

DISTRICT BUDGET COMMITTEE (DBC)  
MEETING MINUTES

Thursday, September 28, 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.**

- |               |   |  |                    |
|---------------|---|--|--------------------|
| 1.) 1:30-1:35 | <p><b>Call to Order</b><br/>VC Chandrasekar called the meeting to order at 1:34pm.</p> <p><b>-VCAS' Opening Comments</b><br/>VC Chandrasekar shared the opportunity to “reset-reframe-recalibrate” and focus on the District Budget Committee’s priorities. A short self-evaluation survey will be sent to DBC members and results will be shared at the October meeting.</p>   | E. Chandrasekar  | <b>ACTION</b>      |
| 2.) 1:35-1:40 | <p><b>Approval of September 28, 2023 Meeting Agenda</b><br/>M/S/C (Johnson/Camacho) to approve the agenda.</p>  | E. Chandrasekar  | <b>ACTION</b>      |
| 3.) 1:40-1:45 | <p><b>Approval of August 31, 2023 Meeting Minutes</b><br/>M/S/C (Hawken/Camacho) to approve the minutes.</p>  | E. Chandrasekar  | <b>ACTION</b>      |
| 4.) 1:45-2:05 | <p><b>Fiscal Updates:</b></p> <p>a) <b>EVC</b><br/>Ms. Tran shared at EVC they have loaded the Adopted Budget and they are working on reporting Q1.</p> <p>b) <b>SJCC</b><br/>VP Hawken shared at SJCC they are finishing closing out the end of the year, working on student debt payments and free tuition is underway.</p> <p>Mr. Johnson asked if the budget process is the same or different at the two schools and if there should be alignment. VC Chandrasekar will follow up on this topic in the fiscal leadership meeting and will share it at the next DBC meeting.</p> <p>c) <b>Foundation</b><br/>The Foundation team was not in attendance today, but will share at the next DBC meeting. Ms. Ramirez asked for an update on their board members. VC Chandrasekar will share this information.* VP Hawken pointed out there has been a request for the Foundation budget plan, including changes in Foundation funding. There is also a previous request for a revenue update. ED Ledesma will provide a response to these at the DBC meeting in October.</p> <p>* Foundation board members: Beatriz Chaidez, Rowena M. Tomaneng, Tammeil Y. Gilkerson, Raul Rodriguez, Ivory Li Carmen Plaza de Jennings, Rolando Bonilla, Trustee Tony Alexander</p> | <p>A. Alexander<br/>C. Hawken<br/>R. Ledesma<br/>J. Chesmore</p> | <b>INFORMATION</b> |

d) DS/DW

o Property Tax Data Point

ED Chesmore shared the property tax data point for the first quarter is 3.66%

o FY 2022-23 Audit Report

ED Chesmore shared there are eight completed audit reports with no findings. Kudos to the Business Services teams. There is one more report to be finalized.

5.) 2:05-2:25

**DBC Charge, Priorities & Logistics**

VC Chandrasekar acknowledged the importance of participatory governance with the DBC Committee. The suggestion is to create a resolution to recommend the FY 2023-24 district operating budget to the District Council and to add this to the next agenda.

E. Chandrasekar

INFORMATION

The wording of the DBC charge was discussed and VC Chandrasekar suggested feedback for language updates may be included in the self-evaluation survey. The recommendation would be brought back to the DBC and changes to the charge would need approval by the District Council.

Mr. Johnson referenced the last bullet point, which refers to voting, approving and recommending on fiscal matters.

- *Advise the Chancellor and the DC in fiscal matters affecting the district as a whole; inform the district community of any such matters.*

VP Hawken noted the need to build the budget collaboratively prior to voting/approving.

Mr. Gonzalez shared history on the establishment of the DBC out of the need to create a process of inclusivity and to discuss all financial issues at the district level before taking them to the BOT.

Dean Stevenson clarified the role of the DBC is to recommend, and the leadership has the option to decline a recommendation. Should leadership go a different direction, the DBC should receive feedback on their decision.

Mr. Gonzalez commented that the only group that can bypass district committees and take a resolution directly to the Board of Trustees. Under California ED code, the BOT is required to respond to the Academic Senate on their position.

6.) 2:25-2:35

**DBC Member Survey Feedback**

A short, self-evaluation survey will be distributed to DBC members and a draft of the survey questions was provided.

All

INFORMATION

7.) 2:35-2:55

**Update on Student AR Balances Project**

VC Chandrasekar provided an update on the student debt discharge process. ITSS has begun batch

E. Chandrasekar  
J. Chesmore

INFORMATION

processing for students enrolled spring 2020-2022. Student communication has been sent and registration holds will be reinstated in the spring. Letters were sent to students with an outstanding balance. Currently the payment plan process is manual and a technology vendor will be selected in October to improvement the payment plan process. The Chancellor's Office Tax Offset Program (COTOP) is a final step with unpaid balances. Receipts from the COTOP process are charged against the student AR balance to reverse the amount owing.

Ms. Kozlowski asked for clarification on the bad debt write off using HEERF and COVID Recovery Block Grant funds. The bad debt write off is beyond the COVID period.

There will be an update meeting in October for the team working on next steps of the student debt discharge process.

8.) 2:55-2:59	<b>Future Agenda Items</b> a) Budget development process and timelines b) Setting realistic goals for the committee this year c) Carryforward d) Facility rental fees e) Reserves f) How technology is funded g) Academic support (program review and accreditation) h) Resource Allocation Model	All	INFORMATION
9.) 3:00PM	<b>Adjournment</b> The meeting adjourned at 3:03pm.	E. Chandrasekar	<b>ACTION</b>

**DISTRICT BUDGET COMMITTEE MEMBERS**

**ADMINISTRATORS**

**CHAIR**

Edwin Chandrasekar

**BUSINESS OFFICERS (4)**

Andrea Alexander, EVC  
 (rep: Kathy Tran)  
 Christopher Hawken, SJCC  
 Joseph Chesmore, DO  
 Deanna Herrera, DO  
 (rep: Jonathan Camacho)

**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)**

Fabio Gonzalez  
 Judith Bell

**ACADEMIC SENATE – DISTRICT (1)**

Heidi Kozlowski

**AFT 6157 (2)**

Steven Mentor  
 Philip Hu

**Guests:**

Emon Graves  
 Jennifer Le Diep  
 Corrine Gonzales  
 Hong Yang  
 Joell Serrano

**CLASSIFIED**

**CSEA 363 (4)**

Abeer AbdelHalim  
 Andrea Lopez  
 Dan Hawkins  
 Joel Serrano

**CLASSIFIED SENATE - SJCC (2)**

Yesenia Ramirez  
 Angela Gullerud

**CLASSIFIED SENATE – EVC (2)**

Vicki Brewster  
 Bianca Lopez

Recorder: Shana Carter

District Budget Committee meeting schedule FY 2023-24

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