

DISTRICT BUDGET COMMITTEE MEETING MINUTES

Thursday, September 22, 2022 · 1:30 – 3:00 PM

[Zoom Link](#)

DISTRICT BUDGET COMMITTEE MEMBERS ATTENDANCE

ADMINISTRATORS

CHAIR

Jorge Escobar

BUSINESS OFFICERS (4)

Andrea Alexander, EVC
Christopher Hawken, SJCC
Joseph Chesmore, DO
Vacant, 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

Jennifer Le Diep
Priscilla Louangrath
Amber Machamer
Jonathan Camacho
Angela Gullerud

CLASSIFIED

CSEA 363 (4)

Brandon Yanari
Dan Hawkins
Joe Lugo, Jr.
José Luis Pacheco

CLASSIFIED SENATE - SJCC (2)

Yesenia Ramirez
Angela Gullerud

CLASSIFIED SENATE – EVC (2)

Sarai Minjares
Abeer Abdel Halim

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|-----|-----------|---|---------------|-------------------|
| 1.) | 1:30PM | <p>Call to Order
VC Escobar called the meeting to order at 1:39pm.</p> | Jorge Escobar | ACTION |
| 2.) | 1:30-1:35 | <p>Approval of September 22, 2022 Meeting Agenda
M/S/C (Gonzalez/Stevenson) to approve the September 22, 2022 meeting agenda.</p> | Jorge Escobar | ACTION |
| 3.) | 1:35-1:40 | <p>Approval of September 1, 2022 Meeting Minutes
M/S/C (Chesmore/Stevenson) to approve the September 1, 2022 meeting minutes.</p> <p>VC Escobar apologized for the audio issues that occurred during the 9/1 DBC meeting. These will be avoided by meeting in person.</p> | Jorge Escobar | ACTION |
| 4.) | 1:40-1:50 | <p>Confirm District Budget Committee Participants
-Charge and Objectives</p> <p>One change in membership was made under Classified Senate: Angela Gullerud replaced Claudia Amador.</p> | Jorge Escobar | DISCUSSION |

VC Escobar asked what objective the committee would like to focus on this year.

- Judith Bell would like to improve communication between the colleges and the district on fiscal matters.
- Yesenia Ramirez would like more communication and transparency.
- Dean J Edward Stevenson suggested creating recommendations to the District Council for enhancing and establishing standard operating procedures.
- VC Escobar emphasized keeping an eye on expenditures and metrics, and shared accountability to ensure everyone is on the same page regarding ISER.

Judith Bell suggested an addition to the Charter: Review and share processes and understand when each step needs to be completed. The program review budget process has a specific timeline. The processes at the colleges and district need to be aligned.

5.) 1:50-2:00	<p>Annual Committee Evaluation Survey Results Amber Machamer reviewed the committee evaluation survey results in detail. This survey is the same for all committees. There were 11 responses. This survey will continue to be taken at the end of the year. Please do your best to participate during that busy time.</p>	Amber Machamer	INFORMATION
6.) 2:00-2:30	<p>Chapter 6 - BP/AP Update VC Escobar's plans to complete this review by October. The Chancellor has requested equity language be embedded throughout all policy chapters. There are legally required changes and recommendations from CCLC.</p>	Jorge Escobar	INFORMATION
	<p>A PDF showing the latest edits will be sent out to the committee.</p>		
7.) 2:30-2:40	<p>Status on Campus Food Services VP Alexander provided an update. The food vendors at EVC were not as ready as they expected them to be. They had to go through a health inspection to reopen. The Health Department will be back in the next three weeks for a final inspection. They are working with AVC DeGray to get everything up to par. EVC will provide grab-and-go breakfast and lunch beginning Monday. They will assess foot traffic by the end of the week for full service.</p>	Vice Presidents Alexander/ Hawken	INFORMATION
	<p>VP Hawken updated. SJCC got their health certificate. They began serving hot food and grab-and-go food this week. They will assess foot traffic. Thanks to the M&O team for</p>		

getting the food services area ready. They will follow up with feedback, including ASG.

VC Escobar acknowledged all elements that go into a full operation and the coordination of all areas for preparation, equipment, vendors, etc. The key is getting affordable food for students.

Fabio Gonzalez thanked VP Hawken for ensuring all students were served, especially in the morning. He acknowledged that VP Hawken brought the sense of community, culture and belonging. He emphasized the importance of allowing time to let all students know the cafeteria is open. He pointed out that high traffic has brought high impact on the Wi-Fi, as students stay in the student center.

Steven Mentor in chat: To retain students we absolutely need to make sure that our college Wi-Fi is strong and consistent. We've had some issues at EVC with student Wi-Fi.

VC Escobar acknowledged the concern about Wi-Fi and confirmed our network is strong. VP Hawken will look into bandwidth.

Director Chesmore shared the expected revenue in the Adopted Budget was \$70k. The cafeteria did not make money, resulting in an inter-fund transfer of \$56k to offset expenditures.

VP Hawken shared that having cafeteria services is proving to be a challenge as many responding to the RFP wanted to be paid.

Regarding future agenda item (a)

Yesenia Ramirez would like to understand the role and structure of the Foundation in regards to the campuses, and the breakdown of the Foundation budget. She is requesting this be presented as an agenda item and is asking for transparency.

VC Escobar responded the Foundation is in process of an assessment to see what has worked and what has not. Rosalie Ledesma has been assigned to direct the Foundation at this time. The Foundation is an auxiliary of the district. Most people donate for causes (restricted funds), not for operational expenses (unrestricted funds). The Chancellor will need to speak to the investment into the Foundation to sustain it.

Director Chesmore pointed out scholarships and grants are restricted. There is a net loss of \$1.08M (unrestricted). Donor restrictions are at \$3.6M.

[Foundation Net Assets](#)
[Foundation Financial Report](#)

Dean Stevenson asked for clarity on Foundation accounts, regarding department budget codes, etc.

Fabio Gonzalez asked for clarity on all of the budget codes that exist within the Foundation. He shared concern of fund 10 leveraging funds to the Foundation. He stated they should be independent and not comingled with district funds.

VC Escobar will make the Foundation audit report available. The Foundation tracks their accounts on a separate system. He emphasized we are not comingling. There is a complete division of internal controls between the district and the Foundation. He will ensure the Foundation provides the list of existing Foundation accounts.

Regarding future agenda item (b)

OPEB (Other Post-Employment Benefits) is part of the audit. VP Alexander expressed the committee wants to understand what the OPEB is and how it is calculated. She suggested an overview be provided to allow understanding from a novice perspective. VP Hawken is in agreement with this, and would like clarification on OPEB gains and losses. VC Escobar suggested Dan Hawkins has the knowledge to enlighten the committee on this, as he is the RBOA chair.

Dan Hawkins shared this is for those that qualify for lifetime medical. RBOA administers the investments of the OPEB.

Keenan may be able to provide a presentation with an overview of OPEB.

Fabio Gonzalez shared it takes time to understand the district budget. Credit should go to the classified and faculty unions for working in partnership to ensure OPEB would be funded. He thanked Dan Hawkins and other leaders for their hard work, along with VP Alexander for suggesting this training.

<https://www.sjeccd.edu/AdministrativeServices/Documents/FY%202022-2023%20Adopted%20Budget%20Report%20Final%209-8-22%20245PM.pdf>

8.) 2:40-2:59	Future Agenda Items a) Foundation: the structure, fund structure, supporting evidence (Yesenia Ramirez) <ul style="list-style-type: none">• VC Escobar suggested the Chancellor would be the best person to discuss this. b) OPEB: orientation/training (VP Hawken, VP Alexander)	All	INFORMATION
9.) 3:00PM	Adjournment VC Escobar adjourned the meeting at 3:00pm.	Jorge Escobar	ACTION