

DISTRICT BUDGET COMMITTEE
MEETING MINUTES

Thursday, March 23, 2023 · 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.**

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|---------------|--|---------------|---------------|
| 1.) 1:30PM | Call to Order
Vice Chancellor Jorge Escobar called the meeting to order at 1:30pm. | Jorge Escobar | ACTION |
| 2.) 1:30-1:35 | Approval of March 23, 2023 Meeting Agenda
M/S/C (Hawkins/Camacho) to approve the March 23, 2023 Meeting Agenda. | Jorge Escobar | ACTION |
| 3.) 1:35-1:40 | Approval of March 2, 2023 Meeting Minutes
M/S/C (Johnson/Camacho) to approve the March 2, 2023 Meeting Minutes. | Jorge Escobar | ACTION |

Moving forward, the District Budget Committee meetings will be held in person only.

Judith Bell is opposed to this meeting being only in person.

Dan Hawkins commented that Classified staff are not allowed to work from home. Many of these members serve on the District Council as well. If one meeting has to be in person then both should be.

Yesenia Ramirez agreed with Mr. Hawkins and stated meetings can lose momentum with Zoom.

VC Escobar stated we are all trying to adapt and maintain consistency. The District Council is in person, and these meetings are back to back. He will discuss this with the Chancellor and bring recommendations to the next DBC meeting.

Ms. Bell would like to challenge that Classified personnel required to be there in person, especially living in the Silicon Valley.

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|---------------|---|---|--------------------|
| 4.) 1:40-2:10 | General & Fiscal Updates:
a) EVC
VP Alexander shared EVC is in the midst of budget season and resource allocation, which is directly linked to program review. They plan to get everything done by May.

b) SJCC
VP Hawken shared SJCC is closing out HEERF and they are spending final sums. They are looking at the no cost extension as they spend down funds. They are in the middle of their institutional resource allocation process and setting mission critical baselines. There is a room utilization study being conducted and they are considering consolidating lab equipment and resources. They will look at bond planning and uses along with possible changes to the facilities master plan at their Executive retreat in May. | Andrea Alexander
Chris Hawken
Joseph Chesmore | INFORMATION |
|---------------|---|---|--------------------|

c) DS/DW

ED Chesmore shared we are changing banks from Wells Fargo to JP Morgan. The County of Santa Clara issued two RFPs and JP Morgan was selected.

VC Escobar pointed out the banking process is extensive and there are many details involved in the transition of changing banks.

VC Escobar highlighted that the collaboration with the fiscal officers is getting stronger. The fiscal leaders meet monthly and the extended fiscal team meets biweekly to discuss daily operations.

d) Foundation

Rosalie Ledesma shared the approved projected Foundation operating budget. Drastic cuts were made to resources in the categories of Professional Development, Travel and Entertainment, Events, and Staffing. The Foundation board approved the budget of \$464,602. With the cuts, the expected expenses equals \$218,000.

Andrea Lopez asked for clarity on the budget cuts made and the purpose of the new Foundation fund established. Ms. Ledesma responded that not \$1 came from General Fund 10. The question addresses the ability for account fund holders to access their accounts. This will be automated with the transition to Ellucian. This will be live and updated regularly. (ETA is approximately one year.)

Ms. Ramirez shared she is asked by classified professionals how much the Foundation takes out of a fundraiser. Ms. Ledesma replied the Foundation takes an administrative fee of 3.5% from fundraisers and accounts on an annual basis. (Other Foundations charge much higher.)

Ms. Ramirez asked for procedures and protocols regarding how to do fundraisers. Ms. Ledesma suggested to contact her.

VP Alexander would like to ensure that Abdul will still handle Foundation accounting when it transitions to Ellucian and it is not pushed to the campus level. Ms. Ledesma stated this is correct.

VC Escobar emphasized operating cost of the Foundation is high.

The Foundation has not yet solidified the plan for personnel moving forward, but are working on the FY 2023-24 budget, which goes to the board in May.

Ms. Ramirez asked for a copy of the Foundation budget showing the expense cuts.

5.) 2:10-2:55

Budget Study Session – March 28

VC Escobar reviewed the FY 2022-23 Budget Study Session report and presentation prepared for the Board of Trustees for Tuesday, March 28.

Jorge
Escobar
Joseph
Chesmore

INFORMATION

In his position, VC Escobar wants to define where the district is heading and what we want to become. He concluded that the district would not be able to financially sustain at its current pace.



6.) 2:55-2:59 Future Agenda Items

All INFORMATION

7.) 3:00PM Adjournment
The meeting adjourned at 3:47pm.

Jorge Escobar ACTION

DISTRICT BUDGET COMMITTEE MEMBERS

ADMINISTRATORS

CHAIR

Jorge Escobar

BUSINESS OFFICERS (4)

Andrea Alexander, EVC
Christopher Hawken, SJCC
Joseph Chesmore, DO
Vacant, DO -
Jonathan Camacho

MSC (2)

J. Edward Stevenson, SJCC
Victoria Menzies, SJCC

STUDENTS (2)

Ayan Dalmar, EVC
Leif Benson, SJCC

FACULTY

ACADEMIC SENATE – EVC (2)

Lisa Hays
Garry Johnson

ACADEMIC SENATE – SJCC (2)

Fabio Gonzalez
Judith Bell

ACADEMIC SENATE – DISTRICT (1)

Emily (Phuong) Banh

AFT 6157 (2)

Steven Mentor
Philip Hu

Guests:

Jennifer Le Diep
Corrine Gonzales
Rosalie Ledesma
Priscilla Louangrath
Amber Machamer
Hong Yang
Kathy Tran

CLASSIFIED

CSEA 363 (4)

Abeer AbdelHalim
Andrea Lopez
Dan Hawkins

CLASSIFIED SENATE - SJCC (2)

Yesenia Ramirez
Angela Gullerud

CLASSIFIED SENATE – EVC (2)

Sarai Minjares
Bianca Lopez

Recorder: Shana Carter