



SJECCD DISTRICT BUDGET COMMITTEE MEETING MINUTES

December 17, 2020

1:30-3:00 p.m.

Via Zoom

Committee Members Present:

Jonathan Camacho
Joseph Chesmore
Jorge Escobar
Frank Espinoza
Fabio Gonzalez
Chris Hawken
Dan Hawkins
Lisa Hays
Deanna Herrera
Philip Hu
Alejandro Lopez
Andrea Lopez
Bianca Lopez
Joe Lugo, Jr.
Carlos Marques
Garry Johnson
Jose Luis Pacheco
Steve Mentor
Randy Pratt
Lena Tran

Committee Members Absent:

Andrea Alexander
Eugenio Canoy
Brandon Yanari

Other Attendees:

Jennifer Le
Manuela Kolpin
Marilyn Morikang
Kathy Tran

Recorder:

Joy Pace

Call to Order

Mr. Jorge Escobar, Vice Chancellor, Administrative Services, called the meeting to order at 1:30 p.m. when a quorum of members was reached.

Approval of the December 17, 2020, Meeting Agenda

M/S/C (Jose Luis Pacheco/Joe Lugo, Jr.) to approve the agenda as amended. Mr. Escobar added a new item as number 4 - Self Evaluation of District Budget Committee.

Approval of the October 22, 2020, Meeting Minutes

M/S/C (Deanna Herrera/Joe Lugo, Jr.) to approve the meeting minutes as submitted.

The committee unanimously approved the meeting minutes as submitted.

Self Evaluation of District Budget Committee

Mr. Escobar proposed focusing on two or three goals/objectives for the year as part of the self-evaluation process. Two that come to mind are the RAM and an automated budget report process.

Mr. Escobar provided his three goals for the committee as follows:

- Implement RAM
- Refine Quarterly Reports
- Review BP/AP Modifications

Ms. Andrea Lopez, Classified Staff President, requested that Mr. Escobar show the goals in writing. Mr. Escobar submitted his goals on the Zoom chat.

Dr. Fabio Gonzalez, Academic Senate member, inquired about the meaning of "refine." Mr. Escobar answered the reports will now be electronic using PowerBI, and he's asking his team to refine those reports. Ms. Lopez asked how the District Budget Committee (DBC) would be involved in the implementation of RAM since this work is being done by the subgroups. Mr. Escobar stated the work of those groups would interface with the DBC; otherwise, there is no reason for this committee. The RAM working groups have to come back to this group for validation. It's the same way with the great work done by the BP/AP committee as that work would also need to come back to the DBC.

Mr. Escobar stated the three goals are about what the group would be doing, and he will be working on the "how." Mr. Frank Espinoza, District Academic Senate President, stated the three goals are very broad. It would be helpful for him if there was a main goal for the remainder of the year. It could be a task for this group to set a timeline for each of the three goals. The RAM will be completed in March, but he was not aware of the other timelines; and the review of board policies is an ongoing process. Mr. Escobar stated that the DBC has to be self-evaluated. He's just proposing these areas. The original charge of the DBC is already posted on the district website. That section lists the role/responsibilities of this group. For BP/APs when the policy committee makes recommendations, the feedback from this group will be important to that work. It's about the effort of this committee and how we get where we want to be.

Ms. Lopez stated the committee is not actually doing the work so she's not sure we can evaluate the three goals.

Mr. Escobar reviewed the committee charge, and stated the self-evaluation is about how we are doing that work. He's just proposing the focus be on the three areas. He knows he should've had this discussion three months ago, but it got delayed due to other priorities.

Mr. Escobar introduced Mr. Joseph Chesmore, the new Executive Director of Fiscal Services. Mr. Chesmore stated he did auditing for K-12 over four years. He became Director of Fiscal Services at

West Hills Community College. He managed over 23 people from closing the books to everyday operations.

Mr. Garry Johnson, EVC Academic Senate, stated the goals are very broad; and more effective goals would have some kind of timeline which should be measureable.

Mr. Escobar stated that if we could agree on those three items, we can come back in January to determine how we're going to make them sustainable. Next year we can then start with something solid.

Ms. Lopez stated that the group needs a little more time to review so they can come back and make them more achievable. She suggested sending them out so people can provide their input.

Mr. Joe Lugo, SJCC Classified Staff, complimented Mr. Escobar for providing his quarterly report at the end of the meeting. He reported that at the last board meeting, new Trustee Bob Livengood complimented Mr. Escobar that the quarterly report was the best one he has ever seen! Mr. Escobar stated what we delivered was what we developed as a group. The Board of Trustees has played a role in sharing what they would like to see in the budget report, which helped us in modifying its contents.

Mr. Frank Espinoza, District Academic Senate President, expressed support for the three areas with the expectation that we would receive more information about how we're going to move forward on them.

Q-1 Report

Mr. Escobar reported that the Board of Trustees were seeing these reports for many years in a manual form. We decided that these should be readily available via new technology for everyone. Everyone should be able to play with the numbers as they want; it's about transparency to allow everyone to see the expenses in all categories. He thanked everyone who has been engaged in the development of this report, including Deanna Herrera and Manuela Kolpin. Sergio Oklander has also helped us with the PowerBI reports. Everyone on this committee will be sent a link for your credentials. You can enjoy the report and provide feedback on anything else you would like to see.

Ms. Deanna Herrera, Interim District Controller, thanked Jennifer Le for working with her to build this report. Last year former Executive Director Linda Wilczweski made edits to the report, but it was still done manually. Most of the report is automated, but we're still working with the Ferrilli Group to make other reports manual as well. We also have to connect Analytic to PowerBI. Right now we recognize the report isn't 100% where it should be as far as formatting. She asked the group to provide any input as to how we could better prepare the report to make it more readable.

Mr. Pacheco stated the Board had a lot of interest in the data point. It's now at the end of the report, and he recommended moving it towards the front. Ms. Herrera stated we can just move that page up.

Mr. Escobar stated there is a sequence as to how we do the presentation. But we can improve this report. He informed everyone that all the tabs were manually updated. All this work was being typed by staff at the campuses and District Office.

Dr. Fabio Gonzales stated that five years ago he did a study and took five years of the budget reports to review how we spent money on salaries and how we address equity and, specifically, the main initiatives the district wants to move. We did analysis on how the district goals were funded. He needs to find those documents. There are experts in the field who can do that work and break down the budget to do a full analysis. Mr. Escobar stated he'd be really interested in seeing that good work. The Board is interesting in seeing how much money we're using towards achieving the ends policies. The first thing is to have the data that is actionable.

Update on PowerBI report and fiscal metrics

Mr. Escobar shared a PowerBI metrics report. As part of the pandemic, he's been reporting to the Board and administration on how busy the teams have been. He's been collecting metrics for financial aid, payroll, warrants issued and other items. There is a better way of compiling this information other than excel spreadsheets. We can see who is originating work and how many transactions and invoices are being processed. He's trying to facilitate data so people can reach conclusions on that data. He wants to have a website where this can be located, similar to what's in place for Transparent California. He will provide more information on this item soon.

311 Report

Mr. Escobar stated this is a compliance report produced manually and submitted to the Board for information once a year. It's difficult to get the different data and format it; but the report reflects much detail on fiscal matters. If you have any questions on our report, let us know. Mr. Chesmore stated the auditors have reviewed this report and blessed it.

Chapter 6 BP/AP

Mr. Escobar reported that BP/APs go through cyclical reviews as well as legal updates that need to take place. Through that process, in 2019 he was tasked to go through a review of Chapter 6. We updated those in record time. They went through the process; and at the second reading by the Board, there were questions. That provided us time to reflect. He wanted to immediately go back to the Board and explain, but Andrea Lopez and Frank Espinoza recommended a different course of action. We're now pulling those particular items and go through the review cycle again before we submit them to the Board once again. He values everyone's opinion; and if anyone sees him make a mistake, please share that with him.

Mr. Espinoza thanked Mr. Escobar for listening to Andrea and him. Those BP/APs will be even stronger when it gets back to the Board. Ms. Lopez stated the committee will be reviewing these again when they meet in January and will also add the equity language. Mr. Escobar stated one of the "asks" is that the District Budget Committee should read Chapter 6 at least once. We have tools for us to move forward. We will come back to you to ask how we can add the equity language. The policy committee will do the refinement.

Mr. Escobar asked Ms. Pace to send the BP/APs that we submitted to the Board for the second reading.

Update on Concur Implementation

Mr. Escobar stated that we have been known for being an organization that was proud of requiring seven signatures to pay out \$5.00. The pandemic has caused us to become more efficient. He has pushed through an expense management system. We have started to implement Concur, an industry standard platform. When we implement it, when a manager wants to submit a request for payment to a vendor, we don't have to get all those signatures. Eventually, all vendors will be receiving electronic payments. The platform will serve as a place to process travel expenditures. Everyone will be able to submit the receipts on line.

Ms. Herrera stated it will be a great implementation and a culture shift. It will force us to look at our processes as they stand now and why we do things the way we do. The auditors will be reviewing our processes. It's a huge task. At the beginning we were excited, but now we see how comprehensive this work is; but the benefits will outweigh the pain.

Mr. Chris Hawken, SJCC Vice President Administrative Services, stated that this will make it an easier flow for people and reduce the paper sent back to the initiators to make corrections. It takes too much time to make a 5 cents change to a report. Mr. Escobar stated he reached out to the Classified Staff leaders Andrea Lopez and Bianca Lopez, and he appreciates their involvement with the implementation. He thanked them for volunteering to help out.

Mr. Pacheco inquired how this would work with AdobeSign. Mr. Escobar stated they would be two separate processes.

Mr. Escobar stated that by the end of April, we hope to have at least 90% implementation with Concur.

Ms. Herrera stated that in January there will be training, and she would appreciate Vice Presidents Chris Hawken and Andrea Alexander to provide names for that training.

RAM Update from Committee Chairs

Mr. Hawken stated that Ms. Andrea Lopez and Mr. Jose Luis Pacheco are working on a trial run for the budget at each campus and DO. There is apprehension still, but it's about getting the questions on the table. If we work through the example, we'll come up with questions we're not even aware of today.

Ms. Lopez stated that yesterday's meeting was not as efficient as she wanted it to be. We plan to review what the subcommittee will provide to the task force. She's not aware of updates that came from the subcommittees. We shouldn't have met yesterday because we didn't have the information we needed. We are ready to move forward, but we're not getting the feedback we need from the other groups.

Mr. Fabio Gonzalez stated he was really looking forward to the subcommittees. He didn't recall receiving any Outlook meeting invitation. He thought he probably missed the invitations, but he later found out the invitations weren't sent out. The apprehension comes from the lack of trust. If we don't sense the inclusion, we're not going to have trust. People were going to meet to discuss certain items that would be too difficult in a larger group. We all have busy schedules, but not being sent the invitations creates this lack of trust.

Mr. Pacheco concurred with what Mr. Hawken has reported. He reviewed the RAM Operational Taskforce Microsoft Team site. All the files are laid out and very transparent. We should be utilizing that more, and we also have all the recordings accessible. Mr. Escobar thanked Mr. Pacheco for setting up the Team Site. He reported that he had passed on to Mr. Pacheco all the materials he's had since 2016. He requested Mr. Pacheco send a link to DBC members. The Zoom meetings that have been recorded are all found on the site as well.

Mr. Pacheco will work offline to set up an auto-invitation from the Team site. Mr. Escobar stated the co-chairs of the group can send the invitations out to the voting group. An email from Jorge or the group leaders should be sufficient. Mr. Escobar reported he'll be chairing the meeting tomorrow.

Mr. Randy Pratt, EVC Academic Senate President, stated it's a bit disappointing because he's had great confidence in the group. The group was reaching out to the group leaders, and maybe there was just a disconnect. However, it was requested at the RAM meetings. Some of us feel that we don't have that trust built. We shouldn't take it lightly; but we expected those invites.

Mr. Espinoza stated the face he has on now is the face of having his feelings hurt. He thought we were developing the relationships so that we could roll out this RAM with everyone having the opportunity to have their voices heard. It was made very, very clear that every member of RAM would be invited to every subcommittee meeting that was scheduled. There was a conscious decision to exclude people. And that's what he believes. He thanked Mr. Escobar for his willingness to send out the invitation. He

stated he's just a participant but requested that Mr. Hawken and Ms. Alexander send the invitations out to everyone.

Mr. Johnson stated that a lot of us have a historical investment in RAM. He stated that it causes alarms when people are left out by not receiving invitations.

Mr. Hawken expressed his concern that people have felt left out of the process and will ensure that everyone receives the invitations. It wasn't his intention to leave anyone out. He encouraged everyone to email or send him a team message when they have concerns. Dr. Gonzalez thanked Mr. Hawken for his response.

Mr. Escobar stated the importance of everyone holding everyone accountable. Mr. Pacheco stated his willingness to provide a tutorial at the beginning of the year on how to utilize teams.

Adjournment

Mr. Escobar stated the discussion on trust is profound. At times we make mistakes or just are overwhelmed. Some of these oversights are just simple operational mistakes. And sometimes we can just call someone and let them know before things escalate. For 2021 let's continue to be great partners and collaborators. Let's continue to help one another.

Mr. Escobar recognized Ms. Marilyn Morikang and congratulated her for moving into a bigger and better role. She's done great work at the college and is a great partner to us. He met with Marilyn when he first joined SJCC, and she was very helpful to him during his transition. She made him the person who he is, and she had kept him grounded. She also attained skills that made her a better person, too.

Ms. Morikang stated she will miss everyone. Mr. Fabio Gonzalez saw something in her and pushed her to come over to the college. The experience she has gained working for SJCC has been incredible. The faculty at SJCC and EVC and the Classified Professionals have taught her so much.

Mr. Escobar thanked her and stated the door is always open.

Everyone wished everyone Happy Holidays and to enjoy the break!

The meeting adjourned at 3:06 p.m.