

DISTRICT BUDGET COMMITTEE  
MEETING NOTES

Thursday, March 21, 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.)	Call to Order Vice Chancellor Chandrasekar called the meeting to order at 1:35pm.	E. Chandrasekar	<b>ACTION</b>
2.)	Approval of March 21, 2024 Meeting Agenda Stevenson/AbdelHalim to approve the March 21, 2024 Meeting Agenda.	E. Chandrasekar	<b>ACTION</b>
3.)	Approval of February 1, 2024 Meeting Minutes Berry/Chesmore to approve the February 1, 2024 Meeting Minutes.	E. Chandrasekar	<b>ACTION</b>
4.)	Fiscal Updates: a) EVC <ul style="list-style-type: none"> <li>VP Alexander shared EVC is coming to the end of their 15 for 1500, free tuition. They have been paying down the student bad debt. There are some leftover HEERF funds they plan to use to purchase additional technology (laptops) for students.</li> </ul> b) SJCC <ul style="list-style-type: none"> <li>VP Hawken shared their Business Services team has been conducting Concur trainings. They are working on their budget allocation. SJCC has used their HEERF funds and are closing out funds from the COVID Block Grant. They are currently paying down student bad debt.</li> <li>VC Chandrasekar commended the colleges on discharging the student bad debt.</li> </ul> c) DS/DW <ul style="list-style-type: none"> <li>ED Chesmore shared he is partnering with Directors Berry and Kubo on the weekly Financial Aid transmittals, which means students will receive checks more often.</li> <li>Fiscal services attended welcome week at both campuses.</li> <li>Fiscal Services is looking at feasibility to get a replacement ATM at the SJCC campus.</li> <li>The TouchNet payment plan implementation project will commence in April.</li> <li>ED Chesmore thanked the colleges and ITSS for their work on reducing the bad debt balance from \$19M to \$12M.</li> </ul>	A. Alexander C. Hawken J. Chesmore	INFORMATION
5.)	Spring Budget Study Session Review <ul style="list-style-type: none"> <li>VC Chandrasekar and ED Chesmore shared slides 1-12 of the Spring Budget Study Session presentation.</li> </ul>	J. Chesmore/ E. Chandrasekar	INFORMATION

<ul style="list-style-type: none"> <li>• The district is looking at a \$4.8 million projected budget deficit for FY 2024-25. The DO has been assigned \$1.1 million to close, and the colleges have the remaining \$3.7 million.</li> <li>• For the DO, vacant positions will be assessed to identify which can be defunded based on the board end policies. Most of these are management positions. Other expenses such as utilities and technology will also be examined to identify cost-saving strategies. The colleges received this information on Friday so they will go through an internal process and take it through their governance process. ED Chesmore needs all of the proposals by 4/26, so we should know in a couple of weeks.</li> <li>• Mr. Johnson asked for clarity on slide 6 referencing the small discretionary spending for each campus. ED Chesmore explained most of the percentage is carried districtwide. The larger percentage is a comparison against the state, which is not broken up into line items. VC Chandrasekar will break it down or footnote what is comprised.</li> <li>• Dean Stevenson requested clarification on the budget deficit and what revenue cuts are based on (slides 11, 14). VC Chandrasekar explained the calculations are based on unrestricted funds. All funds and budgets need to be looked deep into for future years' projections.</li> <li>• Mr. Johnson suggested the Board of Trustees shoulder some of the financial responsibility having been made aware of the projected budget deficit previously by former VC Escobar.</li> <li>• Mr. Hawkins commented there are guiding principles in place that should be reviewed and used for decision-making regarding the budget deficit.</li> <li>• Mr. Gonzalez suggested looking into funds being rolled over to offset some of the deficit.</li> <li>• Mr. Johnson would like to bring awareness to the number of full-time faculty, and that any actions are with the goal to increase enrollment and retention.</li> <li>• Ms. Lopez requested a review of the rainy-day funds and possibly giving money back to the departments, and inquired what would happen if the next tax data point comes in higher than anticipated. ED Chesmore will work with the county to project increased data points. VP Alexander clarified that budget proposals are due prior to the data point release and asked if colleges would get the money back. The Board Budget Principle is 3.5% and a balance would go to reserves. If the tax data point comes in higher it would not change the FY 2024-25 budget impact. VC Chandrasekar suggested reserves should be discussed with the board. VP Alexander commented the optics</li> </ul>		
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	<p>are concerning if people are cut while an increase in revenue is put into the reserves.</p> <ul style="list-style-type: none"> <li>• Mr. Johnson asked if there is a cost savings for delayed hiring. VP Alexander responded that cost savings for positions do not carry over to the fiscal year.</li> <li>• Ms. Lopez asked who decides what funds are able to be carried over. ED Chesmore said further discussion is needed. There would be extra expenses without revenue to offset.</li> <li>• Mr. Hawkins commented the DBC has historically restricted the areas of carryover. He clarified the vacancy is not a true vacancy because it is a position backfill. VP Hawken pointed out one-time funds cannot be used for ongoing costs. ED Chesmore mentioned carryover has been reduced over several years.</li> <li>• VP Alexander highlighted slide 11. Even if we find the \$4.8M between three entities there would need to be cuts again in the outyears. This is ongoing, a growing deficit. VC Chandrasekar emphasized that cutting certain positions would result in permanent cuts; however, all costs are increasing.</li> <li>• ED Chesmore pointed out reserves pays for additional districtwide expenses.</li> </ul>		
6.)	<p><b>50% Law Review (Time Permitting)</b></p> <ul style="list-style-type: none"> <li>• Due to time constraints, this topic is tabled to the next meeting.</li> </ul>	J. Chesmore/ E. Chandrasekar	INFORMATION
7.)	<p><b>Public Comments</b></p> <ul style="list-style-type: none"> <li>• Ms. Lopez requested that information found on budgeting guidelines be added to the presentation to the Board of Trustees</li> </ul>	All	INFORMATION
8.)	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Follow up budget discussion – deficit/cuts</li> <li>• Review the Board Budget Principles and reference past RAM documentation referring to budgeting guidelines</li> </ul>	All	INFORMATION
9.)	<p><b>Adjournment</b> The meeting adjourned at 3pm.</p>	E. Chandrasekar	<b>ACTION</b>

**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 alternate John Banks

**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:**

Jonathan Camacho, Saloshni Chand, Justine Cheng, Jennifer Le Diep, Corrine Gonzales, Abdul Idris, Linda Jimenez, Rosalie Ledesma, Tu Nguyen, Corinne Salazar, Misty Stroud, Kathy Tran, Hong Yang

**District Budget Committee meeting schedule FY 2023-24**

<b>DBC Meeting</b>	<b>Budget Report</b>	<b>BOT Meeting</b>
8/31/23	Adopted, FY 2023-24	9/12/23
9/28/23		
10/26/23	Q1	11/14/23
<del>11/16/23</del>		
12/14/23		
2/1/24	Q2	2/13/24
<del>2/29/24</del>		
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