

DISTRICT BUDGET COMMITTEE
MEETING MINUTES

Thursday, May 18, 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.) 1:30PM | <p>Call to Order
The meeting was called to order at 1:32pm.</p> <p>A time of reflection on previous Vice Chancellor, Jorge Escobar.</p> | Raul
Rodriguez | ACTION |
| 2.) 1:30-1:35 | <p>Approval of May 18, 2023 Meeting Agenda
M/S/C (Gonzalez/Lopez) to approve the May 18, 2023 meeting agenda.</p> | Raul
Rodriguez | ACTION |
| 3.) 1:35-1:40 | <p>Approval of March 23, 2023 Meeting Minutes
M/S/C (Hawken/Ramirez) to approve the March 23, 2023 meeting minutes. Abstention by Fabio Gonzalez.</p> | Raul
Rodriguez | ACTION |
| 4.) 1:40-1:45 | <p>District Budget Committee Self-Assessment
Amber Machamer shared it is the time of year for the self-assessment survey. This short survey will be sent to all DBC members and will provide the opportunity for recommendations, goal setting, process changes and group engagement.</p> <p>IESS, in collaboration with ITSS, is in the process of upgrading services. If you would like to receive the enrollment report and are not currently on the list, email Ann.Machamer@sjeccd.edu.</p> <p>IESS Student Data Warehouse Update:</p> <ol style="list-style-type: none"> 1. Roll out of new software interface and end-user training 2. Upgrade servers from locally hosted, unsupported server to cloud-base server (led by ITSS) 3. Enrollment report changes: more years of data in summary table and trend lines, race/ethnicity tab, Subject and course drill filters, length of week disaggregation 4. Access to Enrollment Report in CROA to run as needed 5. Final phases of validating Modality (the 6 agree upon instructional methods). Once this is in production we will add it to Program Review Reports 6. In development: a suite of "Core Institutional Reports": Course Fill Patterns, Course Success Analysis, Gradates and Awards, Initial/Subsequent Course Analysis, Registration Patterns | Amber
Machamer | INFORMATION |
| 5.) 1:45-2:00 | <p>Part-time Faculty Health Insurance
Andrea Lopez (on behalf of Dan Hawkins) asked for clarity on the part-time faculty healthcare that the Board of Trustees approved and its impact to negotiations and the District budget.</p> <p>Chancellor Rodriguez clarified it is currently tentative and there is a counter-proposal to the MOU.</p> | Dan
Hawkins | INFORMATION |

6.) 2:00-2:40

FY 2023-24 Preliminary Tentative Budget Review

Chancellor Rodriguez clarified this is not the final adopted budget. Executive Director Joseph Chesmore, along with Jonathan Camacho and Hong Yang, reviewed the FY 2023-24 Tentative Budget report.

Raul
Rodriguez
Joseph
Chesmore

INFORMATION

Ms. Lopez asked where to find the tax data point information presented. ED Chesmore will send the link.

Page 102: FY 2022-23 projection to be realized in July. Chancellor Rodriguez clarified this is not an extra \$10M unallocated. In order to approve the Adopted Budget we cannot go into deficit. There needs to be a balanced budget.

PERS increases by 1% each year. Healthcare premiums have increased significantly.

Fabio Gonzalez asked for clarity on the state COLA, and if we qualify as a basic aid district. ED Chesmore confirmed we are not getting it; however, some categorical programs qualify for it.

Judith Bell asked how the budget is designed to support and enhance enrollment management especially during the summer. She was told by her college president there is not funding to expand enrollment.

Chancellor Rodriguez commented on the enrollment summit where they discussed activities, and enrollment has turned around. Before allocating more money, we need to look at what we are offering and if we are being efficient with the resources we have. Some analyses show results we are not really happy with; there's a lot we can do at both colleges to increase use of existing resources.

Ms. Bell pointed out that part-time hourly funding has not increased for several years, so they don't have the resources to expand enrollment. She is asking the district to take a closer look at the commitment it has to enrollment as it plans to spend millions of dollars on something that doesn't exist yet (referring to East San Jose Fund 19). They are not getting the increase that should be happening every year to keep even.

Chancellor Rodriguez disagreed and stated we have hired a lot of full-time faculty over the last few years and have not been decreasing the part-time hourly budget. The East San Jose project is a board-initiated project, not a district project.

ED Chesmore added historically the adjunct budget has overspent on that one line item. There is a 20% increase from last year to this year.

Chancellor Rodriguez suggested adding this topic to a future agenda.

Mr. Gonzalez does not like the finger pointing. He sees funds in the budget where they can expand their class schedule to increase

FTES. This topic will require more dialogue from a leadership aspect on setting goals.

Fund 17 shows \$0 for CEM as the plan is for it to be dismantled.

If there were an error in the Tentative Budget, it would need to be reflected in the Adopted Budget.

The average surplus of the last three years is \$3.9M. Currently, it is \$874,694. We are overspending. Funds were moved out of Fund 10 to the bond to cover the cloud migration and utilities. ED Chesmore is exploring options of moving funds out to restricted items.

FY 2022-23 Actuals: Expenses increased approximately \$15M from last year to this year. The highest categories are academic salaries, benefits, PERS, STRS and utilities such as gas, water, garbage. Outstanding bad debt is approximately \$15M.

FY 2023-24 Tentative Budget: Expense increases from last year's Adopted Budget are due to Kaiser, the MOU with the Adjunct Faculty at \$1.6M, utilities, bad debt.

J Edward Stevenson commented that as the instructional administrator representative to the DBC, he would like to reframe the statement of overspending on the Adjunct faculty, but that they are being responsive to the students' needs and the increase in academic salaries correlates to the benefits in enrollment jumps and academic success.

The carry forward is limited to specific programs.

Mr. Camacho pointed out the increase in academic salaries of \$6M and the 92 FTES increase.

7.) 2:40-2:55	<p>General & Fiscal Updates:</p> <ul style="list-style-type: none"> a) EVC b) SJCC c) DS/DW d) Foundation 	<p>A. Alexander C. Hawken J. Chesmore R. Ledesma</p>	INFORMATION
	<p>Rosalie Ledesma provided the Foundation's detailed Quarter 3 budget report, which included budget cuts. Ms. Ramirez requested this budget report* be shared with the DBC. *attached</p>		
8.) 2:55-2:59	<p>Future Agenda Items</p>	All	INFORMATION
9.) 3:00PM	<p>Adjournment The meeting adjourned at 3:14pm.</p>	<p>Raul Rodriguez</p>	ACTION

DISTRICT BUDGET COMMITTEE MEMBERS

ADMINISTRATORS

CHAIR

Raul Rodriguez

BUSINESS OFFICERS (4)

Andrea Alexander, EVC
Christopher Hawken, SJCC
Joseph Chesmore, DO
Deanna Herrera, DO

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:

Jonathan Camacho
Hong Yang
Jennifer Le Diep
Corrine Gonzales
Rosalie Ledesma
Priscilla Louangrath
Kathy Tran
Kishan Vujjeni
Abdul Idris
Justine Cheng

CLASSIFIED

CSEA 363 (4)

Abeer AbdelHalim
Andrea Lopez
Dan Hawkins
Vacant

CLASSIFIED SENATE - SJCC (2)

Yesenia Ramirez
Angela Gullerud

CLASSIFIED SENATE – EVC (2)

Sarai Minjares
Bianca Lopez

Recorder: Shana Carter

3rd Quarter report

Operating Budget as of March 31, 2023

	Approved 2022-23 Budget:	Adopted Budget	Expensed	Available Balance	Total cuts to control costs
Prof Dev					
Professional Development		\$ 5,000.00	\$ 1,530.00	\$ 3,470.00	2,000
Membership		\$ 2,500.00	\$ 225.00	\$ 2,275.00	500
		\$ 7,500.00	\$ 1,755.00	\$ 5,745.00	2,500
Travel & Entertainment					
Meals		\$ 1,000.00	\$ -	\$ 1,000.00	1,000
Marketing		\$ 3,500.00	\$ 1,200.00	\$ 2,300.00	1,200
Mileage		\$ 1,000.00	\$ -	\$ 1,000.00	1,000
Annual Parking fee		\$ 3,240.00	\$ 675.00	\$ 2,565.00	1,620
		\$ 8,740.00	\$ 1,875.00	\$ 6,865.00	4,820
Events					
Annual Fund Campaign/Opportunity Roundtable		\$ 30,500.00	\$ -	\$ 30,500.00	30,500
		\$ 30,500.00	\$ -	\$ 30,500.00	30,500
Staffing					
Administrative Assistant, Senior		\$ 78,570.00	\$ 39,819.87	\$ 38,750.13	26,000
Accounting Technician, Senior		\$ 78,950.00	\$ 59,783.76	\$ 19,166.24	0
Institutional Advancement Officer/Director		\$ 51,684.00	\$ -	\$ 51,684.00	51,684
Development Officer		\$ 118,508.00	\$ -	\$ 118,508.00	118,508
Employees Benefit		\$ 42,000.00	\$ 4,988.78	\$ 37,011.22	21,000
		\$ 369,712.00	\$ 104,592.41	\$ 265,119.59	217,192
Prof Serv.					
Legal		\$ 2,000.00	\$ -	\$ 2,000.00	2,000
Audit & Taxes		\$ 14,600.00	\$ -	\$ 14,600.00	0
SJECCD Services - Facility Rent		\$ 4,000.00	\$ 4,000.00	\$ -	0
Payroll Services & Worker's Com.		\$ 2,400.00	\$ 1,035.84	\$ 1,364.16	700
Software (Raiser Edge and Financial Edge)		\$ 19,150.00	\$ 18,550.65	\$ 599.35	0
		\$ 42,150.00	\$ 23,586.49	\$ 18,563.51	2,700
Misc.					
Misc. operational exp.		\$ 3,000.00	\$ 773.66	\$ 2,226.34	0
Supplies		\$ 3,000.00	\$ -	\$ 3,000.00	2,000
		\$ 6,000.00	\$ 773.66	\$ 5,226.34	2000
Total:		\$ 464,602.00	\$ 132,582.56	\$ 332,019.44	259,712