY 2023-24 Q2 Budget Report This quarterly budget report is a work in progress with updating the formatting and making it more concise.</p> <p>VC Chandrasekar reviewed Fund 10, and reported the District is at 50% in expenses.</p> <p>ED Chesmore specified that insurance payments were moved to Fund 61 to comply with the 50% law. Budgets are balanced to ensure 50% law compliance.</p> <p>VC Chandrasekar pointed out we should not expect to see significant increases in property taxes. We will get the next data point in May.</p> <p>Mr. Johnson asked for clarification on who has the oversight of department budgets, and at what point there would be a red flag.</p> <p>ED Chesmore clarified the manager has supervision over the budget of that department. Once the budget has been approved by the managers and VPs, it goes to the D.O. The D.O. does not weigh in on how college departments allocate or spend to meet their department's needs.</p> <p>VP Hawken commented he will ask questions on an anomaly. Funds are not borrowed from other budgets unless there is an emergency.</p> <p>VP Alexander commented she will ensure expenses are allowable and meet compliance. She will also ensure funds are available and if expenses match their plan given. If she has a concern, she will ask the VP of that area for clarity.</p> <p>Mr. Johnson pointed out that EVC faculty receive a travel maximum, but Classified and MSC do not. He asked if the District would consider adding a travel maximum allowance due to discrepancies in the current travel allowances.</p> <p>Director Valderrama-Rodriguez clarified travel is not negotiated, but it is at the District's discretion.</p> <p>Interim VC Simmons pointed out that travel is associated with the function of the position, and is not on management contracts.</p>	E. Chandrasekar J. Chesmore	INFORMATION

	<p>Ms. Kozlowski read the Ed Code regarding the 50% Law defined as classroom instruction. She requested a breakdown of the Academic salaries.</p> <p>VC Chandrasekar clarified the Chancellor’s salary is classified as an Academic salary by the state Chancellor’s Office. The District follows the state template, and is focused on being compliant.</p> <p>Interim VC Simmons pulled up the Ed Code and clarified what goes into the 50% Law and the categorizing of classroom and instructional support.</p> <p>ED Chesmore further clarified that Academic salaries is an umbrella over instructional and noninstructional, and they make sure to classify expenses correctly.</p> <p>Mr. Serrano asked for clarification on fall registration holds placed, and if the increased revenue has decreased the debt.</p> <p>VP Alexander explained the hold was removed from any student’s record that made a payment or entered into a payment plan.</p> <p>Director Berry clarified students are not dropped for nonpayment, but will have a registration hold placed for the fall semester if they don’t pay in the spring. Students are encouraged to apply for financial aid. There is District conversation about how to be proactive in the future.</p> <p>Physical Plant money has been significantly reduced. The District is working to reconcile and cancel the PG&E contract.</p> <p>Capital outlay covers any capital improvements, such as purchasing, building sidewalks or ADA ramps, putting in new elevators, etc. It is not used for repairs. This is a restricted fund and is audited annually.</p> <p>AB1818 states homeless students would have access to overnight parking in campus lots. Mr. Johnson asked if any related accommodations would come out of capital funds. VC Chandrasekar clarified the funds are not for portable structures, but permanent.</p>		
6.)	<p>Foundation Consolidated Financials</p> <p>Mr. Idris highlighted the Foundation’s consolidated financials.</p> <p>Dean Stevenson thanked the Foundation team for the detail and level of clarity of their consolidated financial report.</p> <p>Mr. Serrano asked if the Foundation is planning to assist with the laptop loaner program. Director Ledesma indicated she is unaware of this, but mentioned it is one of the items in the President’s priority list. Mr. Serrano will take this question back to the SJCC administration.</p>	Foundation and District Staff	INFORMATION

	VP Alexander indicated the cost of a laptop could be \$1,000-1,300 per student.		
7.)	<p>Future Agenda Items</p> <p>a) 2024-25 budget development</p> <ul style="list-style-type: none"> • February 29, 2024 DBC meeting will be cancelled. • A Public Comments section will be added to the agenda. <p>Additional Comments:</p> <ul style="list-style-type: none"> • Project adjunct instruction separate from non-instructional work in planning/budget development. • Mr. Johnson would like to focus on funding prioritization. • Ms. Lopez asked for a cost analysis to find ways to offer free tuition <ul style="list-style-type: none"> ○ General funds cannot be used for free tuition. ○ Tuition and fees have been covered, but expires because COVID Block Grant and HEERF funds have run out. • Mr. Gonzalez asked why the 50% Law has become a problem, and if it is due to the number of sections cut throughout the District. <ul style="list-style-type: none"> ○ ED Chesmore needs to analyze this • VC Chandrasekar will update on FY 2024-25 calculations for the budget study session. 	All	INFORMATION
8.)	<p>Adjournment</p> <p>The meeting adjourned.</p>	E. Chandrasekar	ACTION

DISTRICT BUDGET COMMITTEE MEMBERS

ADMINISTRATORS

CHAIR

Edwin Chandrasekar

BUSINESS OFFICERS (4)

Andrea Alexander, EVC
Christopher Hawken, SJCC
Joseph Chesmore, DO
Deanna Herrera, DO

MSC (2)

Ebonnie Berry, EVC
J. Edward Stevenson, SJCC

STUDENTS (2)

Mark Ilano, EVC
Jocelynn Solorio, SJCC

FACULTY

ACADEMIC SENATE – EVC (2)

Lisa Hays
Garry Johnson

ACADEMIC SENATE – SJCC (2)

Elena Dutra
Fabio Gonzalez

ACADEMIC SENATE – DISTRICT (1)

Heidi Kozlowski

AFT 6157 (2)

Steven Mentor
Philip Hu

CLASSIFIED

CSEA 363 (4)

Abeer AbdelHalim
Andrea Lopez
Dan Hawkins
Joell Serrano

CLASSIFIED SENATE - SJCC (2)

Yesenia Ramirez
Angela Gullerud

CLASSIFIED SENATE – EVC (2)

Vicki Brewster
Bianca Lopez

(Recorder: Shana Carter)

Guests: Mark Branom, Saloshni Chand, Justine Cheng, Steve Geraci, Corrine Gonzales, Abdul Idris, Stella Lau, Jennifer Le Diep, Rosalie Ledesma, Joyce Lui, Tu Nguyen, Victoria Simmons, Kathy Tran, Elvira Valderrama, Hong Yang

District Budget Committee meeting schedule FY 2023-24

DBC Meeting	Budget Report	BOT Meeting
8/31/23	Adopted, FY 2023-24	9/12/23
9/28/23		
10/26/23	Q1	11/14/23
11/16/23		
12/14/23		
2/1/24	Q2	2/13/24
2/29/24		
3/21/24	Spring Budget Study Session review	4/9/24
4/25/24	Q3	5/14/24
5/16/24	FY 2024-25 Tentative Budget Report	6/11/24

EVC – DISTRICT BUDGET COMMITTEE UPDATES

**ANDREA ALEXANDER
VICE PRESIDENT**

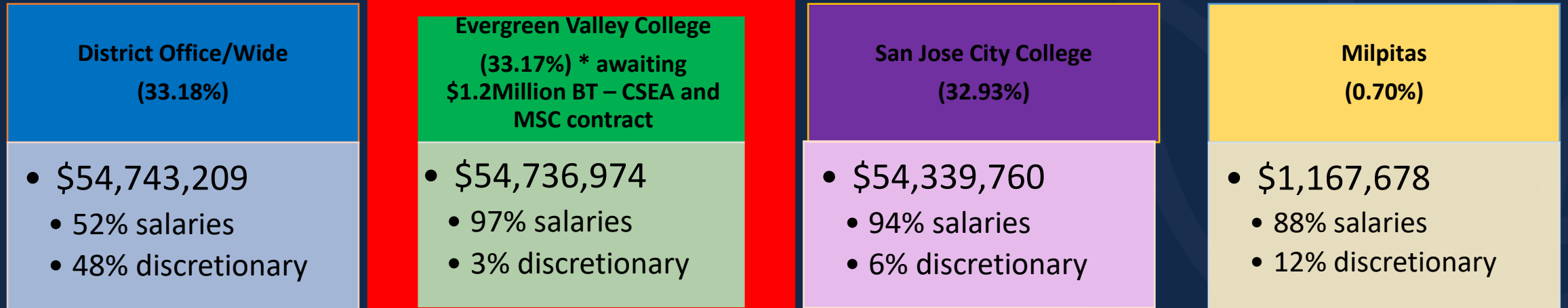
February 1, 2024



**EVERGREEN
VALLEY COLLEGE**

DISTRICT AND EVC BUDGET

SJECCD Budget



Total \$164,987,622
83.25% salaries
16.75% discretionary

EVERGREEN VALLEY COLLEGE EVC BUDGET

Evergreen Valley College
(33.17%) awaiting
\$1.2Million BT – CSEA and
MSC contract

- \$54,736,974
 - 97% salaries
 - 3% discretionary

Quarter	Dates	Burn Rate/Expense
First Quarter – start fiscal year	July 1 – September 30	Less 25% - not fully in session
Second Quarter	October 1– December 31	Close to 50%
Third Quarter	January 1 – March 31	Close 75%
Fourth Quarter – closing the year	April 1 – June 30	100%

	Budget	Actual (12/31/2023)	Percentage
Salaries & Benefits	\$52,824,891.33	\$26,668,042.06	50.4%
Discretionary	\$1,912,082.93	\$436,141.54	22.80%
Total	\$54,736,974.26	\$27,104,183.60	49.5%

EVC BUDGET DEVELOPMENT SEASON

FY2023-2024 EVC Budget Principles:

Base Allocation

- All Departments that spent 75% or more of their allocation in FY22-23 received 100% of their funds in FY23-24
- All Departments that spent 74% or less of their allocation in FY22-23 received the exact amount of money in FY23-24 that they spent in FY22-23

Supplement Allocation

- College Budget Committee allocated an additional \$308,962 to departments that submitted requests through Program Review or the Annual Resource Requests process

Hiring by Prioritization

- (7) Faculty Positions
- (3) Classified Positions



BUDGET – ENROLLMENT INITIATIVES

- Free Tuition – Fall 2020 – Spring 2024

Free Tuition		
Terms	Amount	Student
2022SPR	293,185.36	3,124
2022FAR	378,620.09	4,351
2023SPR	375,022.47	3,971
2023FAR	418,454.77	6,568
2024SPR	372,148.00	3,164

Total of \$1,418,976
21,178 students



- Tuition
- Enrollment fees
- Student Activity fees
- Parking fees
- Health fees
- VTA
- Student Representation fee

- 15 credits for \$1500 – Fall 2022 – Fall 2023

Total \$94,646
227 students



BUDGET – BAD DEBT INITIATIVE



Bad Debt

Last 6 months

\$2,587,272 - 7,272 students

24 months

\$3,400,000 – 8,317 students

\$100 and under – 2008 – Fall 2023

\$93,215 – 4,762 students

Direct Impact

\$3,493,215

13,079 students

unduplicated



EVERGREEN
VALLEY COLLEGE

THANK YOU!

