

DISTRICT BUDGET COMMITTEE  
MEETING NOTES

Thursday, October 26, 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.)	<p>Call to Order VC Chandrasekar called the meeting to order at 1:33pm.</p>	E. Chandrasekar	<b>ACTION</b>
2.)	<p>Approval of October 26, 2023 Meeting Agenda (AbdelHalim/ Kozlowski) to approve the October 26, 2023 meeting agenda.</p>	E. Chandrasekar	<b>ACTION</b>
3.)	<p>Approval of September 28, 2023 Meeting Minutes (Kozlowski /Johnson) to approve the September 28, 2023 meeting minutes.</p>	E. Chandrasekar	<b>ACTION</b>
4.)	<p><b>Fiscal Updates:</b></p> <p>a) EVC VP Alexander shared a handout of the EVC Budget Development Overview (attached). She recommended people attend the biweekly college budget committee meetings on Wednesdays, 3-5pm.</p> <p>b) SJCC VP Hawken shared that SJCC has paid down \$1.48M on the student debt balance. They are finalizing their mission critical budget.</p> <p>Mr. Johnson requested a more detailed budget report from the college representatives to take back to their constituents.</p> <p>VC Chandrasekar will follow up with the VPAS on reporting expectations.</p> <p>c) Foundation ED Ledesma reviewed the Foundation FY 2023-24 Q1 budget report, which is the operating budget excluding revenue sources. The Foundation recently received a \$100,000 donation and these funds do not show up on the Foundation financials as they are restricted for scholarships and for distribution to the colleges.</p> <p>Ms. Lopez asked about funding sources for the Foundation. ED Ledesma responded the BOT made the decision to support the Foundation for five years. Ms. Lopez requested the Foundation show where financial support comes from. Dean Stevenson asked for clarification on whether or not the Foundation is self-supporting. He asked what the true cost is to absorb the Foundation into the General Fund.</p> <p>VC Chandrasekar indicated the Foundation financials are located in Fund 10 and Fund 13 and that all Foundation financials are not in the same system. He will work with the Foundation on presenting a consolidated financial view for the next meeting.</p>	<p>A. Alexander C. Hawken R. Ledesma J. Chesmore</p>	INFORMATION

	<p>Ms. Lui asked if there is a documented plan on how Foundation funds will be spent, and if there is a long-term plan for staffing. ED Ledesma clarified the Foundation facilitates allocation of donations, but the colleges will make decisions on how to spend the donations. The Foundation is currently onboarding new board members and the long-term plans will be discussed. They are working with the college presidents to identify priorities and financial targets.</p> <p>The Foundation plans to launch their website on 11/2 and all documents will be posted there.</p> <p>Ms. Kozlowski asked if the Foundation would ask for additional money from the district over the next five years. ED Chesmore clarified the agreement is \$900,000 for five years for salaries only and other funds should not be transferred.</p> <p>ED Ledesma reviewed the Foundation FY 2022-23 Q4 budget report. She confirmed the Foundation's generated funds went to offset the negative balance of \$1.4M.</p> <p>Ms. Ramirez asked for clarity and transparency on Foundation budget reports including the revenue source and distribution, etc., along with the Foundation's fundraising plan.</p> <p>VP Alexander clarified the request is for the Foundation expenses and revenues to be listed and the plan to be shared all in one report. VC Chandrasekar will assist with compiling a consolidated report.</p> <p>The Foundation master agreement was approved by the Board of Trustees on June 13, 2023. (See attached.)</p> <p><b>d) DS/DW</b> CEM - Fund 16 has been renamed to Contract Ed Enterprise. The General Fund is not anticipated to fund any of Fund 16. Fund 16 (CEM) was previously costing the district on an annual basis. Moving any CEM contracts to campus, the District is working to wind down all CEM programs by June 30, 2024.</p> <p>VP Hawken requested DS provide a more substantial fiscal report as was requested of the colleges.</p>		
5.)	<p><b>DBC Member Survey Results</b> VC Chandrasekar shared there were about 14 survey responses received. He plans to focus on the DBC process, specific responsibilities and alignment with the charter. This is an opportunity to "reset-reframe-recalibrate."</p>	E. Chandrasekar	INFORMATION
6.)	<p><b>Resolution to Recommend the FY 2023-24 Adopted Budget to the Chancellor</b> Dean Stevenson motioned to recommend the FY 2023-24 Adopted Budget to the Chancellor via the District Council. Second by Mr. Johnson. Opposed by: Hawken Kozlowski Serrano</p>	E. Chandrasekar	<b>ACTION</b>

	<p>Mr. Johnson suggested if in the future the group does not recommend the budget, this information should be relayed to the Chancellor and it should be reviewed/discussed, providing an opportunity to offer feedback as a recommending body.</p> <p>Ms. Kozlowski recommended holding a spring retreat to collaborate on budget development. VC Chandrasekar will follow up with the VPAS.</p>		
7.)	<p><b>Update on Student AR Balances and Debt Discharge Process</b> Discussion deferred due to time constraints.</p>	E. Chandrasekar	INFORMATION
8.)	<p><b>Preliminary FY 2023-24 Quarter 1 Budget Report – Fund 10</b> VC Chandrasekar noted some changes to streamline the quarterly budget reports and will continue to update the report format over the next few quarters to include narratives. Spending for Q1 seems to be on track at approximately 85%. Salary and benefits consume about 83% of the overall operating budget. Contracts e.g. ITSS etc., are typically not paid on a regular cycle and may show up in different quarters when due.</p> <p>Mr. Johnson supported Ms. Kozlowski’s suggestion of a retreat, which would provide more time to discuss significant budget changes. VC Chandrasekar will follow up with the VPAS to understand the college needs and to avoid duplication.</p> <p>(Page 14/20) Academic Salaries at the D.O. refers to the Chancellor position. VC Chandrasekar and ED Chesmore will follow up on this and report back on the reason it is coded this way. Following the meeting, ED Chesmore confirmed this is required per ED Code. (See attached.)</p> <p>(Page 21) As requested, Management Salaries has been made its own line item. Not all pages are broken down like this. Additional report formatting changes will be considered for the next quarterly report.</p> <p>VP Alexander suggested creating a legend on the side of the page for clarity. She suggested separating DW from DO on page 21.</p> <p>Ms. Lopez requested revenue be added back into the categorical reports. ED Chesmore suggested these could be broken down by entity.</p>	E. Chandrasekar J. Chesmore	INFORMATION
9.)	<p><b>Future Agenda Items</b> a) 2024-25 budget development</p>	All	INFORMATION
10.)	<p><b>Adjournment</b> The meeting was adjourned at 3:22 pm.</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

**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: Corrine Gonzales, Justine Huynh, Abdul Idris, Jennifer Le Diep, Rosalie Ledesma, Joyce Lui, Amber Machamer, Tu Nguyen, Misty Stroud, 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
11/16/23		
12/14/23		
2/1/24	Q2	2/13/24
2/29/24	Spring Budget Study preview	3/26/24
3/21/24	Spring Budget Study Session PPT	3/26/24
4/25/24	Q3	5/14/24
5/16/24	FY 2024-25 Tentative Budget report	6/11/24

# EVERGREEN VALLEY COLLEGE UPDATE COLLEGE BUDGET DEVELOPMENT OVERVIEW

Andrea Alexander, Vice President of Administrative Services  
October 24, 2023



## EVERGREEN VALLEY COLLEGE COLLEGE RESOURCE ALLOCATION DEVELOPMENT

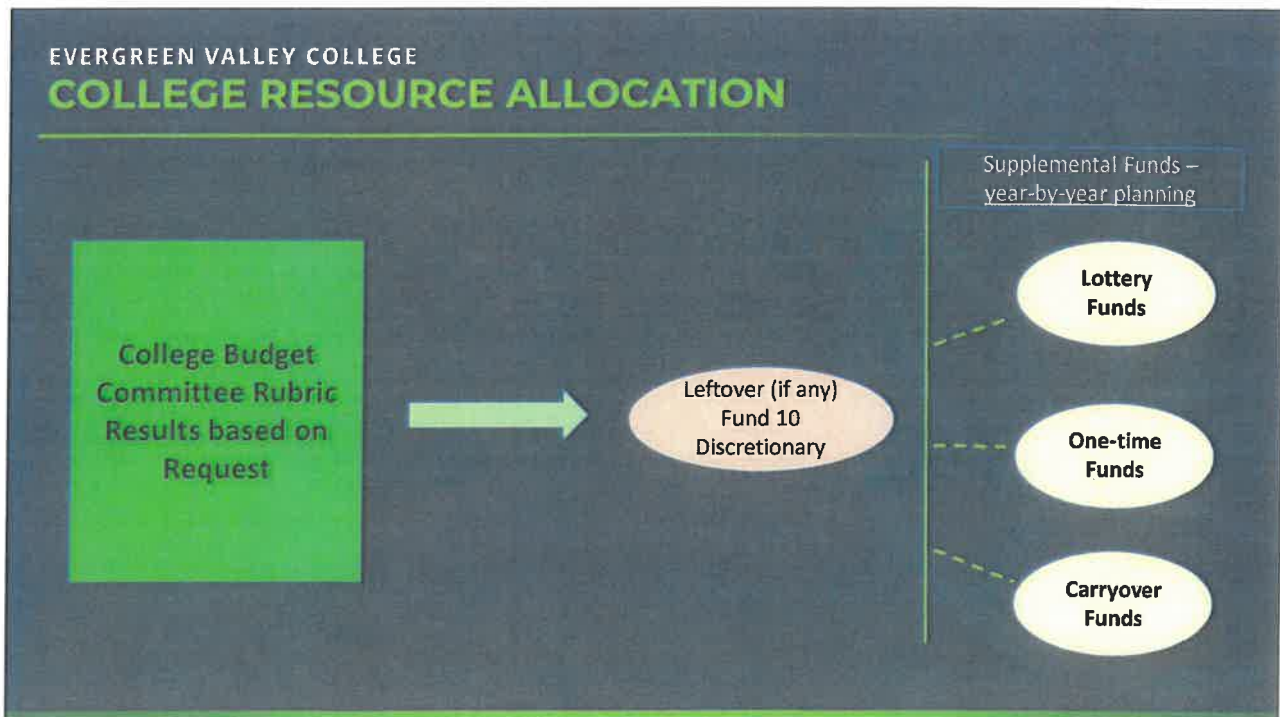
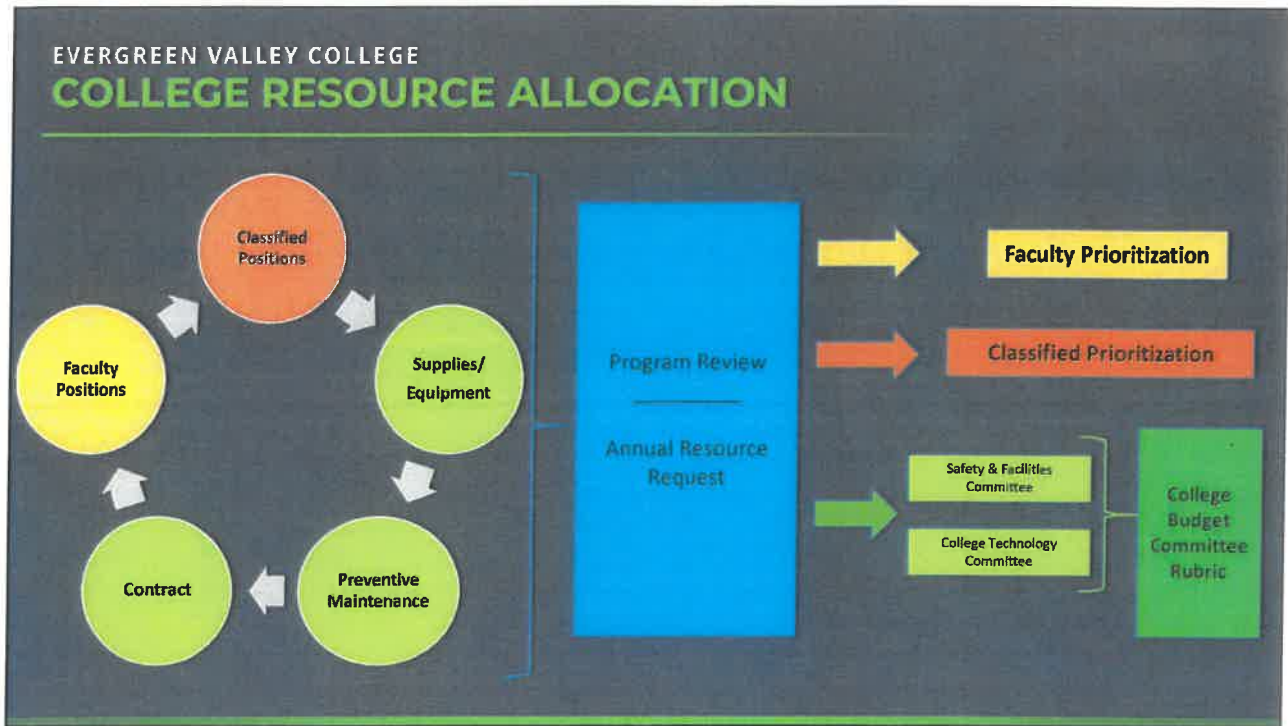
FTES Driven

- Data from District, College Researcher, and Deans
- 8,100 FTES (Average over the last 2 years)
  - By division specific, class load, and class capacity

EVC	2020FA		2021FA		2022FA	
	#	Pct Change Prior Yr	#	Pct Change Prior Yr	#	Pct Change Prior Yr
Total Headcount	8,858		8,246	-6.9%	7,918	-4.0%
FTES	2,458		2,342	-4.7%	2,175	-7.2%
Seat Count	22,843		20,639	-9.6%	19,934	-3.4%
Section Count	840		804	-4.3%	748	-7.0%
FTEF	179.1		172.9	-3.5%	173.8	0.5%
FTES/FTEF	13.72		13.54	-1.3%	12.51	-7.6%







# EVERGREEN VALLEY COLLEGE COLLEGE RESOURCE RUBRIC

Updated 11.8.22 Department \_\_\_\_\_



Resource Requesting Faculty, Student Program Advisor, Comprehensive Programs Review-Resource Requestor  
Faculty/Student/Program Advisor/Comprehensive Programs Review-Resource Requestor

Definition of "Resource Request": request for an additional resource to be made for budget, equipment, facilities, positions for the program, department or unit.

Name of Committee Member \_\_\_\_\_ Date \_\_\_\_\_

Instructions: Members should offer a total score based on the rubric. Rubric requests are based on member's total score.

Ranking: Assign a score to each ranking criterion on a scale of 1-4. Then total them to the adjacent box.

Total Score (in 35) - (in 20 after 40 years)

1 (Poor) - Minimal connection to the criteria

2 (Fair) - Partial connection to the criteria

3 (Good) - Connected to the criteria, supported with examples

4 (Excellent) - Fully connected to the criteria, supported with examples

Scoring will be based on answers to the following questions. A separate sheet will be attached to the Program Review document asking those questions along with space to answer each question in detail.

Questions in the program review may be provided as additional information but will not substitute for answering each question individually. Questions are not required to be answered in order; the questions will not be scored.

The rubric may vary and parts portions from the program review where appropriate to answer the questions in the rubric.

ANSWERING CRITERIA	1 (Poor) 2 (Fair) 3 (Good) 4 (Excellent)	Score
A. Department Departmental Effectiveness	The request is essential to the ability of the program, department, or center to provide quality educational services.  The request shows evidence that the department is gaining all students in the program that meet their educational and career goals through high-quality instruction, innovative academic programs and support services. This is done by demonstrated ways in which the department is increasing students' rates to substantial goal completion and increasing equity goal attainment.	

1

Updated 11.8.22 Department \_\_\_\_\_

	The request is justified from program over the last 5-10 years based on the following information: Enrollment, enrollment, graduation rates, 100% completion, 2-year retention, 4-year retention, total awards received, and 4-year retention/transfer completion.	
B. Student work: Education Master Plan, College Quality Plan, Pathways II, Learning Master Plan	The request is aligned with one or all of the plans.	
C. Identify if the program department or work, including immediate needs or safety risk, and long-term needs.	The request impacts student performance and outcomes, safety/health/behavior issues, program's operational status, and financial stability.  The request addresses a research health or safety risk to the public, personnel or students.  The request addresses a legal liability; i.e. safety, products, public liability issues (PLI), etc. applicable state where appropriate.	
D. Assessment results (attach relevant data)	The request is supported by assessment results.  The request addresses potential growth and student demand through curriculum development/updates but not duplicate existing courses, and/or new courses.  The request shows evidence of an increased demand for program, department or unit services that cannot be met on the current budget/program.	
E. Additional Resources	Does the department, program, or unit have other funding sources (donor gifts)? If so, please list them below.  Name of donor: _____ Amount of grant: \$_____ Purpose of the grant: _____ The specific needs within the grant to be met: _____ How the grant will be used: _____ If other funding sources are identified and budget request is exceeding that \$100,000 or more, please provide funding source.  Are existing funds for something the prior or other funding source already funds through award or grantmaking?	

2

Updated 11.8.22 Department \_\_\_\_\_

F. Financial Use of Funds	Did the program use the funding that they were allocated last year in ways that are program relevant to their goals?  How much of that funding was used for items and services mentioned in the request types?  How were any funds leftover and why?  How do these funds display your unit's efforts based on goals of RRP? Appropriate needs will be needed - A.A. position, etc. (please provide a list of items to be purchased).	
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Other considerations (equipment, staff, program, program, etc.)

Was there a list of funding sources of total \$50 in the last fiscal year that makes the request necessary?

Is there a student experience/retention requirement of funding not associated with the request? i.e. all funds must be used for technology infrastructure here given?

Ranking by Department/Center/Unit

Name of Department/Center/Unit being approved \_\_\_\_\_

Request Requested	Amount Requested	Ranking (1-4)	Requester's Name	Committee Approval (Y/N) and Date
Requester's Name				
Requester's Title				
Requester's Department/Center/Unit				
Requester's Email				
Requester's Phone				
Requester's Address				

Submitted to: Faculty Student/Comprehensive Programs Review

Requester's Name	Requester's Title	Date
Requester's Name	Requester's Title	Date
Requester's Name	Requester's Title	Date

3

### ***Educational Administrators***

Expenditures for the salaries of educational administrators. *EC* §87002 and *CCR* §53402 define “educational administrator” as an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

### ***Other***

Expenditures for the salaries of academic employees, other than educational administrators, in contract or regular noninstructional academic positions. This includes librarians, counselors, community college health professionals, disabled students programs, and services professionals, extended opportunity programs and services professionals, and faculty on noninstructional assignments. Sabbatical Leave for these employees is also included.

Any release time or additional stipends paid for coordinators, supervisors, and departmental chairs are noninstructional and recorded in Object 1200.

### **1300 Instructional Salaries, Other**

Expenditures for the full or prorated portions of salaries of instructors who have **not** been designated as contract or regular employees. Included are the salaries of instructors designated as temporary employees pursuant to *EC* §87477 and overload and stipend pay for instructors designated as contract employees or as regular employees.

### **1400 Noninstructional Salaries, Other**

Expenditures for the full and prorated portions of salaries of noninstructional academic employees who have **not** been designated as contract or regular employees. Districts shall record such noninstructional salaries within the applicable subobject:

#### ***Educational Administrators***

Expenditures for the salaries of educational administrators. *EC* §87002 and *CCR* §53402 define “educational administrator” as an administrator who is employed in an academic position designated by the governing board of the District as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees



designated by the governing board as educational administrators.

***Other***

Expenditures for the salaries of academic employees, other than educational administrators, in positions **not** designated as contract or regular noninstructional academic positions. This includes librarians, counselors, disabled students programs and services professionals, extended opportunity programs and services professionals, and faculty on noninstructional assignments.

**2000 Classified and Other Nonacademic Salaries**

- 2100 Noninstructional Salaries, Regular Status
- 2200 Instructional Aides, Regular Status
- 2300 Noninstructional Salaries, Other
- 2400 Instructional Aides, Other

This object is used to record all expenditures for salaries of employees in positions that **do not** require minimum qualifications established by the Board of Governors pursuant to *EC* §87356. This includes the salaries of employees in the classified service as defined in *EC* §87001.5 and those positions and employees specifically exempted by *EC* §§88003 and 88076 from the classified service. These exempted positions include, but are not limited to, full-time and part-time students employed part-time in any college work-study program or in a work experience education program conducted by a district and which is financed by State or Federal funds, professional experts employed on a temporary basis for a specific project, and apprentice positions.

Object 2000, Classified and Other Nonacademic Salaries, is the controlling account that summarizes expenditures recorded in the following subsidiary object categories:

**2100 Noninstructional Salaries, Regular Status**

Expenditures for the full and prorated portions of salaries of employees in regular classified and other regular nonacademic positions. *EC* §88001 defines “regular” as a classified employee who has probationary or permanent status.

This object may include, but is not limited to, the salaries of administrators not designated as academic administrators by the district governing board, professionals, supervisors, purchasing agents, clerical, maintenance workers, custodians, gardeners, telephone operators, security personnel, and data processing staff.

***Administrators and Supervisors***

Expenditures for salaries of administrators and supervisors as defined in *EC* §84362.