



SJECCD DISTRICT BUDGET COMMITTEE MEETING MINUTES

September 26, 2019
2:00-3:30 p.m.
DO – CR-112

Committee Members Present:

Jonathan Camacho
Eugenio Canoy
Jesus Covarrubias
Jorge Escobar
Chris Frazier
Dan Hawkins
Joe Lugo, Jr.
Carlos Marques
Marilyn Morikang
Randy Pratt
Linda Wilczewski

Committee Members Absent:

Andrea Alexander
Paul Fong
Robert Gutierrez
Alejandro Lopez
Andrea Lopez
Breyana Parker

Other Attendees:

Charles Heimler
Jennifer Le
Kathy Tran

Recorder:

Joy Pace

Call to Order

Mr. Jorge Escobar, Vice Chancellor, Administrative Services, Interim, called the meeting to order at 3:40 p.m. when a quorum of members was reached.

Approval of the September 26, 2019, Meeting Agenda

M/S/C (Jonathan Camacho/Randy Pratt) to approve the agenda as submitted.

Approval of the August 29, 2019, Meeting Minutes

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

Improvements and Adaptation to the Budget Reports and Periodic Updates

Mr. Escobar stated the agenda item has been a subject of discussion for a long time. The budget report is reviewed five times a year; and, due to the frequency, it's a nightmare to produce. The biggest group impacted by this work is the Classified Professional staff. Also of concern is the fact that these frequent reports may not be providing enough critical data for informed decisions departments are required to make. In the past, he's heard comments that no one is allowed to change these reports; however, we should take into consideration the many hours required to compile these reports. At this meeting, he would like to further explore and get recommendations from DC members as to how to produce the data in a more systematic and effective way. What critical data needs to be maintained in the new document/tool we can use that would allow everyone to see the trends and variances?

We should also consider there is no way the auditors would continue to give us clean audits without clear numbers. It becomes difficult for us to think about redoing this report. Yet, a lot of this information is contained in ERP and Colleague; and there is probably a method of producing reports faster. Mr. Escobar stated he began looking into the budget reports while he was Vice President of Administrative Services at SJCC working with Ms. Marilyn Morikang, who was Administrative Services Supervisor at the time. The Finance Committee was involved in the selection of the report tool. We have to improve our process through utilizing the same tool.

Ms. Linda Wilczewski, Executive Director, Administrative Services, Interim, discussed the ability to create a report from the system. She showed the current Adopted Budget Excel spreadsheet, with all the various tabs, and how the information is contained in Excel format.

Mr. Chris Frazier, SJCC Academic Senate, supported the initiative of simplifying the budget reports. He stated that whatever changes were made to the report format, the district would continue to be transparent with the numbers. In 2001 the budget report was presented on a single sheet using an overhead projector. That was all the union received, and it was hard to proceed with negotiations without knowing the totality of the budget. So even though the current budget report is cumbersome, it is such a relief to know to the line what is represented in the budget. It's important for us to review how the report is being presented; and five times a year is a lot to do full reports. Some of the items in the report could be simplified, but there is still a need for full transparency of the numbers.

Mr. Escobar thanked Mr. Frazier for providing that background. He stated we are not in the same place the district was years ago, but we want to sustain the district that exists today. All the information anyone needs is readily available in the systems if we want to drill down and find specific line items. But throughout the years we developed a monster; and it's not just the District Office staff that is overburdened by the report, it's everyone at the colleges as well. We have staff manually typing information into Colleague. We want to make sure the production of the report is automated to the extent possible.

Ms. Wilczewski showed the Transfer In and Out Worksheet and demonstrated how to navigate through that report. She showed an example of how an individual could run a report in ODS to see a trend, something that is not readily available in Colleague. She also showed some examples of typical reports that could also be used.

Mr. Frazier stated the reports generate the discussion. If some people are using a database and yet want to know why the numbers look terrible compared to last year's numbers, it's hard to do that using the existing process.

Mr. Escobar stated he wanted direction from DC members as to which pages to keep. We want to have a graphic report that will add value to our discussions. He also plans to keep the narrative sheets which currently explains what the numbers mean and the trends.

Mr. Jesus Covarrubias, DO Academic Senate President, stated that a narrative of the variances would be helpful, including a projection of where we are going to end up.

Mr. Escobar stated that every day there are budget transfers. Each college processes about 3-4K budget transfers a year. It impacts not just one budget line but multiple lines. All that information is processed manually, and this is happening throughout the district.

Ms. Wilczewski discussed the impact of moving from Tentative Budget to Adopted Budget followed by the 1st quarter report. Mr. Dan Hawkins, CSEA representative, stated that this committee has already discussed eliminating the 1st and 3rd quarter reports. He supported having a 2nd quarter, mid-year report along with the Tentative and Adopted budgets. Ms. Wilczewski stated that maybe we can do operational reports during the 1st and 3rd quarter timeframes.

Mr. Randy Pratt, EVC Academic Senate President, expressed his appreciation for the discussion and stated the importance of having unencumbered reports that show how funds are being used in the district. He appreciated all the work being done to make the reports more efficient.

Mr. Joe Lugo, Jr., CSEA President, supported making the reports easier to read.

Mr. Escobar emphasized that viewing the reports through the system would allow users to access all the information and drill into the details.

Mr. Escobar introduced Mr. Charles Heimler, who attended the meeting as a guest. Mr. Heimler stated that as a member of the campus finance committee, he supported a minimum number of reports. If we just reduced the reports to what the state is requiring, we can then spend more time analyzing the numbers that show trends. We could then do more forecasting at the department level.

Messrs. Camacho and Hawkins discussed how MyWeb provides real-time access to information.

Ms. Wilczewski stated that once we determine as a group what we would like to see, we can have that report created in CROA. Mr. Escobar agreed that frequency, real time, trend analysis, write ups and narratives, and reducing hours of production, could all be achieved through creating new report templates in CROA. As we implement the RAM, it's going to facilitate a real understanding of the budgets, especially in analyzing the categorical, rentals and other revenue reports.

Mr. Escobar stated that at the next meeting, DC members will see some drafts of what other districts are doing. We can then go through an approval process to determine how we want to move forward. The narratives and transmittal letters are very helpful in analyzing the numbers, and the plan is to continue with those.

The meeting adjourned at 3:04 p.m.