



SJECCD DISTRICT BUDGET COMMITTEE MEETING MINUTES

December 19, 2019
2:00-3:30 p.m.
DO, CR-112

Committee Members Present:

Andrea Alexander
Jonathan Camacho
Eugenio Canoy
Jesus Covarrubias
Jorge Escobar
Chris Frazier
Dan Hawkins
Philip Hu
Alejandro Lopez
Andrea Lopez
Marilyn Morikang
Randy Pratt
Lena Tran
Linda Wilczewski

Committee Members Absent:

Paul Fong
Joe Lugo, Jr.
Carlos Marques
Breyana Parker
Brandon Yanari

Other Attendees:

Jennifer Le
Kathy Tran

Recorder:

Joy Pace

Call to Order

Mr. Jorge Escobar, Vice Chancellor, Administrative Services, Interim, called the meeting to order at 2:05 p.m. when a quorum of members was reached.

Approval of the December 19, 2019, Meeting Agenda

Mr. Escobar requested to add Staffing Update to the agenda after the approval of the October 24, 2019, meeting agenda.

M/S/C (Jonathan Camacho/Dan Hawkins) to approve the agenda as amended.

Approval of the October 24, 2019, Meeting Minutes

M/S/C (Chris Frazier/Jonathan Camacho) to approve the meeting minutes as submitted.

Mr. Escobar reminded the committee that the meeting minutes provides an overview of the discussions and actions taken at the meetings. If any committee member wants their actual quotes included in the minutes, please let Joy know at the time.

Staffing Update

Mr. Escobar announced that we are losing Linda Wilczewski as she is moving to another opportunity where she will be advancing to a Vice President position. He stated that during his time working with Linda, he learned a lot about her strength, knowledge and abilities as well as her many contributions to the Fiscal Services team. He wished her the best in her future endeavor.

Ms. Linda Wilczewski expressed how much she enjoyed the work of the Executive Director position. The Fiscal Services staff is now the best it's ever been. She has been in the process of training Manuela Kolpin, and Anthony Oum has done the budget in the past so the department is in good shape moving forward. She also encouraged phone calls at her new position if questions or issues come up that require her institutional knowledge.

Mr. Danny Hawkins, CSEA representative, thanked Linda for always being there in the background even during the time the district financed bonds. She will be greatly missed.

Q-2 Planning

Mr. Escobar stated that with the Q-1 report, changes were made to present the information in a different, more concise way. Ms. Wilczewski had presented an automated way of that report pulling information from ODS. It takes two or three steps to get into the data and allows everyone to analyze the numbers. But what does it mean to be 27% versus 25% at Q1? As we refine the report, it will allow us to have a better production. Mr. Escobar stated he had discussed with Vice Chancellor Seaberry the need to find a way to fully automate the report production. The report would then be available at the push of a button but formatted in a way for people to have the ability to change the cell or column width.

Ms. Wilczewski stated the importance of the colleges inputting all transactions into Colleague so that as reports are run, people are getting accurate and up-to-date numbers. This is crucial for this new reporting system to work. It's all about transparency and allowing the numbers to be properly analyzed.

Ms. Andrea Alexander, EVC Vice President of Administrative Services, expressed concern about people running reports and getting numbers that don't fully reflect the projections made at the college level. At what point would the numbers extracted from ODS report all fiscal actions taken by the colleges? Where would the cut-off be, and how would this be understood by people using the ODS system at any point in time. Ms. Wilczewski answered that the time saved by streamlining the Q1 and Q2 reports and moving to this new system would allow the finance teams to focus on keeping budget inputs and projections into Colleague current.

Ms. Wilczewski reported that her last day with the district will be January 22. The Q2 report will be completed before she leaves. This report will be presented to the Board at the March 10 board meeting.

Mr. Escobar also showed the committee the comprehensive list of deadlines for all budgeting areas. This document is still being worked on, but it will allow for all the reporting, budgeting and approval requirements to be listed on one document for people to review. Ms. Wilczewski stated the document contains 350 line items.

Resource Allocation Model implementation

Mr. Escobar reported that he had reviewed the latest version of the RAM Implementation Model to the Academic Senates, and they proposed changes. The updated version shows that the overall planning will take place at the District Council as this group includes all constituency group leaders. The VPs will move to the left of the chart and have voting rights. The Presidents will be eliminated from the Operational Taskforce and will not be voting members, but ex officio members. The VCAS will also be removed as a voting member, and one faculty voting member will be added to match the Classified members' representation. The Chancellor will be a voting member only if there is a tie. We hope to put this model in place soon. There are so many interdependencies. The agreement that was reached during the development of this model was to ensure we hold harmless any of the employees impacted. There are many ways to accomplish this when one entity receives more money; and, that is, to pull money from reserves. This move would need approval from the Board. Some allowable sources to use would be the rainy-day fund or non-resident tuition fees.

Ms. Alexander inquired about the composition of the operational task force. She stated the group represents the interests of the constituency groups and not the perspective of the college budget committees. The college budget committees are integral to focusing on the needs and values of the colleges. She recommended adding representatives from the college budget committees to the task force.

Mr. Escobar also reviewed the operational taskforce charge. Mr. Chris Frazier, SJCC Academic Senate, stated he didn't think the charge of the group needed to be changed. The real issue is the RAM implementation doesn't provide a sense of the total cost of district business. We are trying to create a dashboard where the constituent groups and district members will be aware of how the projected budget is being populated as we go through the semester.

Ms. Marilyn Morikang, SJCC Acting VP of Administrative Services, expressed concern about the impact of the role of the RAM versus the work of the finances committee, which currently has a very robust process. The work of the finance committees roll up to the District Budget Committee. She wondered if this work would now roll up to the RAM group instead. Mr. Frazier stated there has always been a gap between the District Budget Committee and the College Finance Committees. The goal of the DBC is to get the communication out to the campuses. Mr. Escobar answered that the issue is we have the same representatives on all these committees, but a lot of this work is done by Classified staff. Mr. Hawkins, CSEA representative, emphasized that the CSEA group works hard to find subject matter experts who are willing to serve on these committees. And there are implications all through the RAM that are very worrisome for Classified employees in this district. History tends to reset itself. Our group is diligent in assessing these matters and will become very vocal, if necessary. Ms. Andrea Lopez, SJCC Classified Senate, stated the need to inform Classified staff about what the RAM really is. Mr. Escobar agreed with the need to include Classified employees in this discussion.

Resource Allocation Model timeline definition

Mr. Escobar stated that when he reported on the RAM to the Board at the July meeting, he provided them with a timeline for implementation in FY2020-21. However, we need certain things in place before we present the Tentative Budget in May. Mr. Jesus Covarrubias, District Academic Senate President, stated that this cannot be resolved at the last Academic Senate meeting in May. We give input and

suggestions, but we don't receive any input and are now receiving a new operational plan. Mr. Randy Pratt, EVC Academic Senate President, agreed that additional work is necessary. We might need to put in additional resources, at least temporarily. We should employ those resources to get the work done, even if we need more personnel. Ms. Lena Tran, SJCC MSC member, recommended bringing in business and industry experts. We have to be innovative and ready to look outside the district. Ms. Alexander stated that it's not just that we have to develop something, we also currently have an expense budget that we're trying to change to a revenue budget. We are writing our budget simultaneously. Ms. Wilczewski stated that she is working on the model to show what the run rate would look like under the RAM and that everyone would have this information available.

Mr. Escobar wished everyone happy holidays and thanked them for their work over the past year.

Adjournment

The meeting adjourned at 3:05 p.m.