



Budget Committee

AGENDA

October 20, 2021
 11:00 A.M. ■ Zoom Meeting

Members:

Scott Stark - M - Co- Chair		Rick Hrdlicka - M		Girija Raghavan - CS		
Anthony Castro - F		Joel Murphy - F		Sophia Zamora - ASG		
Abe Fulgham - CSEA		Romana Pires - F				Karol Pasillas - SS

- **Review/Approve Minutes – Approve Minutes for 5-19-2021**

- **Old Business**

- **New Business**
 - Select Co-Chair
 - Budget Update and Discussion

Next Meeting: November 17, 2021

SBVC Budget Committee Meeting Minutes – October 20, 2021

Members:

Scott Stark – M – Co- Chair	X	Rick Hrdlicka - M	X	Girija Raghavan – CS	X	
Anthony Castro – F – Co-Chair	X	Joel Murphy - F	X			Stephanie Lewis -G X
Abe Fulgham – C - CSEA		Romana Pires - F	X			Karol Pasillas - SS X

- **Review Minutes:**
 - Approved the minutes for May 19, 2021.
- **Old Business: None**
- **New Business: None**
 - **Selection of Committee Co-Chair:** Romana Pires was nominated, but she declined due to a schedule conflict. Anthony Castro was nominated by Joel and Scott second. Anthony accepted.
 - **Budget Update and Discussion:**
 - Scott sent the committee the SBCCD Final Budget Report for FY 21-22 to review.
 - Joel asked how SBVC gets its revenue for state taxes? Scott said our revenue is calculated based on the revenue formula and that the tax base contributes to the funds that comes from the state. Rick stated that property taxes do affect our ability to sell bonds and measures.
 - Girija asked about the cola increase of 5.07% to the budget and if it would go towards salary increases? Scott informed the committee the cola increase is figured in the rate we get for FTE’s and the base revenue amount. Salary step-in-columns increases are already figured into each fiscal year budget. SBCCD budget is still catching up to the raises that were given around two years ago.
 - Girija also wanted to confirm that around 88% of SBVC’s general fund total cost/expenses goes toward salaries and benefits. Scott confirmed this.
 - Scott shared with the committee the Unrestricted General Fund Budget Forecast for multiple years for the whole District budget.
 - These figures are based on the projected FTE, projected amounts for Cola, the State deficit factor and step-in-column increases. It does not take in account any additional staff, faculty, deferred maintenance, or other expenses.
 - The required fund balance is 10% and the sheets show that we will have excess funds for the required 10%.
 - Over the last couple of years, the fund balance has been below the 10%.
 - Reason for the increase fund balance is that the state had better revenue then original thought.
 - Scott thinks the board agreed to change the fund balance required amount from 10% to 15%, but when this budget was passed it was still for the 10%.
 - Stephanie asked how does SBCCD decided, compared to other colleges, what percentage is needed for the fund balance?

- Scott says it depends on the colleges assessment of risk and you have to also consider the opinions of the district's employees, Board of Trustees, and the bargaining units.
 - The 10% fund balance goal SBCCD has right now will roughly cover three months of the whole district's expenses.
 - The state law says each district must have a minimum of 5%.
- Scott shared with the committee the Unrestricted General Funds Final Budget for FY 21-22 sheet and review different lines of the budget.
 - The targeted FTEs is now 10,268. The original targeted FTES was 10,778 the same as FY 20-21 and when SBVC first started the development budget for FY 21-22.
 - The FTE target went down due to Covid, but the state will hold colleges hold harms through FY 22-23.
 - SBVC does not even know if they will be able to hit the estimated FTEs of 10,268.
 - SBVC does not want to sit back and let the FTES decline due to not knowing how the state is going to reapply the Student Center Funding Formula after FY 22-23. SBVC does not know if the state will base it on when the colleges were hold harmless or what FTEs they had the year before, which would hurt SBVC in funding.
 - SBCCD estimates a State deficit short fall at 1%.
 - Anthony asked where does the incentive funds for students who pass 705 Math and English classes get figured into the Student Center Funding Formula? Scott sated that it is part of the Student Success Incentive line.
 - The Student Center Funding formula has three components to it.
 - Some FCC funds were set aside in a different account to help pay for the increasing cost of STRS/PERS, which capital gains are used to help cover the raising costs as other revenue.
 - The Lottery Revenue has pretty much stayed the same for the past five years.
 - Reviewed the expected expenses for SBVC.
 - Reduced 5's series by \$250,000 for FY 21-22.
 - 5's series went way down last FY 20-21 since there was hardly anybody on campus.
 - The SBCCD expense is around 19.23%.
 - SBVC shows an excess of around \$2.4 million, but CHC has a deficit of around \$2 million.
 - Section D is due to the SBCCD having to pay for retro salaries and benefits due to pay increases and adjustments.
 - Taking all items in to account SBCCD fund balance will be around 26%.
 - SBCCD does not have a goal of 26%. It is just what is being projected right now.
 - Romana asked any of the extra reserve funds will go to pay increases for faculty and staff and wanted to know if she could bring this up at the next District Budget Committee Meeting.
 - Scott said that pay increases for step-in-columns are included in the projected multiyear projections but pay increases for faculty

and staff are not and that depending on the agenda, there could be room to bring this item up.

- The 26% happened suddenly due to the State budget being better than they originally thought, but the economy could reverse, and that amount could decrease due to Covid or other factors.
- These fiscal year's 26% reserve is solid but the next fiscal years are not solid.
- Romana thinks the board has decided that the reserves should be at 15% instead of the 10%
 - Scott thinks the 10% was just to get us through this pandemic.

- **Adjourned: 12:07 p.m.**



Budget Committee

AGENDA

November 17, 2021
11:00 A.M. ■ Zoom Meeting

Members:

Scott Stark – M – Co- Chair		Rick Hrdlicka - M		Girija Raghavan - CS		
Anthony Castro – F – Co-Chair		Joel Murphy - F		Sophia Zamora - ASG		
Abe Fulgham - CSEA		Romana Pires - F				Karol Pasillas – SS

- **Review/Approve Minutes – Approve Minutes for Oct 20, 2021**

- **Old Business**

- **New Business**
 - Budget Update and Discussion

Next Meeting: December 15, 2021

SBVC Budget Committee Meeting Minutes – November 17, 2021

Members:

Scott Stark – M – Co- Chair	X	Rick Hrdlicka - M	X	Girija Raghavan – CS	X		
Anthony Castro – F – Co-Chair	X	Joel Murphy - F	X			Stephanie Lewis - G	X
Abe Fulgham – C - CSEA	X	Romana Pires - F	X			Karol Pasillas - SS	X

- **Review Minutes:**
 - Approved the minutes for October 20, 2021.
- **Old Business: None**
- **New Business: None**
 - **Budget Update and Discussion:**
 - Scott shared with the committee the Board of Trustees Prioritized Board Directives for the Development of the 2022-23 budget. These new directives are going to board for approval on December 9, 2021.
 - Fund balance to increase from the 10% and 15% to a minimum of 16.67%. The 16.67% represent two months' worth of expenditures that is recommended by the Government Finance Officers Association and the State Chancellors Office.
 - The state may be moving towards this direction too.
 - Joel asked if there was a mandate of having too much reserves. Scott stated that there is not, but we do have around 27% right now due to the State May Revised Budget.
 - Vacancies are being filled as needed. Faculty positions must be ran though the Seante Rubic to make sure the position is still needed.
 - Stephanie asked about the process of a new position. Scott said new position are usually based on the current Program Review List, but the SBVC President has the choice to hire another position if they deem it necessary.
 - Scott shared with the committee the 2022-23 Budget Calendar.
 - The District Budget Advisory Committee reviews the districts budget line by line. There are voting members on the roster, but anybody can attend these meetings.
 - Scott stated that Romana and Girija are both doing an excellent job of representing SBVC on this committee.
 - Scott went over SBVC's Development Budget process and how SBVC works with district to get a balance budget.
 - SBVC had to reduce their budget by \$250,000 for FY 21-22 but Scott has already let district know that if SBVC needs the funds, SBVC will be doing a budget adjustment from the fund balance account.
 - Romana brought up that she has had some complaints about SBVC running out of student hot spots. Scott to bring this issue up at the next President's Executive Cabinet meeting and will also let the VP of Student Services know.

- Scott announced that he is retiring as of December 30, 2021.
- Scott to send out budget package from last weeks and this week's meetings to the committee.

- **Adjourned: 11:53 a.m.**



Budget Committee

AGENDA

December 15, 2021
11:00 A.M. ■ Zoom Meeting

Members:

Scott Stark – M – Co- Chair		Rick Hrdlicka - M		Girija Raghavan - CS		
Anthony Castro – F – Co-Chair		Joel Murphy - F		Sophia Zamora - ASG		
Abe Fulgham - CSEA		Romana Pires - F				Karol Pasillas – SS

- **Review/Approve Minutes – Approve Minutes for Nov 17, 2021**

- **Old Business**

- **New Business**
 - Budget Update and Discussion

Next Meeting: February 16, 2022

SBVC Budget Committee Meeting Minutes – December 15, 2021

Members:

Scott Stark – M – Co- Chair	X	Rick Hrdlicka - M	X	Romana Pires - F		
Anthony Castro – F – Co-Chair	X	Stephanie Lewis - M	X	Girija Raghavan – CS	X	
Abe Fulgham – C - CSEA	X	Joel Murphy - F	X		Karol Pasillas - SS	X

- **Review Minutes:**
 - Approved the minutes for November 17, 2021.
- **Old Business: None**
- **New Business: None**
 - **Budget Update and Discussion:**
 - At the last Budget Finance Committee Meeting, the committee acknowledged that SBCCD has a fund balance that is at 26% right now.
 - The new required fund balance amount will roughly be 16.67% which represents two months' worth of expenditures. This percentage will change each fiscal year due to the worth of expenditures that is need for two months.
 - Still need to be cautious because SBCCD does not know what is going to happen in 2022 or fiscal year 2023.
 - The committee wants to add a new funding component for Deferred Maintenance Funds that would take additional funds from CHC and SBVC general funds right off the top. Since this was approved, it will now be forwarded to the Board for recommendation.
 - Joel asked were these funds usually come from. Scott replied that they usually come from the State, but we have not received any in the last two to three years.
 - Scott understands there will be funding from the State for this coming fiscal year.
 - Measure CC has helped pay for some of the maintenance issues such as new roofs.
 - Stephanie asked who will be advising the Board since this recommendation has been approved by this committee.
 - Scott said that it will be the District Budget Advisory Committee that will be advising the Chancellor's Cabinet who will than advice Board.
 - Anthony asked how SBVC decides what new growth position(s) can be funded from general funds.
 - Scott said new growth position(s) are usually based on the current Program Review List, but the SBVC President has the choice to hire another growth position if they deem it necessary.

- Another way a new growth position can be funded is through SBVC's Urgent and Emerging Needs process.
- The Board is recommending that all growth positions be monitored and approved through Chancellor's Cabinet.
- The Vice President of Administrative Services runs position control for SBVC.
 - If additional general funds are needed, Scott will email Larry Strong, the District Fiscal Director, letting him know that we need a budget adjustment from SBVC Fund Balance or that we need to institutionalize or add a new growth position to next fiscal year's budget.
 - If a new growth position needs to go Chancellor's Cabinet, Scott will give all information and paperwork to SBVC's President for them to address in this meeting.
 - Adding new growth positions to the general fund can be difficult if SBCCD has a deficit or on the edge.
- Stephanie stated that CHC has more Data Analyst Positions than SBVC and SBVC needs additional positions to keep up with the required data that is needed.
 - Scott said this CHC is funding their positions through Categorical Funds.
 - SBVC is trying to add another new growth Data Analyst Position besides the one that has already been approved by College Council. The President is taking this new growth position request to next Chancellor's Cabinet.
 - These positions are critical for our next Accreditation.
 - Any additional question needs to go to Dr. Oxendine.
- Joel asked about the new district position, Chancellor for Student Services, and where the funds are coming from.
 - Scott stated that the additional funds are coming from CHC 30% and SBVC 70% of general funds that already support the district. District base funds will be increasing.
 - Stephanie stated that it seems like some positions are bypassed for years and others are approved quickly.
- This is Scott's last Budget Committee Meeting due to him retiring at the end of December 2021.
 - Anthony asked if there will be an interim VPAS or if he would have to be responsible for the first couple meetings.
 - Scott stated that they are trying to get an interim VP by mid-January.
 - Development Budget should be sent out the SBVC by mid-February. Scott thinks FY 23 will be a reasonable budget year. The governor will come out with a State Budget in January and after a lot of negotiations there will be a revised State Budget in May.

- **Adjourned: 11:35 a.m.**



Budget Committee

AGENDA

March 16, 2022
11:00 A.M. ■ Zoom Meeting

Members:

Tenille Norris – M – Co- Chair	Rick Hrdlicka - M	Girija Raghavan - CS		
Anthony Castro – F – Co-Chair	Joel Murphy - F	Vacant - ASG		
Vacant - CSEA	Romana Pires - F		Karol Pasillas – SS	

- **Review/Approve Minutes – Approve Minutes for Dec 15, 2021**

- **Old Business**

- **New Business**
 - SBCCD Budget Meeting Information
 - Development Budget for FY 23

Next Meeting: April 20, 2022

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

SBVC Budget Committee Meeting Minutes – March 16, 2022

Members:

Tenille Norris – M – Co- Chair	X	Stephanie Lewis - M		Girija Raghavan – CS	X	
Anthony Castro – F – Co-Chair	X	Joel Murphy - F	X	Vacant – S - ASG		
Rick Hrdlicka - M	X	Romana Pires - F		Vacant – C - CSEA		Karol Pasillas - SS X

- **Review Minutes:**

- Approved the minutes for December 15, 2021.

- **Old Business: None**

- **New Business: None**

- **Tenille Norris Interim VP of Administrative Services introduced herself to the committee.**

- **SBCCD Budget Meeting Information:**

- The Governor’s proposal budget for January has the state with a surplus of funds.
 - There could be an additional 1.8 billion for community colleges, but 80% to 86% will be for one time spending.
 - Around 150 million is proposed to assist with retention and enrollment strategies.
 - 5.33% cost of living adjustments.
 - Girija asked if this increase will go to salaries. Tenille stated that HR is still in negotiations with the unions. Joel let the committee know that he received a note from his union that stated they would hear back from district sometime in April.
 - 5% for enrollment growth.
 - Other considerations include funds to support part time faculty health insurance and 388 million for deferred maintenance in energy projects.
 - The May revised budget will give SBCCD and SBVC a better idea of how it will affect us.
 - Reviewed items in the Mid-Year Analysis that the Board of Trustee’s received.
 - Three options for State Apportionment Revenue for California Community Colleges.
 1. Total Computed Revenue (TCR) Based on SCFF
 2. Emergency Condition Allowance (Year to Year)
 3. Hold Harmless (Expires 2024-25)
 - District is using option number 2 for fiscal year 2022-23 and option number 3 for fiscal years 2023-24 and 2024-25.
 - Fiscal year 2025-26 we will go back to the Student-Centered Funding Formula which will be based the district’s current FTEs.
 - Girija asked if the budget shortfall that is predicted in fiscal year 2025-26 is based off the district going back to the Student Center Funding Formula and them not meeting the 4% growth for FTES each fiscal year.

- Tenille is going to look into this question and get back to the committee.
 - The district has lost around 24% of FTEs based on the 2018-2019 school year.
 - Joel and Anthony asked if there was committee in charge of planning and marketing for our needed growth and if their departments would be involved.
 - Tenille thought it would be discussed in College Council. She will confirm and get back to the committee.
 - Joel asked where the salaries for the nonacademic, deans and district employees are in the budget.
 - Tenille said the deans' salaries are part of the nonacademic and the rest are in the classified salaries and district employees are listed under the district budgets.
- **Development Budget FY 23**
 - Tenille informed the committee that all SBVC's general funds have been promoted to district. Once district receives CHC general funds, it will start an analysis on what is forecasted for the budget.
 - SBVC general funds budget increase by 5.8%.
 - Categorical and Other Fund budgets are due to the district in April and Administrative Services will be sending out an email to the managers letting them the due dates.
- **Adjourned: 11:27 a.m.**



Budget Committee

AGENDA

April 20, 2022
 11:00 A.M. ■ Zoom Meeting

Members:

Tenille Norris - M - Co- Chair	Stephanie Lewis - M	Girija Raghavan - CS		
Anthony Castro - F - Co-Chair	Joel Murphy - F	Vacant - ASG		
Rick Hrdlicka - M	Romana Pires - F	Vacant - CSEA	Karol Pasillas - SS	

- **Review/Approve Minutes – Approve Minutes for March 16, 2022**

- **Old Business**

- **New Business**
 - SBCCD Budget Meeting Information
 - Development Budget for FY 23

Next Meeting: May 18, 2022

SBVC Budget Committee Meeting Minutes – April 20, 2022

Members:

Tenille Norris – M – Co- Chair	X	Stephanie Lewis - M		Girija Raghavan – CS	X	
Anthony Castro – F – Co-Chair	X	Joel Murphy - F	X	Vacant – S - ASG		
Rick Hrdlicka - M	X	Romana Pires - F		Vacant – C - CSEA		Karol Pasillas - SS X

- **Review Minutes:**

- Approved the minutes for March 16, 2022.

- **Old Business:**

- **SBCCD Budget Meeting Information:**

- Tenille confirmed that the district’s shortfall for FY 2025-26 does not include the needed 4% growth for FTES each fiscal year.
 - Tenille answered the question from the last meeting, “If there was a committee in charge of planning and marketing for our needed growth and if their departments would be involved.” She stated that there is the Enrollment Management Committee and that the faculty chairs can make recommendations. Other committees can also make recommendations regarding the plan. She put the link to the membership of this committee in the chat. https://www.valleycollege.edu/about-sbvc/campus-committees/em-and-se/Committee_Members.php

- **New Business: None**

- **Development Budget FY 23**

- Tenille informed the committee that all SBVC’s general funds have been promoted to district.
 - SBVC general funds budget increase by 5.5%, including increases for utilities, travel, back to the campus operations, and equipment.
 - Categorical and Other Fund budgets are due to the district April 28, 2022.
 - Tenille advised the committee that the last day to submit PR’s for FY 22 is on April 29, 2022, and that if there is any unforeseen events to let her or Karol know so they can see if an emergency PR can be done.
 - Rick brought up that this committee usually has a vote on how much funds are used for Program Review items.
 - The Program Review items that were taken to the last College Council meeting were incomplete, missing the Facilities and Technology priorities. Tenille will bring the amount to be used for Program Review Needs to this committee to vote on hopefully at the May meeting.
 - Program Review will mostly be funded from SBVC’s PARS earning account withdrawal and funds left in restricted lottery.
 - In the past it was funded by SBVC fund balance, one-time funds from the state and restricted lottery funds.
 - Have around \$720,000 to address Program Review.

- Joel is confused on what budgets this committee has a vote on and if we had a say in the new Vice Chancellor of Education position.
 - Tenille put the committees charge in the chat. “The Budget Committee serves in an advisory capacity to College Council in all aspects of budget development and management to protect the financial well-being of the college and to operate successfully within our budget. The Budget Committee makes data-driven recommendations that align resource allocations with resource planning, utilizing the college mission, institutional planning documents, and program review recommendations.”
 - Tenille stated that the position is a district position, that it is being accessed to the colleges directly and it is a reclassification for an older vacate position.

- **Adjourned: 11:24 a.m.**