

DISTRICT BUDGET COMMITTEE
MEETING MINUTES

Thursday, September 1, 2022 · 1:30 – 3:00 PM

San Jose City College
2100 Moorpark Ave., L114
San Jose, CA 95128

[Zoom Link](#)

ADMINISTRATORS

CHAIR

Jorge Escobar

BUSINESS OFFICERS (4)

Andrea Alexander, EVC
Christopher Hawken, SJCC
Joseph Chesmore, DO
Vacant, DO

MSC (2)

J. Edward Stevenson, SJCC
Jonathan Camacho, DO
Victoria Menzies, SJCC

STUDENTS (2)

Ayan Dalmar, EVC
Leif Benson, SJCC

FACULTY

ACADEMIC SENATE – EVC (2)

Lisa Hays
Garry Johnson

ACADEMIC SENATE – SJCC (2)

Fabio Gonzalez
Judith Bell

ACADEMIC SENATE – DISTRICT (1)

Emily (Phuong) Banh

AFT 6157 (2)

Steven Mentor
Philip Hu

(Attendance in color.)

CLASSIFIED

CSEA 363 (4)

Brandon Yanari
Dan Hawkins
Joe Lugo, Jr.
José Luis Pacheco

CLASSIFIED SENATE - SJCC (2)

Yesenia Ramirez
Claudia Amador

CLASSIFIED SENATE – EVC (2)

Sarai Minjares
Abeer Abdel Halim

Guests:

Jennifer Le Diep
Mark Hua
Priscilla Louangrath
Kathy Tran
Hong Yan

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|---------------|---|-----------------|--------------------|
| 1.) 1:30PM | Call to Order
Vice Chancellor (VC) Jorge Escobar called the meeting to order at 1:30pm. | Jorge Escobar | ACTION |
| 2.) 1:30-1:35 | Approval of September 1, 2022 Meeting Agenda
M/S/C (Leif Benson/Claudia Amador) To approve the September 1, 2022 meeting agenda. | Jorge Escobar | ACTION |
| 3.) 1:35-1:40 | Approval of May 19, 2022 Meeting Minutes
M/S/C (Joseph Chesmore/Yesenia Ramirez) To approve the May 19, 2022 meeting minutes. | Jorge Escobar | ACTION |
| 4.) 1:40-2:40 | FY 2022-23 Adopted Budget Report
VC Escobar recognized the work that goes into the preparation of the Adopted Budget report. The books need to be closed prior to the Adopted Budget being prepared. | Joseph Chesmore | INFORMATION |

Executive Director Joseph Chesmore congratulated the campuses for their work. This is the first time they did not

create the budget in Excel; it was done in Analytic, which tabulates it instantly.

Supervisor Jonathan Camacho, Director Chesmore and Hong Yang reviewed the Adopted Budget report for the committee. This report will go to the Board of Trustees on September 13. In order to have an adopted budget, the books need to be closed to have a true ending fund balance for the previous fiscal year.

Fund 14 - Director Victoria Menzies asked how the ending fund balance is used. Director Chesmore replied it could be used for operations. VC Escobar stated it should be used for supporting students.

Fund 15 - The combined ending fund balance for both colleges is almost \$3M, non-restricted funds. It is important to highlight it is unrestricted and can be used to pay for anything, and it is continuously growing. VP Andrea Alexander pointed out that EVC uses it on facilities; this is their process. Director Menzies commented SJCC uses it on facilities, repair, and maintenance.

Fund 17 – Director Menzies pointed out these are restricted funds. Director Chesmore thanked both campuses, and Directors Menzies and Tran, for their hard work; this is a huge, complex fund.

Fund 18 – VP Alexander highlighted EVC has supplemented this fund from HEERF funds because of lost revenue. Increasing the student health fee does not increase their revenue.

Endowment fund receives interest and is managed by the county. Director Menzies asked if they provide an estimate on the municipal bonds' yield.

VC Escobar highlighted the colleges are doing great work under AVC Terrance DeGray. The buildings shown represent \$4M. They are making sure to time the building projects and manage cash flow.

Fund 71 – Director Chesmore pointed out this is a new fund. ASG can run reports, charts, etc., through Power BI. Director Menzies pointed out the campuses do not have access to Power BI. Director Chesmore explained the next step is to release Power BI to everyone. Information is provided by the college Business Services offices; the primary system used is QuickBooks.

Fund 48 – There was a new emergency financial assistance grant awarded to each campus for \$861,148.

Fund 75 – The OPEB trust lost money. Hopefully, there will be a positive unrealized appreciation in the next year.

Fund 19 – This is a new fund approved by the Board of Trustees for the East Side San Jose Expansion.

Director Menzies asked about the RAM.

VP Alexander requested this meeting be held on Zoom in the first two weeks of the semester when it is hard for them to leave their campuses.

Director Tran pointed out restrictions on general fund for carryover funds based on the State Chancellor's office.

Academic salaries increased 5.4% over last year's Adopted Budget; Classified salaries increased 3.3% over last year's Adopted Budget.

Employee benefits - PERS increased by 2.46%, and is projected to increase year over year. STRS increased by 2.18% over last year's Adopted Budget. Workers' compensation slightly decreased. Kaiser and Blue Cross increased.

This year's actuals is \$3.7M surplus. The tax data point is 4.67%. The predicted surplus amount is \$1.4M.

Director Tran asked for clarification on the funds and if they can be separated. Director Chesmore confirmed he will update the formatting for Fund 10 and Fund 96.

VC Escobar asked for suggestions or questions on the Adopted Budget report as we have four days to complete this and meet all deadlines prior to the Board meeting.

Dr. Menzies acknowledged the new process with Analytic.

- 5.) 2:40-2:55 FY 2021-22 Audit Report – Update
VC Escobar shared that the Board Audit subcommittee recently met and the audit reports came back clean. He thanked Director Chesmore for his hard work and ensuring there were no issues with the audit reports.

Joseph Chesmore INFORMATION

- 6.) 2:55-2:59 Future Agenda Items
- a) Foundation: the structure, fund structure, supporting evidence (Yesenia Ramirez)
 - a. VC Escobar suggested the Chancellor would be the best person to discuss this.
 - b) OPEB: orientation/training (VP Hawken, VP Alexander)
 - c) Status on campus food services (Jose Luis Pacheco)
 - d) Final review of updated Chapter 6 revisions (Jorge Escobar)
 - e) Annual Committee Evaluation survey results (Amber Machamer)
- 7.) 3:00PM Adjournment
(Jorge Escobar/Yesenia Ramirez) The meeting adjourned at 2:59pm.

Jorge Escobar **ACTION**

Minutes submitted by Shana Carter.