



SJECCD DISTRICT BUDGET COMMITTEE MEETING MINUTES  
February 24, 2022  
1:30-3:00 p.m.  
Via Zoom

Committee Members Present:

Andrea Alexander  
Joseph Chesmore  
Chris Hawken  
Lisa Hays  
Garry Johnson  
Alejandro Lopez  
Andrea Lopez  
Joe Lugo Jr.  
Steven Mentor  
Jose Luis Pacheco  
Yesenia M Ramirez  
Brandon Yanari

Committee Members Absent:

Judith Bell  
Maniphone Dickerson  
Jorge Escobar  
Fabio Gonzales  
Abbeer Abdel Halim  
Phil Hu  
Edina Rutland

Other Attendees:

Jonathan Camacho  
Angela Gullerud  
Justine Huynh-Cheng  
Carlos Marques  
Vikki Menzies  
Kathy Tran  
Kishan Vujjeni

Recorder:

Adriana Lopez

Quorum not met at time of approvals

Call to Order

Mr. Joseph Chesmore, Executive Director, Fiscal Services, called the meeting to order at 1:32 p.m.

### Approval of the December, Meeting Minutes

Minutes were not provided for the December meeting.

### Approval of the February 24, 2022, Meeting Agenda

Quorum was not met. Ms. Andrea Lopez, SJCC Classified Senate President, requested “Chapter 6 updates” be added to the agenda.

### Audit and approval timeline

Mr. Chesmore reported there were no audit findings for 2021 and displayed the audit timeline. Departments that will be affected by this will be Purchasing, AP, and Financial Aid. He announced we will now be auditing throughout the year to prevent findings.

Mr. Jose Luis Pacheco, CSEA 363 Representative, asked if a management letter will be produced for every month or one management letter at the end. Mr. Chesmore stated there will continue to be one management letter.

Mr. Jonathan Camacho, Business Services Supervisor, asked if audited financials are currently posted on the website. Mr. Chesmore stated they are not available, only Q2 is uploaded to the website, all 9 audit reports were recently approved and should be uploaded by March 4<sup>th</sup>.

### Fiscal calendar

Mr. Chesmore shared the fiscal calendar of the state chancellor’s office. He went over the important dates with the committee.

Mr. Joe Lugo, CSEA 363 Representative, asked if Mr. Chesmore would be able to share the link to the calendar. Mr. Chesmore stated he would forward over a PDF copy.

### Tentative budget timeline

Mr. Chesmore shared the tentative budget timeline which is predominantly for Business Services.

Ms. Andrea Alexander, Vice President, Admin Services, EVC, stated the April 30<sup>th</sup> deadline for campuses to submit budget change requests and PAFs to District Services for proposed tentative budget is never met. She also stated the May 19<sup>th</sup> date where the proposed tentative budget draft is presented to the Budget Committee is one week before graduation and during finals. She stated because of this most items are not reviewed by the committee and get lost.

Mr. Chris Hawken, Vice President, Admin Services, SJCC, stated any changes with the budget with RAM will directly correlate to what the tentative budget deadline dates are.

### Budget study session to take place in April board meeting

Mr. Chesmore stated a budget study session will take place in April and will be an information session.

Mr. Alejandro Lopez, District Academic Senate President, at 2 p.m., expressed his concern that quorum was not met, and the agenda was never approved. Ms. Yesenia Ramirez, SJCC Classified Senate

Representative, agreed with Mr. Lopez, and added that the information items should be further discussed when there is a quorum. Mr. Chesmore stated historically the tentative budget timeline and the adopted budget timeline are rolled forward. The audit and approval timeline are internal deadlines and have already been agreed upon.

Ms. Lopez stated all information items should have been sent out as an email because there is no quorum and there is no approval or discussion needed.

Mr. Pacheco stated he misspoke in approving the minutes. He would prefer to have the information presented during the meeting because a quorum is not needed for the information items.

Ms. Ramirez requested information items are sent in advanced to be reviewed by the committee.

Ms. Alexander stated the committee is questioning if the information items should continue to be shared as information only, as opposed to a discussion.

Mr. Chesmore asked the committee if they would like to continue or adjourn the meeting. Ms. Lopez stated the meeting be adjourned. Ms. Alexander recommended data be sent out the committee to be digested and re-meet. Mr. Pacheco stated he would like to continue the meeting. Mr. Steven Mentor, AFT 6157 Representative, stated the committee should complete the meeting and have a conversation to make a commitment on when minutes and agenda would be submitted.

Mr. Chesmore stated he would quickly complete the remainder of the meeting.

#### Tax data point

Mr. Chesmore stated the 3<sup>rd</sup> quarter property tax information for FY 2022 is 2.44%, in comparison to 1.51% last FY 2021 3<sup>rd</sup> quarter.

#### Planning the closing of the year: roles and responsibilities with the campuses

Mr. Chesmore shared the year-end calendar with the committee.

Ms. Alexander stated this is not an information item and should be discussed. She would like it noted that although there is no quorum she is not agreeing with the dates and would like to further discussion whether it be in a Fiscal meeting or District Budget Committee. Mr. Chesmore clarified that this calendar was sent out in October 2021 and agreed the calendar should be reviewed internally in case there is need of adjustments.

#### RAM retreat updates

Item was not discussed.

#### Chapter 6 updates

Item was not discussed.

#### Adjournment

The meeting adjourned at 2:11 p.m.