



## Budget Committee

### AGENDA

Sept 21, 2022  
11:00 A.M. ■ Zoom Meeting

**Members:**

<b>Tenille Norris - M - Co- Chair</b>	Stephanie Lewis - M	Girija Raghavan - CS		
<b>- Co-Chair</b>	Joel Murphy - F	Vanessa Thomas - M		
Kathy Fonseca - CSEA	Romana Pires - F	Vacant - ASG	Karol Pasillas - SS	

- **Review/Approve Minutes – Approve Minutes for April 20, 2022**
  
- **Old Business**
  
- **New Business**
  - Selection of Co-Chair
  - FY 22 Program Review
  - SBCCD Budget Meeting Information
  - Development Budget for FY 23

**Next Meeting: October 19, 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 – September 21, 2022

Members:

Tenille Norris – M – Co- Chair	X	Stephanie Lewis - M		Girija Raghavan – CS	X	
TBD – Co-Chair		Joel Murphy - F		Vanessa Thomas - M	X	
Kathy Fonseca - CSEA	X	Romana Pires - F	X	Vacant – S - ASG		Karol Pasillas - SS X

- **Review Minutes:**

Approved the minutes for April 20, 2022.

- **Old Business: None**

- **New Business:**

- **FY 22 Program Review**

- Reviewed the list of what was approved for funding, unfunded items, items already funded in Development Budget and the available funding amount.
  - Romana asked what the PARS funding is and if any new positions were funded.
    - Tenille informed the committee that PARS is the investment funds that was the allocation to SBVC from the selling of the KVCR FCCs and that this is only SBVC funds.
    - There were no new positions funded this round.
  - Romana stated that she is bothered because the state was encouraging colleges to hire new faculty and our district did not take advantage of those funds.
    - Tenille is working with HR and cabinet to make sure the position control is up to date so that they have a clear understanding of the needs.
  - Girija asked if the needs that were approved if they are funded in fiscal year 22-23.
    - Tenille stated that these needs are from the FY 22 Program Review, but the funding is from FY 23.
    - For Program Review Needs in FY 23, this committee will give a recommendation on the funding and amount.
- Tenille informed the committee that Program Review has already sent out the documents to the SBVC campus for FY 23 on August 29 and are having two workshops two help departments fill them out correctly. One is on September 23, 2022, and the other is on October 14, 2022.
  - Kathy stated that she is new to this process and asked who can submit requests.
    - Tenille replied that every department can submit requests.

- **SBCCD Budget Meeting Information**

- Tenille attended a state budget workshop in August and received tons of information about different budgets, but she is going to focus on the general fund budget, but the committee can ask questions about any budget.

## SBVC Budget Committee Meeting Minutes – September 21, 2022

- FY 23 final budget included a 6.5% cost of living adjustment.
- Six hundred million was allocated from ongoing funds to increase the Student Center Funding Formula which equals to about eight million for SBVC.
  - There are three categories for which community colleges receive state funds.
    - Base Allocation
    - Supplemental Allocation
    - Student Success Allocation – Based on a three-year average.
- Romana asked what funding option SBCCD chose.
  - Total Computational Revenue – based on the Student Center Funding Formula – Districts FTEs data and calculates what the amount.
  - Emergency Condition Allowance – helps us get as much funding as possible during a situation like Covid. SBCCD will not lose funding due to low FTEs.
  - Hold Harmless – Expires in 24-25 – SBCCD would not earn less than their 2017-2018 funding.
  - Tenille stated that SBCCD went with option Emergency Condition Allowance because it would give SBCCD the highest funding for this fiscal year.
    - Working on increasing FTEs and Student Success.
  - Girija thought the Hold Harmless Allowance was where community colleges were not penalized by declines in FTES.
    - Tenille said that the Hold Harmless says we will not get less than our 2017-2018 FTES.
    - Emergency Condition Allowance was added this fiscal year and the district had to apply by September 1, 2022. As stated in the board documents - Provides criteria for finding allowances due to emergency conditions, including the Covid-19 pandemic. The intent behind this regulation is that districts should not lose FTES apportionment as a result of an emergency or extraordinary condition.
      - This is protecting SBVC from falling into a small category college due to our FTE decline and three-year average of FTES that will be used going forward in the Student Center Funding Formula.
  - Romana asked if SBVC FTES is going up.
    - Tenille informed the committee that they are and at the beginning of the month SBVC had around a 7% increase.
  - Kathy asked for how long SBCCD can remain on the Emergency Condition Allowance (option two).

## SBVC Budget Committee Meeting Minutes – September 21, 2022

- Tenille stated that this is the last year of option two and going forward for 23-24, we will move back to the Student Center Funding Formula.
- Romana asked if Tenille knew where SBVC was seeing the FTE growth, in on-line classes or in person classes, what is the student preference. Tenille did not know the specifics, but she will get that information and that she thinks the student preference was similar to last year.
  - Kathy informed the committee that the numbers from the instruction office has SBVC is offering 47.1 % for online classes and 40.8% for on campus.
- Romana asked if there was any funding left from Covid-19 CARE funding. Tenille replied that there was funding.
  - Girija stated that we only have the Federal Covid-19 (Minority Serving Institutions – MSI) funding left and it will end by 2023.
  - Tenille said that there is around thirteen million in the CARES funding as a district and that one of the ways to spend these funds is to replenish the supply of laptops and hot spots for students.
    - Girija said that 5.2 million was spent on the Book Plus Program already.
  - Tenille stated that the fiscal year 22-23 budget included a system wide Covid Block Grant of six hundred and fifty million dollars from the state which equals about 8.7 million for our district.
- Tenille informed the committee that the final budget was balanced and approved in September. Waiting for Fiscal Services to open the budget in order for budget transfers.
  - As per the board of Trustees recommendation, two months of expenditures went to the fund balance.
  - The enrollment growth for FY 23 is 5.3%, FY 24 is 4%, FY 25 is 3%, and 1% for all FY going forward.
  - Enter BTs now and Susan will post it once the budget is opened. Tenille will reach out to Larry to see if they know when the budget will be opened.
  - SBVC general funds budget increase by 5.5%, including increases for utilities, travel, back to the campus operations, and equipment.
- **Development Budget FY 24**
  - District will start preparing their budget in November. SBVC budget will be due to them in March 2024. Tenille would like SBVC to start working on their budgets earlier this year, so they have more time to get items organized and itemized properly. Will send out a communication sometime in January.
- Tenille is open to questions or suggestions for the budget committee on what this committee would like to see or hear or how to do things differently. Is there any changes they would like to see for this committee or meeting.

## SBVC Budget Committee Meeting Minutes – September 21, 2022

- Dr. Thomas asked if they could get a current excel spreadsheet of the budgets they manage and an update on the expenditures and balances.
  - Tenille is planning to share a budget document with managers quarterly and will share the document with this committee too.
  - Tenille is hoping these budget documents will help the campus to spend all their funds. There are tons of needs across the campus and funds are not being spent.
- Romana asked if Covid funds could help cover student expenses like bus rentals for a field trip for both classes and clubs.
  - Tenille stated this would have to be an allowable cost and have the faculty that would like to start doing items like this again, to talk to their dean.
    - Romana said that sometimes these items get hung up within a department.
      - Tenille stated that she tries to respond as quickly as she can and will do her best to follow up. If something is sent to her, she will forward it to the correct person and she will make sure that the cabinet knows of the request.
  - Kathy asked if something like extra funding for buses would go through the Program Review Process.
    - Tenille thinks that this would be a budget augmentation if they already had existing funds and needed additional funds to cover the increased cost.
    - Onetime items/expenses would be going through Program Review.
- **Adjourned: 11:51 a.m.**



**Budget Committee**

AGENDA

Nov 16, 2022

11:00 A.M. ■ Zoom Meeting

**Members:**

<i>Tenille Norris - M - Co- Chair</i>		Joel Murphy - F		Vanessa Thomas - M		
<b>- Co-Chair</b>		Romana Pires - F		Vacant - ASG		
Kathy Fonseca - CSEA		Girija Raghavan - CS				Karol Pasillas - SS

- **Review/Approve Minutes – Approve Minutes for September 21, 2022**
  
- **Old Business**
  - Class Options – Online or In-Person
  - Program Review FY 22
  
- **New Business**
  - Selection of Co-Chair
  - Quarterly Budget Report
  - SBCCD Budget Meeting Information

**Next Meeting: December 21, 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 – September 21, 2022

Members:

Tenille Norris – M – Co- Chair	X	Stephanie Lewis - M	X	Krista Orneles for Girija Raghavan – CS	X	
TBD – Co-Chair		Joel Murphy - F		Vanessa Thomas - M	X	
Kathy Fonseca - CSEA	X	Romana Pires - F	X	Vacant – S - ASG		Karol Pasillas - SS X

- **Review Minutes:**

Approved the minutes for September 21, 2022.

- **Old Business:**

- **Class Options – Online or In-Person**

- Online classes are filling up faster than in-person classes.
- Will keep an eye on the spring registration to see if it changes.

- **FY 22 Program Review** – Documents were included in the email sent out to the committee so they had all the information.

- FY 23 Program Review has extended the request date until November 23, 2022.
  - This committee will be recommending an amount to be used for FY 23 needs to College Council.

- **New Business:**

- **Selection of a Co-Chair:** Romana volunteered. Tenille 1<sup>st</sup> and Kathy 2<sup>nd</sup>.

- **Quarterly Budget Report:**

- Tenille shared with the committee the SBVC Quarterly Budget Report for both unrestricted and restricted budgets as of round September 13<sup>th</sup>.
  - This report compares the percentage of the year that has expired to the percentage of the burn rate for the year.
  - The budget information comes from Financial 2000 with the encumbered coming from Oracle and included all budget information – salaries, benefits, and spending.
  - This report does not replace departmental level budget monitoring but is intended to provide transparency and clarity on funding that is available. As a college, we want to make sure we are spending all the fund available in order to appropriately serve our students and run the programs.
  - Kathy asked what did the numbers that were highlighted in red mean. As per the top of the sheet it means it is unfavorable due to no funds or very little funds having been spent.
  - Romana stated that there should be no funds in the AB798 Textbook Affordability grant and that the funds had to be used by 2020. Karol to follow up with district.
    - Tenille is hoping this report will generate these kinds of questions.

## SBVC Budget Committee Meeting Minutes – September 21, 2022

- Romana asked if this showed the Covid funding. Tenille stated that it is not sorted by funding type.
    - Tenille is working on a sheet that lists all the grants, what the funding is for, and what it can be used for. She is not sure when it will be available.
      - The District Office has a one-to-two-page document that they share with board members during budget time, that just gives an outline of each of the funds, and what types of funding they are and what they are intended for. She will share this with the group.
  - Vanessa thinks the Strong Work Force budgets are wrong and will contact Tenille to discuss.
- **SBCCD Budget Meeting Information**
    - FY 24 Development Budget is due to the district by mid-March.
    - Hopes to start SBVC process by mid-January.
    - Tenille wants SBVC campus to really look at how the funds are being spent and how much they are spending so they have more accurate budgets. She really wants the campus to spend their funds, so we do not have so much funds that go into the fund balance.
- Canceled the budget meeting for December 21, 2022.
  - **Adjourned: 11:28 a.m.**





**Budget Committee**

AGENDA

February 15, 2023  
11:00 A.M. ■ Zoom Meeting

**Members:**

<b>Tenille Norris - M - Co- Chair</b>		Joel Murphy - F		Vacant - ASG		
<b>Romana Pires - F - Co-Chair</b>		Girija Raghavan - CS				
Kathy Fonseca - CSEA		Vanessa Thomas - M			Karol Pasillas - SS	

- **Review/Approve Minutes – Approve Minutes for November 16, 2022**
  
- **Old Business**
  - Quarterly Budget Report
  - Fund Description Documents
  
- **New Business**
  - FY 24 Development Budget Information
  - SBCCD Budget Meeting Information
  - Science Position Funding
  
- **Discussion/Questions**
  
- **Next Meeting: March 15, 2023**

*San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community*

## SBVC Budget Committee Meeting Minutes – February 15, 2023

Members:

Tenille Norris – M – Co- Chair	X	Stephanie Lewis - M	X	Girija Raghavan – CS	X		
Romana Pires – Co-Chair	X	Joel Murphy - F	X	Nelva Ruiz-Martinez - ASG	X		
Kathy Fonseca - CSEA		Romana Pires - F	X	Vanessa Thomas - M	X	Karol Pasillas - SS	X

- **Review Minutes:** Approved the minutes for November 16, 2022. Motion: Move to approve 11-16-21.  
Motion to approve 11-16-22 minutes:  
1st: R. Pires  
2nd: V. Thomas  
8 responses  
Ayes: 8 votes  
Nays: 0 Votes  
Abstain: 0 Vote  
Motion passes
- **Old Business:**
  - **Quarterly Budget Reports:** Documents were included in the email sent out to the committee.
    - These reports are informational only and are not intended to replace the department level monitoring of budgets. They give an overall snapshot of the budgets at that point in time.
      - Romana asked to be sent what who was in charge of the Zero Textbook Grant. Karol to send her the information.
      - These reports are shared with managers and the College Council. This committee should share them with their departments.
      - Romana questioned why funds are not being spent and asked if funds like Student Retention and Outreach are usually spent. Tenille does not know since this is a fairly new sub program, but she will find out.
      - The point of this report is to make sure SBVC is spending all of their money. Some funds do roll over to the next fiscal year if unspent.
      - Vanessa thinks that the Strong Workforce unspent amounts are wrong. Tenille restated that this report is a point in time and does not show current totals.
  - **Fund Description Document** – Documents were included in the email sent out to the committee.
    - Reviewed has the Fund Description Document that is given to The Board of Trustees.
      - This information comes from the California State Budget Accounting Manual and is information on what the funds are and what they are used for.
- **New Business:**
  - **FY 24 Development Budget:** The 2023-2024 Development Budget instructions were sent out to managers on February 2, 2023 and a reminder was sent out last week to the managers and their admin assistants.

## SBVC Budget Committee Meeting Minutes – February 15, 2023

- The email included the Governor’s budget proposal, reports that had actuals as well and the adopted budget for fiscal year 22 & 23.
- Karol to forward email that was sent out to the manager and admin assistants to the committee.
- **SBCCD Budget Meeting:** Tenille reviewed the Governor’s budget proposal with the committee.
  - As of right now it has an additional 778 million dollars to the funding for Community Colleges and less than 1% is for one time funding.
  - Increase of 200 million dollars to fund retention and enrollment strategies which is important due to enrollment dropped about 16% system wide and around 24% for SBCCD.
  - Decrease of 213 million dollars to the deferred maintenance.
  - 5% for enrollment growth.
    - Stephanie asked if these funds would be distributed between instructional and student services and if Tenille knew the breakdown. Tenille stated that they do not have the breakdown yet and will have more information after the May revise.
    - Romana asked how they will be distributed to SBVC. This will need to be determined by this committee and at College Council. Tenille stated that the conversion has not happened yet. This committee can start discussing it at the next committee.
  - 8.13% Cola proposed to help with the increased operating costs and the cost of living.
    - Due to the state’s deficit of 22.5 billion dollars, this is expected to be significantly lower.
  - Reiterates the permanent hold harmless funding to be set at the 24/25 funding level.
    - SBCCD will still be held harmless for FY 24/25 and the rest level will not be lower than the 18/19 levels or it will be based on our current average over the last three years.
      - Romana asked if your FTES are higher now than 18/19. Tenille to get that information to bring it back to the next meeting.
      - SBCCD goal growth for FY 23 is 5.3% and 4% for FY 24, 3% for FY 25 and 1% each FY after.
  - Romana asked what the split between CHC and SBVC is. Tenille stated it is around 31% for CHC and 69% for SBVC.
- **Science Position Funding:** John Stanskas explained why the position of a STEM/MESA Administrative Assistant II is needed.
  - This position will be funded with ½ MESA grant funds and ½ general funds. which the department has identified within the MESA general fund budget.
  - Joel asked when the position be hired. John stated they would like to start the hiring process as soon as possible.
  - This position is being brought to this committee so they can make a recommendation to the College Council on the general fund portion of the budget since it did not go through the needs assessment process.

## SBVC Budget Committee Meeting Minutes – February 15, 2023

- Motion to approve 50% of position from general funds:
  - 1st: S. Lewis
  - 2nd: V. Thomas
  - 8 responses
  - Ayes: 7 votes
  - Nays: 0 Votes
  - Abstain: 1 Vote
  - Motion passes

### • Discussion and Questions

- Romana asked Tenille if SBVC would have the Book Plus Program for Students in fiscal year 24. As of right now SBVC does not have any plans to renew for fiscal year 24.
- The committee introduced themselves.
- Romana encouraged this committee to attend the District Budget Committee, which is tomorrow, and she will send Karol the link to send to this committee.
  - One of her frustrations with the District Budget Committee is that even though it is an advisory committee, she is constantly being told if she has questions, they need to be discussed at the college budget meetings. She never sees an opportunity to discuss things at this committee and is wondering when this will happen.
    - Tenille needs to know the questions or have the list so it can be added to the agenda.
- Romana asked what this committee's role is in the development budget for the campus.
  - It seems to her that both the District Budget Committee and this committee are just there to receive information and not really to discuss, advisor or make any recommendations.
    - Tenille stated that this committee is not an advisory committee. Each department is responsible for completing their budgets. This committee does not advise the departments on how to develop their budget.
    - Romana asked who decides how much each department gets.
      - Historically the budgets have been based on the previous year's budget.
        - Stephanie stated, as a dean, she discusses each department's budget with the chair, and they know if they need to ask for positions or budget items in the needs assessment if they know their budgets and departments.
  - Romana feels like a lot of what this committee does can be done over email if we're just looking at the budget and saying, okay, this is an informational item. She always thought that this committee had some teeth to it.
    - Joel felt the same way and asked if there is formula for the funding divisions.
      - Tenille said there is not one and she assumes that the budgets were initially funded based on the program needs.
  - Tenille reviewed the current charge with the committee and also posted a link to it in the chat and asked if this committee thinks that they need to implement some practices to help better align with the charge so items can be added to the agenda to discuss.



## SBVC Budget Committee Meeting Minutes – February 15, 2023

- Romana would like bullets, go line by line, and see how it aligns with the District Budget Committee.
- **Adjourned: 12:03 p.m.**



## Budget Committee

### AGENDA

April 19, 2023  
11:00 A.M. ■ Zoom Meeting

**Members:**

<b>Tenille Norris – M – Co- Chair</b>	Stephanie Lewis - M	Nelva Ruiz-Martinez - ASG		
<b>Romana Pires – F – Co-Chair</b>	Joel Murphy - F	Vanessa Thomas - M		
Kathy Fonseca - CSEA	Girija Raghavan - CS		Karol Pasillas – SS	

- **Review/Approve Minutes – Approve Minutes for February 15, 2023**
  
- **Old Business**
  - How the funds for the Retention and Outreach Grant Are Spent
  - Growth Enrollment Proposed Funding FY 24 – How will the Funds be Distributed Discussion.
  - FTES Higher in FY 18/19 or Now
  
- **New Business**
  - Change of Agenda and Meeting Format
  - Review Charge – Bullets and Review Line by Line
  - SBCCD Budget Meeting Information
  
- **Discussion/Questions**
  
- **Next Meeting: May 17, 2023**

*San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.*

## SBVC Budget Committee Meeting Minutes – April 19, 2023

Members:

<b>Tenille Norris – M – Co- Chair</b>	X	Stephanie Lewis - M	X	Nelva Ruiz-Martinez - ASG		
<b>Romana Pires – Co-Chair</b>	X	Joel Murphy - F	X	Vanessa Thomas - M		
Kathy Fonseca - CSEA	X	Girija Raghavan – CS	X		Karol Pasillas - SS	X

- **Review Minutes:** Approved the minutes for February 15, 2023.  
 Motion to approve 2-15-23 minutes:  
 1st: R. Pires  
 2nd: G. Raghavan  
 6 responses  
 Ayes: 6 votes  
 Nays: 0 Votes  
 Abstain: 0 Vote  
 Motion passes
  
- **Old Business:**
  - **How Funds for the Retention & Outreach Grant are Spent:** This is a new allocation for FY 23 and Tenille asked the Outreach Department how they are using the funds. They have used the funds to sponsor Senior Day, New Student Day, Black Excellence and for food and promotions to pass out at these events to students. The funds are also used for over time and instructional pay for the faculty and staff that are working on those events after hours, items such as easy ups, tablecloths, print material and other items that SBVC may not have here in facilities needed for events and they purchased an outreach van.
    - Tenille to send out bullet point email to the committee.
    - Romana asked who manages the grant funding and Tenille stated that it was Sharaf Williams. She asked if faculty can be included in some of this funding in order to purchase items like promotional items or food to reward their students.
      - Joel stated there may be restrictions on food for the classroom.
      - Tenille to follow up on this question and bring it to the SBVC interim president.
    - Romana stated that faculty get newsletters and it states the CA Legislature has the right take funds away from colleges if they do not meet their enrollment goal. As of right now CHC is under their enrollment goal and SBVC is trying to make up those FTEs that CHC is under.
    - Tenille emailed the committee the Quarterly Budget Reports to review. Romana stated some faculty and staff do not believe some of these funds exist.
      - Joel commented that this committee needs to pass this information on to their divisions at least about the new funding formula. Tenille stated this funding formula is being used now and has been used since 2019.

## SBVC Budget Committee Meeting Minutes – April 19, 2023

- **FTES Higher in FY 18/19 or Now:** FY 18/19 FTEs were 10,468 and FY 22 the FTES were 8,493. Our FTES goal for FY 23 is 9,002 and we are on track to meet this goal. For FY 24 we want to be at 10,000 FTES in order to be considered a mid-size college.
  - Stephanie thought our goal was 9,300 but per Tenille this is our goal in order to make up CHC deficit.
    - To help with this goal, SBVC is looking at purchasing additional FTES from the Police Academy which is part of the Instructional Service Agreement with them.
  - The discussion about when classes should start, end and short-term classes needs to be brought up with their deans and the VIP.
  - The committee brought up the issue with the district calendars not being approved and sent out in a timely manner to help with scheduling.
- **Growth Enrollment Proposed Funding FY -24 – How will the Funds be Distributed:** These funds are part of the Unrestricted General Base Allocation. Tenille resent the Fiscal Services Update - FY 2023-24 State Budget and highlighted the area where these funds are part of.
  - Tenille to share at the next meeting the presentation given by Larry Strong at the District Wide Enrollment Management Committee about the Student Center Funding Formula.
- **New Business:**
  - **SBCCD Budget Meetings:** Tenille shared with the committee the Districtwide Support Operations Expense Budget for Unrestricted General Funds Comparative Summary 2022-23 vs. 2023-24 and reviewed with the committee.
    - Categorical and Other Fund Budgets are due by the end of April. As a committee we do not make recommendations to departments regarding their budgets, but we do provide recommendations to the College Council for Urgent Needs and Program Review Funding.
      - Add Program Review Funding to the next agenda.
      - Will review the Governors May Revised Budget if it comes out before our next meeting.
  - **Review Charge:** Romana would like this committee to review the charge in depth.
    - Tenille does not think we need to update the charge, but to review it step by step and better align this committee with the charge.
      - Joel stated that we need to have more direct communication with the College Council because he does not see this happening. Tenille pointed out that this committee has already made one recommendation to College Council with adding a 50% of a new STEM Administrative Assistant II to the general fund and next meeting will be making a recommendation of how funds can be spent in FY 24 for FY 23 Program Review Needs.
      - Tenille thinks campus wide is missing a clear decision-making model and process. This committee does not have written procedures or policies on how our campus budget is developed and thinks this is a good place to start the reviewing the processes.



## SBVC Budget Committee Meeting Minutes – April 19, 2023

- Karol and Tenille to work on a document that shows what is already being done and share it with the committee.
  - Committee members need to speak up individually about items brought to this committee for recommendation.
    - Romana stated this happens with we do not have written structures and frameworks in place.
  - Tenille suggested this committee create a document that outlines our budget development process as campus and to establish guidelines that are general for different budget scenarios since Joel and Romana both brought up the budgets change all the time.
  - Kathy thought it would be a good idea to share this document so this committee can collaborate.
- **Change of the Agenda and Meeting Format:** The committee decided to keep the format that is currently being used.
- **Discussion and Questions: None**
  - **Adjourned: 12:04 p.m.**



## Budget Committee

### AGENDA

May 17, 2023  
11:00 A.M. ■ Zoom Meeting

**Members:**

<b>Tenille Norris - M - Co- Chair</b>	Stephanie Lewis - M	Nelva Ruiz-Martinez - ASG		
<b>Romana Pires - F - Co-Chair</b>	Joel Murphy - F	Vanessa Thomas - M		
Kathy Fonseca - CSEA	Girija Raghavan - CS		Karol Pasillas - SS	

- **Review/Approve Minutes – Approve Minutes for April 19, 2023**
  
- **Old Business**
  - Growth Enrollment - Presentation given by Larry Strong at the District Wide Enrollment Management Committee about the Student Center Funding Formula.
  - Review Charge – Development Budget Process
  
- **New Business**
  - Michael Layne, Director of Development/Foundation
  - Program Review Funding Recommendation
  - Governor’s May Revised (If received before meeting date)
  - District Budget Advisory Committee (DBAC) Recap
  
- **Discussion/Questions**
  
- **Next Meeting: Aug 16, 2023?**

*San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.*

## SBVC Budget Committee Meeting Minutes – May 17, 2023

Members:

Tenille Norris – M – Co- Chair	X	Stephanie Lewis - M	X	Nelva Ruiz-Martinez - ASG			
Romana Pires – Co-Chair	X	Joel Murphy - F	X	Vanessa Thomas - M	X	Michael Layne - G	X
Kathy Fonseca - CSEA	X	Girija Raghavan – CS	X			Karol Pasillas - SS	X

- **Review Minutes:** Approved the minutes for April 19, 2023.  
 Motion to approve 4-19-23 minutes:  
 1st: G. Raghavan  
 2nd: R. Pires  
 7 responses  
 Ayes: 7 votes  
 Nays: 0 Votes  
 Abstain: 0 Vote  
 Motion passes
  
- **Old Business:**
  - **Growth Enrollment - Presentation given by Larry Strong at the District Wide Enrollment Management Committee about the Student Center Funding Formula:** Was emailed out the committee and if they have any questions to email Tenille.
  
  - **Review Charge – Development Budget Process:** Tenille asked the committee to review and provide feedback to her.
  
- **New Business:**
  - **Michael Layne, Director of Development/Foundation:** Michael shared a presentation with the committee on why he is asking for funds for three positions.
    - He stated that one of these positions would help the foundation bring in additional funds and in around five years, he is hoping the funds collected will be enough to fund these three positions.
    - He did ask for these positions on the 2021 Program Review and the Administrative Support was number two on the list, but not in 2022. Will asked for them again in Program Review 2023.
      - Ramona had an issue with this request since these are new positions and were not put through the 2022 Program Review and that that he should be resubmitting every year.
        - Stephanie stated that for some instances you are not going to go through Program Review like categorical funded positions and based on decisions and things that happen. Decisions have to be made about what is important for our long-term growth and viability, and in this particular case for the foundation. When you compare us to other institutions of this size, having support for a foundation is imperative.

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- She also thinks that sometimes as a campus, we use our processes as a cover, and not make the hard decisions about what really needs to happen to move forward and to progress.
- Romana and Stephanie both asked what happened to the Secretary II funds when the position was reclassified to a Development Coordinator. Tenille informed the committee there were no funds left because when a position is reclassified, it is not creating a new position, it is just taking the existing position, and properly aligning it with the duties that are being done.
- Joel asked if a part-time would work for the position for the Administrative Assistant. Michael said he is willing to take whatever can be done, but really needs a full-time position.
  - He also brought up that we approved the position for STEM. Tenille stated that this position was 50% from restricted funds and the 50% from the general funds was being funded from funds in their STEM general funds and they were not asking for any additional general funds.
- The committee made a motion for Michael to work with Tenille and HR to see if there are others funds available and to see if there is an alternative solution and that he needs to submit the positions to Program Review. Tenille will share this with Michael and at the next College Council meeting in the fall.
  - 1st: R. Pires
  - 2nd: S. Lewis
  - 7 responses
  - Ayes: 7 votes
  - Nays: 0 Votes
  - Abstain: 0 Vote
  - Motion passes
- **Program Review Funding Recommendation:** Tenille informed that committee about the funds that are available for 2023 and recommended to use 564 thousand of the 1.1 million dollars available. The rest of the funds are to be used for campus emergencies. Tenille will send copy of 2023 Program Review lists to the committee.
  - Stephanie was worried that 500 thousand would not be enough for campus emergencies. Tenille stated that we can also request funds from SBVC Fund Balance if needed.
    - 1st: S. Lewis
    - 2nd: R. Pires
    - 7 responses
    - Ayes: 7 votes
    - Nays: 0 Votes
    - Abstain: 0 Vote
    - Motion passes

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- **Governor’s May Revised:** The committee reviewed the email that was sent out to the campus by Jose Torres, Executive Vice Chancellor about the changes to the Fiscal Year 23-24 budget.
  - Tenille heard that HR and Fiscal were in talks to establish a formula that could be used regardless of what the cola is that could always be used to provide a salary and benefit increases. Will share the information on this with the committee when more comes out.
  - Joel asked how much funds are going to be lost due to promising books to students for fall. Romana stated that this was in an email sent out by Jose and Tenille to see if she could find the email to resend to the committee.
  
- **Discussion and Questions: None**
  
- **Next Meeting: Aug 16, 2023**
  
- **Adjourned: 12:03 p.m.**