



COLLEGE BUDGET COMMITTEE MINUTES 2023-2024

Evergreen Valley College



LISA HAYS, CHAIR
Evergreen Valley College

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Evergreen Valley College
College Budget Committee Minutes
August 30, 2023
3:00 – 4:00 p.m.
Zoom

Membership

Table with 2 columns: Membership Category and Members. Rows include Classified (4), Students (3), Faculty (8), Management (4), Ex Officio, and Guest.

Call to Order at 3:06 PM

- I. Agenda
A. Grace moved to approve the agenda, Judi second. Agenda approved unanimously.
II. Minutes
A. Art moved to approve the minutes from May 24, Sam second. Minutes approved unanimously.
III. Public comments
A. Antoinette – Students’ instructional needs are not being met without the fund 17 money being funded. MSE had to order supplies for students to begin the semester with science experiments. However, those departments are “in the hole” with \$0 in fund 17.
B. Judi – Library has made commitments for databases and are not able to pay with fund 17 having \$0.
C. Bianca – SHAAPE Instructional supplies were not ordered this summer because the fund 17 has \$0 balance.
D. Vera - Will the fact that discretionary budgets have been slashed by 50% across the board be addressed? It’s extremely upsetting that this happened, just out of the blue like that (particularly when it was our understanding that this year’s budgets would be the same as last year’s while the process was ironed out). Additionally, they have not yet loaded lottery supply accounts, so there is no supply money yet in any of the disciplines. Typically, those are loaded in late July or early August.
IV. Recognitions and Announcements – Daily welcome events for students, biology museum was open on Monday and Tuesday. Observatory event upcoming on Friday Sep 8 to celebrate 20th anniversary.
V. Reports – none
VI. Information/Discussion Items

- A. Late Summer Update – Andrea Alexander
 - i. Tentative budget as of today
 - 1. It changes and is only a projection
 - 2. All accounts are zeroed out at the end of the fiscal year
 - ii. District budget
 - 1. \$156.8M total
 - a. District Office and District Wide budget of \$46.7M to pay 58% in salaries, 42% discretionary.
 - b. EVC \$54.7M to pay 97% salaries, 3% discretionary
 - c. SJCC \$54.1M to pay 97% salaries, 3% discretionary
 - d. Milpitas \$1.3M to pay 83% salaries, 17% discretionary
 - e. Expected that salaries at EVC will be 98% salaries.
 - 2. Negotiations with AFT, CSEA and MSC are not finalized so have to approximate.
 - a. Budget will change up until December.
 - iii. District and State cuts that affect EVC budget
 - 1. Discretionary funds have not increased in the past 10 years although salaries have increased 41% for all employees
 - 2. District did not allow college to carryover funds
 - a. Examples: Fund 17 and HEERF
 - b. Any not spent by EVC went back to District
 - 3. State cut \$300K funds for instructional supplies and equipment
 - 4. State funds for preventative maintenance also cut by \$250K
 - iv. CBC Influence: we make recommendations to college council
 - 1. May 2023, recommendation to college council was not accepted. President's discretion
 - 2. June 2023, State budget cuts and district cuts
 - 3. July 2023, EVC 50% base allocation in fund 10
 - 4. Late July 2023, final property tax data point
 - 5. August 2023, Negotiations not complete
 - 6. Early September, president's budget recommendation
 - 7. Mid-sept, adopted budget at Board of Trustees
 - 8. Oct 2023, EVC final budget loaded
 - a. Legally districts have until Oct 15
 - v. Base Allocation
 - 1. All programs within the fund 10 got 50% base allocation
 - 2. In past 7 years, no department has utilized 50% of the total budget before December of that year
 - 3. 50% is a good start and president approved this amount
 - 4. Everyone should be okay
 - vi. Recommendation to President
 - 1. CBC recommended first 15 departments in ranking receive #1 requests
 - a. Total of \$315K
 - 2. Remaining 50% in fund 10, a balance of \$350K, will not be given to departments that did not use the money in the past.

- a. Will be given to departments that need more.
 - vii. Budget will be uploaded after president's approval and board adoption on Sept 12, 2023
 - viii. HEERF extension
 - 1. For students to get free tuition.
 - 2. Pay student bad debt and scholarships
 - a. \$19M student bad debt for the entire district from 2008-2023.
 - i. \$9M just since January 2023
 - b. At EVC, HEERF will be used to pay off debt from students during 2020-2022.
 - i. Approx \$3M in bad debt during that time
 - 3. Of the \$31M EVC received from HEERF over 3 years, \$20M went into student bank accounts
- B. Lessons learned and feedback for CBC– Andrea Alexander
 - i. Align curriquet with CBC rubric
 - 1. Mirror amount request with details of what is requested
 - 2. Adding mission critical section, why and how
 - 3. Adding manager prioritization into the digital process
 - 4. Academic vs Students (SLO vs SAO) identified to understand percentage distribution
 - ii. Calendar distribution earlier – all documents must be in before Dec holiday break
 - iii. More Student Services representation in the CBC decision making and importance of it
 - iv. CBC starts in February for a completion by April
 - v. 3 minute presentations from authors with guidelines from CBC
- C. Questions for VP – Andrea Alexander
 - i. Bad debt from students
 - 1. We are not an apportionment district (paid by state per student). We are community funded from property taxes.
 - 2. Students still have to pay fees.
 - 3. They sign up for classes, have bill from college, and many don't pay.
 - 4. During COVID the district was less stringent. Didn't send reminder letters or request for payments.
 - 5. District wanted enrollment to increase and didn't want to prevent students from coming.
 - 6. The amount students owed to the college grew.
 - 7. Will start sending invoices to students from Jan 2023.
 - a. Payment plan for students
 - b. Holds so students can't register for spring 2024
 - 8. \$19M from 2008. \$9M from Jan 2023.
 - a. Will ask students now for the \$9M.
 - b. HEERF will pay for the \$3M during 2020-2022.
 - ii. What state funding was cut this year?
 - 1. Instructional supplies and physical plant
 - a. Divided between colleges and district takes a portion

- b. The state is not giving any of it.
 - c. No \$300K for instructional supplies/equipment
 - d. No \$250K physical plant
 - iii. Should we have more members on CBC as College Council?
 - 1. There is more academic representation on CBC than College Council
 - 2. Instead of changing the membership, change CurriQunet so we know which are academic and which are student services request
 - 3. Maybe there should be 2 allocations. One for academic, one for student services.
 - iv. Chemistry has no funds for repairs
 - 1. Vendors won't pay for broken water filter
 - 2. Projector is broken in laboratory and no funds now
 - 3. Emergencies must be covered within the division
 - a. Pivot in how to spend the allocations
 - 4. Funds will not be loaded into budget until Oct 1
 - v. District office/ District wide has 42% discretionary vs colleges at 3%
 - 1. What is discretionary for the district?
 - a. Anything not salary. Consultants, utility bills, database, IT, insurance, police services, parking, funds to OPEB (to pay for medical benefits for retirees)
 - vi. CBC Rubric
 - 1. Next section to be added is how did program use the funds? Can that be done if funds aren't there until Oct 1?
 - 2. CBC might need to change rubric.
 - a. Maybe just ask about first quarter.
 - vii. Changes in fiscal services will hopefully prevent this late funding next May
 - 1. In addition, need 3 year contracts with employees to be finished to have a correct budget
 - viii. Remember this is a tentative budget and it can change.

VII. Adjourn: Liza moved to adjourn the meeting. Art second. Motion passed and meeting was adjourned at 4:07PM



Evergreen Valley College
College Budget Committee **Minutes**
September 13, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia
Students (3)	Klarissa Nguyen
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Poonam Khare, Teck Ky, Lorraine Levy
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Saloshni Chand, Kathy Tran
Guest	Grace Estrada, Thu Nguyen, Antoinette Herrera, Lorena Mata, Angel Fuentes

Call to Order at 3:05 PM

- I. Agenda
 - A. Art moved to approve the agenda, Judi second. Agenda approved unanimously.
- II. Minutes
 - A. Art moved to approve the minutes from Aug 30, Sam second.
 - i. Edit minutes to ending time of 4PM.
 - ii. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements
 - A. Latino Heritage events this month. Kick off Mon Sep 18 with Latinx employee and student mixer. With food!
- V. Reports – none
- VI. Information/Discussion Items
 - A. Required Rubrics from All Members - Lisa
 - i. Discussion
 - 1. It is our duty to finish the rubric.
 - 2. There were over 55 to review.
 - 3. Associate faculty do not get compensated for time spent filling out rubric.
 - 4. This is our one main task on this committee. Pushing forward a new resource allocation process.
 - 5. Our recommendations were rejected by the College Council.
 - 6. Question: what would college council think is enough participation?
 - 7. Classified do not get paid to be on committees unless committee work is during work hours.
 - 8. Need more time to fill out rubrics.

9. The process was new and intensive with a steep learning curve.
 10. We need more CBC training sessions to be efficient with reading and filling out rubrics.
- B. Curriquet – Fahmida
- i. Fahmida is the chair of the Institutional Effectiveness Committee (IEC)
 - ii. Curriquet is editing the program review and annual request
 1. Adding the managers prioritization after pressing launch.
 2. Adding the questions from the college budget committee rubric.
 - a. Authors will answer our questions.
 3. Adding co-contributors.
 4. Less tabs, itemize with dollar amount, less narrative in the budget portion, easier for CBC members to review.
 5. Just changing the format to make it clean for the CBC.
 - iii. Authors should not begin writing the resource request sections until changes are complete.
 1. Requested the Curriquet people finish by end of September.
 - iv. IEC members review two program reviews each year and provide feedback in the rubric.
 - v. Program Review is due Nov 30, 2023.
 1. All program reviews go to IEC.
 2. Then feedback to program before approved by IEC.
 3. Hopefully to CBC by late February.
 - vi. Annual Update Resource Request (AURR) is due Feb 1, 2024
 1. Lisa suggested Nov 30, 2023 to give more time to CBC.
 2. AURR only goes to Fahmida for approval, not the IEC.
 - vii. Question: will there be an update option to the AURR?
 1. No. It will be a new AURR submission each year.
- C. President’s Resource Allocation decisions – Andrea
- i. College Resource Allocation Overall
 1. 50% base allocation to all those in the Fund 10 on 7/1/2023
 - a. If 75% or more spent – receive same allocation as FY22/23 in FY23/24.
 - b. If a program did not spend >75%, they will receive what they spent last year.
 - c. This saves approximately \$30,000 which president will likely use for new classified/faculty positions.
 - i. 25% of programs did not use 75% or more of their Fund 10.
 - d. This will be done every year.
 - i. Need to put in an annual request to ask for more.
 2. President said yes to our recommendation of the top priority for the first 15 ranked programs.
 - a. This is known as the “Supplemental Budget Allocation”.
 - b. Summer delay as waited for deans to supply more details for items requested.
 - c. Chemistry, Supplies, \$30,000

- d. Engineering, Equipment, \$118,500
- e. Art, Supplies, \$4,000
- f. Psychology, Other (models, articles), \$9,267
- g. Mathematics, Equipment, \$2,000
- h. Physics, Technology, \$21,260
- i. Biology, Supplies, \$48,800
- j. English, Supplies, \$2,100
- k. Library, \$0
 - i. ADDITION 9/27/2023
 - ii. College Council 9/25/23
 - 1. \$30,000 Fund 17
- l. Instructional Certified Nursing Assistance, Supplies, \$6,205
- m. Anthropology, Supplies, \$5,000
- n. International Student Program, Other, \$12,500
- o. History, Other, \$17,330

3. Questions

- a. Can we spend the funds on other items that were not in the top priority?
 - i. Allocations not spent on approved items will have to be explained in next request.
 - ii. This could lower your score in the next round of requests.
 - iii. It is up to the CBC to read and decide.
 - iv. The budget manager can move funds. Will have to explain how funds were spent and why not on items that were approved by CBC.
- b. Some amounts are highlighted red. Why?
 - i. The funds are different than request because manager provided updated quotes.
- c. What is the accountability of the funding?
 - i. Every expense has to be signed by the budget manager.
 - ii. The responsibility lies with them.
- d. There is a question on the rubric that asks programs if they spent money on the allocations approved by the CBC.
- e. What you don't spend in the General Fund 10 is now being given to those who requested more and shown that need with a higher score from the CBC.
- f. Library databases subscriptions. Can we move to a calendar year subscription (Jan-Dec where we pay the bills early December)? Bill is due at end of July, need to commit to renewal in mid May. It is now September and we do not have a budget. A calendar year (CY) subscription would allow library to commit to databases in early November and make payment in December. By this time we will know how much funding we have.
 - i. Unlikely able to do this.

- b. 10 years ago we kept 14% in savings
 - c. Now keep 2 months of savings
- v. Revenues
 - 1. Federal revenue of \$2,300
 - 2. State revenue of \$11.6M, similar to last year
 - 3. Local revenue (from property taxes) of \$149.8M
 - a. An increase from last year of \$11.1M
 - 4. GRAND TOTAL REVENUES of \$161.7M
- vi. Expenditures
 - 1. Salaries and benefits ≈ \$131.9M for district, small increase from last year
 - 2. Negotiations are incomplete and no contracts for employees
 - a. “holder” of \$4M for raises in adopted budget
 - 3. Bad debt write off – FY 2023-24 of \$3M
- vii. State Budget
 - 1. Lower revenues, downturn in stock market, slow wage growth, decline in population and therefore income tax withholdings.
 - a. Cut to community colleges in Deferred Maintenance and Enrollment/Retention
- viii. Property tax data point
 - 1. We are a community funded district and majority of our revenues come from property taxes in our neighborhoods
 - a. The district does not receive general apportionment dollars from the State based on Full-Time Equivalent Students (FTES)
 - 2. 8.56% higher than this time last year
 - a. When calculating tentative budget, we assume 3.5% average
 - 3. FY 2022-23 allocated to Gen Fund 10 ≈ \$135M
 - 4. Estimated FY 2023-24 allocated to Gen Fund 10 ≈ \$140M
 - 5. Estimated FY 2024-25 allocated to Gen Fund 10 ≈ \$144M
- ix. PERS and STRS continue to increase
- x. Kaiser and Anthem Blue Cross increase
- xi. Workforce Institute is being dismantled
 - 1. Employees did not lose jobs. They came to campuses.
- xii. Fund 12: Financial Stability Fund
 - 1. This is the “rainy day” fund
 - 2. Gets an additional \$500K each year.
 - 3. Total is now \$2.25M
- xiii. Fund 14: Student Success Enhancement Fund
 - 1. Gets an additional \$25K each year
 - 2. Total is now \$360K
- xiv. Questions
 - 1. What was the Work Force Institute?
 - a. It was a district program used to partner employers with Career and Technical Education (CTE).

- b. Both colleges have their own robust CTE programs with deans, faculty and classified. No longer need Work Force Institute.
- 2. Why are deans cutting classes and yet spent efforts this summer in outreach and recruitment?
 - a. Some were canceled because of fraudulent students.
 - b. We can ask VP of Academic Affairs for a better answer.
- 3. Property taxes are going up, then why do we hear the district express concerns about money?
 - a. The district replies that expenses are going up as well.
 - i. This is true.
 - b. 100% of our health benefits are paid for by our district which doesn't happen in most districts, even in other community funded districts.
 - c. There is little disposable cash for the college to use for increases in our expenses.
 - d. These topics are discussed in the district budget committee meetings each month.
 - i. Colleges want more.
 - ii. There is still no updated resource allocation to help us.

VII. Adjourn: Van moved to adjourn the meeting. Sam second. Motion passed and meeting was adjourned at 4:52PM



Evergreen Valley College
College Budget Committee **Minutes**
September 27, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	José Denton, Mayra Garcia, Bianca Lopez
Students (3)	
Faculty (8)	Emily Banh, Judith Girardi, Lisa Hays, Poonam Khare, Teck Ky
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Saloshni Chand, Kathy Tran
Guest	Grace Estrada, Antoinette Herrera, Thu Nguyen

Call to Order at 3:07 PM

- I. Agenda
 - A. Teck moved to approve the agenda, Bianca second. Agenda approved unanimously.
- II. Minutes
 - A. Edit to minutes from Lorena Mata and Thu Nguyen from Library.
 - B. Emily moved to approve the minutes from Sep 13 with changes, Sam second.
 - i. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements
 - A. Grace Estrada congratulated MSE division for getting 100% in SLO and PLO reporting.
 - B. Mayra reminded us that there are more events coming. Oct 17 at 12:15-1:30PM is the closing event for everybody to attend. It will be in Gullo II.
- V. Reports – none
- VI. Information/Discussion Items
 - A. College Budget Committee Calendar
 - i. Last year, we read a combined total of 55 program reviews and annual requests and were rushed.
 - ii. Design a calendar for the campus community similar to IEC calendar
 - iii. Dates for CBC to consider
 - 1. From IEC Chair: There are 23 instructional program reviews, 5 student services, and 2 administrative programs reviews due this year.
 - 2. Nov 30: Complete draft of Program Review due in CurriQunet
 - 3. Dec 15: Annual Resource Allocation Requests due in CurriQunet
 - 4. Feb 7: Mentor and second reader feedback due to PR authors (sent by IEC chair)

5. Feb 21: Deadline for PR author to make corrections based on feedback from mentor and second reader
 6. Mar 22: Program Reviews approved by IEC moved to College Council for final approval
 7. Apr 8: College Council final approval of Program Reviews
 - iv. After College Council, requests go to College Technology Committee and Safety and Facilities before coming to CBC.
 - v. In the future, can IEC move Program Review forward to an earlier due date?
 1. How about Nov 1 in 2024-25?
 2. Programs are already feeling rushed with Nov 30
 - a. Classified can help faculty write some sections
 3. IEC currently sends a notice in May that they have a program due in fall.
 - a. Can IEC alert an area a year in advance in addition to 6 months in advance?
 - vi. Annual Resource Requests due date: Dec 15, 2023
 1. Not Feb 8, 2024
 2. CurriQunet will be updated by end of October
 - a. Do not start filling out the AURR on Curriqunet yet
 3. Members will start sharing the new date
 4. Requestors will need to get quotes
 - vii. Lisa will go to IEC to share our concerns
- B. Report from Tina Nguyen, Supervisor of Academic Services
- i. Adjunct faculty and overload payroll
 - ii. Summer classes are broken down into two pieces
 1. If class starts in June and ends in June it is charged to previous year
 2. If it starts July 1 and later it is charged to the next year
 - iii. FTEF is loading for the course
 1. Full Time Equivalent Faculty
 2. Example 3 unit course is 0.2 loading
 - iv. Data for adjunct and overload instructional faculty
 1. Summer 2023:
 - a. 147 active sections for adjunct
 - b. 129 active sections for full-time overload
 - c. Grand total 276 sections, 164 total faculty headcount
 - d. \$857,605 charged to FY 2022-23
 - e. \$1,731,423 charged to FY 2023-24
 2. Fall 2023:
 - a. 397 active sections for adjunct
 - b. 422 active sections for full-time overload
 - c. Grand total 819 sections, 296 total faculty headcount
 - d. \$4,327,838 charged to FY 2023-24
 3. Estimate the benefits for Cal STRS
 - v. FY 2023-24 thus far (summer, fall, benefits) is \approx \$6.4-6.5M
 - vi. Adopted Budget vs spending
 1. FY 2021-22 budget for instructional adjunct salaries was \$8.2M

- a. We spent \$10.5M
 - 2. FY 2022-23 was \$8.1M for instructional adjunct salaries
 - a. We spent \$11.5 (\$1.5M more than year before)
 - b. Increase in salaries per contract, increase in STRS benefits
- vii. Questions:
1. Why does adopted budget stay \$8M although we spend more?
 - a. VP A - Budget principles: once funds go into salary account we cannot get it back.
 - i. Ex: If we put \$11M in account, and spend \$10.5M, EVC will not get \$500,000 back. It goes to the district.
 - ii. As a result, we do not increase the amount of budget to adjunct because it allows us to have flexibility.
 - iii. Instead, we cover it with discretionary funds.
 - iv. Until we get a new District Resource Allocation Model, VP will not recommend that we put the amount predicted.
 2. How do we know what the target number is for offering classes?
 - a. VP A – The budget needs to be whatever we had last year.
 - i. VP of Academic Affairs and President decide how to shift number of class to meet the budget given to them by VP Alexander.
 3. What changed in the past few years that resulted in such a large increase?
 - a. Post Covid, enrollment increases
 - b. Salaries increased with lecture/lab parity for sciences with close to \$500,000 more the following year
 - c. Adjunct now paid for prep time if classes canceled
 - d. All faculty get step increases and cost of living adjustment
 4. Do we return money to the district every year?
 - a. Try not to return funds which is why underestimate budget.
 5. Can we ask VP of Academic Affairs to not cut as many classes?
 - a. VP A – She sets the budget but the design of how it is met is up to VP of Academic Affairs and deans.
 6. Is VP of Academic Affairs given the amount of \$11.5M?
 - a. Keep that number consistent again this year.
 - b. VP Pouncil and President decide how to design the schedule to meet that budget
 7. If we go through half of the calendar year, we should be spending 50%.
 - a. As of now, we are expected to spend more than 50% through the first half of FY 2023-24
 8. If the same amount of money goes to salaries, does that mean that sections have to be decreased to meet that budget?
 - a. Need to ask VP Pouncil
 9. Adopted budget of \$8.1M but spend \$11M, how does the college make up for that?

- a. VP A – Move from discretionary to all salaries, not just faculty. We get the same amount in discretionary each year.
 - i. There is less coming to CBC to allocate for resource requests.
 - 10. Has there ever been a time when we couldn't pay the difference with discretionary?
 - a. VP A – not in her time here at EVC
- C. College Budget Committee Goals for 2023-24
 - i. Last year
 - 1. Create a rubric for reviewing program allocation requests for funding
 - 2. Training for committee members on how to use rubric
 - 3. Q&A sessions for departments about our process using rubric
 - 4. Use rubric at end of year to fairly distribute funding
 - 5. Learn about budget process and how Funds are used
 - 6. Update the CBC handbook for new members
 - ii. This year
 - 1. Will discuss and make goals next meeting
- D. Rubric Feedback to programs and section F
 - i. Update to include the term Annual Resource Request with the words Program Review
 - ii. College Council wants to know if it was spent on what was approved.
 - 1. If not, why not.
 - iii. There should be some wiggle room for changing priorities because things don't always go according to plan. Priorities might need to change.
 - 1. "If not why" would let this be explained.
 - iv. Continue this discussion next time.
 - 1. What is "wiggle room"?
 - a. CBC should decide soon. Requestors are starting to write.
 - 2. If they do not explain, then will CBC lower their score?

VII. Action Item

A. Member Required Duties

- i. Last meeting discussed the requirement of members to fill out the rubrics for ranking resource requests
- ii. Motion from Sam: Fulfillment of member duties includes completing the rubrics needed for allocation requests.

a.

Name	Yes	No	Abstain
Jose Denton			x
Van Duong (absent)			
Mayra Garcia	X		
Bianca Lopez	X		
Klarissa Nguyen (absent)			
Emily Banh	X		

Art College (absent)			
Judi Girardi	X		
Lisa Hays	X		
Poonam Khare	X		
Teck Ky	X		
Lorraine Levy (absent)			
Robbie Kunkel	X		
Sam Morgan	X		
Tina Nguyen	X		
Michael Osorio	X		

iii. Questions:

1. Could there be a subcommittee that reads through the rubrics?
2. Could members read and rank divisions that are not their own?
3. What happens if members do not read them?
 - a. They will not have a vote for their division.
 - b. They will not participate in the ranking discussion.
 - c. They should find a new representative if not willing to do the work.
4. The responsibilities of CBC members has changed since last year.
5. How does Language Arts participate with 2 people sharing the role as a CBC member?
 - a. There is only one vote for the LA division.
 - b. Perhaps there should be only one person.
6. Will the process be smoother this spring compared to last year?
 - a. Timeline moved forward
 - b. Curriquet will include the questions asked in the rubric
 - c. New section that includes specifically what author wants and the cost
7. The college wanted their program reviews to be read and assessed. CBC now comes with more work than in the past.
8. What about participation in bi-monthly zoom meetings and on campus rubric discussion meetings?
 - a. Can we take attendance?
 - b. Ex: Academic Senate allows for a maximum of two absences each semester and recommends a substitute come in their place.
 - c. If members are not present, they cannot take the information from CBC back to representatives to report and receive feedback.
9. CBC can edit the charge and purpose of the committee as a recommendation to the College Council for a vote.

10. Can we ask presenters to put presentation in the chat so members can follow along?
 - a. We can request this of presenters.

VIII. Adjourn: Emily moved to adjourn the meeting. Mayra second. Motion passed and meeting was adjourned at 5:03PM



Evergreen Valley College
College Budget Committee **Minutes**
October 11, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	
Faculty (8)	Arthur College, Judith Girardi, Lisa Hays, Poonam Khare, Teck Ky
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen
Ex Officio	Andrea Alexander, Saloshni Chand, Kathy Tran
Guest	Grace Estrada, Antoinette Herrera, Matais Pouncil

Call to Order at 3:07 PM

- I. Agenda
 - A. Art moved to approve the agenda, Teck second. Agenda approved unanimously.
- II. Minutes
 - A. Teck moved to approve the minutes from Sep 27 with changes, José second.
 - i. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements
 - A. Mayra mentioned that Latinx Heritage month was a success and the closing event is Tues Oct 17 at 12:15-1:30PM in Gullo II. 20 students submitted their work for the writing contest!
 - B. Grace went to the Board of Trustees meeting and was encouraged that the trustees are listening to our concerns about class cancelations and district spending on two additional employees for the SJECCD Foundation.
- V. Reports – none
- VI. Information/Discussion Items
 - A. Rubric Feedback to programs and section F
 - i. CBC gave final scoring for each resource request and program review to the college council.
 - ii. Can we give feedback to the requestor with more details?
 - 1. Will need to digitize with a template
 - a. Last year we had paper rubrics, scanned and sent to Business Services. Data was collected manually.
 - b. This year we can make a Google doc for members to fill out
 - c. Committee needs to agree on format
 - 2. Comments for the requestor to improve

- a. During in person discussion, Chair can write down a few suggestions for each program
 3. We want to remain anonymous when filling out rubrics
 4. Summarize observations as a committee to give to all requestors after finish ranking and prioritization
 5. A list of recommendations before the submissions due in fall semester
- B. Budget/Expenditures and Schedule Construction/Development – Matais Pouncil
- i. Course Cancellations in Summer 2023
 1. BWF canceled 1 of the 37 courses offered
 2. Counseling canceled 1 of the 5 courses offered
 3. Language arts canceled 14 of the 37 courses offered
 4. Library and LRC offered 1 course, none canceled
 5. Math and Science canceled 9 of the 73 courses offered
 6. Nursing offered 9 courses, none canceled
 7. SSHAPE canceled 14 of the 153 courses offered
 8. GRAND TOTAL = 39 classes of 315 canceled (12.4%)
 - ii. Course Cancellations in Fall 2023
 1. BWF canceled 24 of the 132 courses offered
 2. Counseling canceled 5 of the 22 courses offered
 3. Language arts canceled 36 of the 190 courses offered
 4. Library and LRC offered 6 courses, none canceled
 5. Math and Science canceled 26 of the 189 courses offered
 6. Nursing canceled 2 of the 42 courses offered
 7. SSHAPE canceled 51 of the 375 courses offered
 8. GRAND TOTAL = 144 classes of 956 canceled (15%)
 - iii. Adjunct/FT Overload cost Summer 23/Fall 24
 1. Summer 2023 ≈ \$1.7M
 2. Fall 2023 ≈ \$4.5M
 3. Total ≈ \$6.6M including benefits for adjunct
 - iv. Adjunct/FT overload predicted Intersession/Spring 2024
 1. Intersession 2024 ≈ \$600K
 2. Spring 2024 ≈ \$4.5M
 3. Total ≈ \$5.1M including benefits for adjunct
 - v. Budgets for Adjunct/FT overload
 1. Remaining/Ending Balance as of Oct 8, 2023
 - a. 2023-2024 ≈ \$1.5M (19% of adopted budget)
 2. Adopted budget 2023-2024 ≈ \$8.1M
 - a. If spent same in Sum/Int 2024 then
 - b. Estimate actual spent ≈ \$11.7M
 3. Adopted budget 2022-2023 ≈ \$8.1M
 - a. Actual spent \$11.5M
 - i. This is when lab/lecture parity began so large increase
 - ii. Also increase in late start courses to increase enrollment
 4. Adopted budget 2021-2022 ≈ \$9M
 - a. Actual spent ≈ \$10.3M

- 5. Adopted budget 2020-2021 ≈ \$9.5M
 - a. Actual spent ≈ \$11M
- vi. Ideally we should not spend over the budget
 - 1. We have not been doing that historically
 - 2. However, need to meet student needs, student demands, class times, FT, associate faculty, in-person, online
- vii. We need to have less reliance on adjunct faculty
 - 1. Hired 7 FT faculty for this school year
 - 2. If FT faculty do not take overload, then we can offer more courses to adjunct
- viii. Questions
 - 1. Does administration take into consider the growth of programs?
 - a. Yes, will also look at existing programs that are not growing, but still being offered.
 - b. Program Vitality and Program Discontinuation
 - i. Local conversations and academic senate
 - 2. Does program vitality and discontinuation affect budget committee ranking?
 - a. The CBC rubric addresses this question with how many students, how many sections, is the program successful
 - 3. When will there be a researcher to help get graduation data?
 - a. Next week we will have
 - 4. Successful summer 2023
 - a. This summer had multiple terms and we captured FTES
 - b. Students are preferring shorter term courses
 - c. Load schedule with short term courses not seen before
 - d. Expenses increased
- C. College Budget Committee Goals for 2023-24
 - i. Training for committee members on how to use the rubric
 - ii. Learn about budget process and how Funds are used
 - iii. Update the CBC handbook for new members
 - iv. Ask for feedback from College Council on how CBC can improve our recommendations
 - v. Invite president to share the direction of the college and how it might affect CBC recommendations for distributing discretionary funds
 - vi. Think about budget holistically. Every program is important.
- D. CBC 2023-24 Calendar
 - i. IEC Due Dates:
 - 1. November 30 – Comprehensive Program Review is due
 - 2. December 15 – Annual Resource Request is due
 - ii. Process by date:
 - 1. (IEC - November 30: Complete draft of Program Review due in CurriQunet)
 - 2. (IEC - January 1st : IEC chair will send Annual Resource Requests to VP Alexander to start the sorting. Annual Requests do not go through SLOAC.)

- iii. **December 13:** College Budget Committee (CBC) Zoom meeting: training for filling out rubrics
 - iv. **January 31:** First week of semester. CBC meeting on Zoom – Business Office will drop Annual Requests to CBC Teams so we can begin reading. Spreadsheet on Fund 17 money available to programs asking for annual requests.
 - 1. (IEC - February 7: Mentor and second reader feedback due to PR authors -sent by IEC chair)
 - v. **February 14:** CBC meeting on Zoom, update on requests that went to College Technology Committee (CTC) and Safety and Facilities (S&F), time to work on rubrics during meeting.
 - 1. (IEC - February 21: Deadline for PR author to make corrections based on feedback from mentor and second reader)
 - vi. **February 21:** All Annual Request rubrics due to Business Services via email by 5PM
 - vii. **February 28:** CBC meeting in person to rank annual reviews
 - 1. (IEC - March 4: Program Review presented to IEC by mentor)
 - 2. (IEC - March 5: IEC Chair will send Program Reviews to VP Alexander to start the sorting)
 - viii. **March 6:** VP Alexander will drop Program Reviews into CBC teams so we can begin reading
 - ix. **March 13:** CBC meeting on Zoom, time to work on rubrics during meeting
 - 1. (IEC - March 18: Final vote to move Program Review to College Council or request revisions)
 - 2. (IEC - March 22: Program Reviews approved by IEC moved to College Council for final approval)
 - a. (IEC chair will advise if any PR will be taken out or was not accepted. Those will not to be included in CBC review)
 - x. **March 27:** SPRING BREAK- no CBC meeting
 - xi. **April 3:** All Program Review rubrics due to Business Services via email by 5PM
 - 1. (April 8 College Council: Final approval of Program Reviews)
 - xii. **April 10:** CBC meeting in person to rank program reviews
 - xiii. **April 17:** HOLD this date for ADDITIONAL CBC meeting in person to rank discuss
 - 1. (April 22 College Council: VP will take final rankings to Council as informational item)
 - xiv. **April 24:** CBC meeting on Zoom to discuss College Council feedback
 - xv. **May 8:** CBC meeting on Zoom if needed
 - 1. (May 13 College Council: VP will take ranking to Council as action item)
 - xvi. **May 22:** CBC meeting on Zoom if needed
- E. Lisa's Last year as CBC Chair
- i. She will be starting a reduced workload in fall 2024 as part of retirement plan
 - ii. Chair of CBC is a 30% Non-instructional assignment
 - iii. CBC recommends keeping a faculty in the role as chair
 - 1. In the past had managers, but they do not receive pay

- iv. CBC recommends chair be someone currently on the committee
 - 1. Interested people should join committee ASAP
 - 2. Start attending meetings to listen in and learn
- v. Lisa will stay on as a member next year to help train new members and new chair
- vi. Lisa is also the District Budget Committee member selected by the EVC Academic Senate
 - 1. This is NOT a requirement for the CBC chair position
- vii. There could be two co-chairs to divide the workload

VII. Adjourn: Judi moved to adjourn the meeting. Bianca second. Motion passed and meeting was adjourned at 4:58PM



Evergreen Valley College
College Budget Committee **Minutes**
October 25, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	
Faculty (8)	Emily Banh, Judith Girardi, Lisa Hays, Poonam Khare, Teck Ky
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	<i>at conference</i>
Guest	Grace Estrada, Antoinette Herrera, Mike Masuda, Juliana

Call to Order at 3:07 PM

- I. Agenda
 - A. Teck moved to approve the agenda, Emily second. Agenda approved unanimously.
- II. Minutes
 - A. Sam moved to approve the edited minutes from Oct 11 with changes, Maya second.
 - i. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements - none
- V. Reports – none
- VI. Information/Discussion Items
 - A. Lisa’s last year as CBC Chair
 - i. Confirmed that the chair is to be selected from among the committee members
 - 1. See EVC website
 - ii. Co-chair is a possibility. Could be a classified to co-chair with faculty, however Bianca mentioned that classified do NOT get paid. It is professional development for them. The faculty would continue to get the full non-instructional assignment (NIA) of 0.3.
 - iii. Why is the chair of budget committee 0.3 and no longer 0.4 like other standing committees?
 - 1. For many years the NIA was 0.4.
 - 2. The previous chair was a faculty member, Melody Barta, from accounting. With a 0.4 NIA, her total workload would be over the faculty maximum loading of 1.40. She accepted 0.3.
 - 3. When Lisa Hays became the chair, the 0.3 was rolled over by VP Pouncil. Lisa and Melody explained to VP and President, but the 0.3 remained.

4. An additional 2023-24 goal of the CBC will be to re-instate the 0.4 loading for the chair position.
 5. Bianca mentioned that the reassigned time is under the purview of the Academic Senate to negotiate with the VP of Academic Affairs.
- B. Conclusions from Oct 11 meeting regarding rubric for evaluating resource requests
- i. CBC can send helpful tips with CBC expectations for a well written resource request
 - ii. During in person discussion of scoring in spring 2024, committee will offer 2-3 suggestions for each request
 1. Chair will take notes for feedback to program
 - iii. Section F on the rubric: Previous use of funds
 1. Wording of Section F
 - a. Did the program use the funding that they were allocated last year to align with the program review of that year?
 - b. How much of that funding was used for items and services mentioned in the program review?
 - c. Were there any funds leftover and why?
 - d. How did these funds directly help our students based on goals of EMP (quantitative metrics will be needed – (i.e. persistence, recruitment/enrollment/student success)?
 2. How are our goals being aligned with the rubric?
 - a. Some faculty think that the rubric and the program review process are not in alignment.
 3. Give the author’s an opportunity to write a narrative to explain why they didn’t spend funds or why they spent it differently.
 4. 4 questions in section F. Each worth one point.
 5. There should be room for flexibility
 - a. Needs may have changed since requests were made in spring 2023
 - b. There is a difference in scoring if the amount leftover is \$10 or \$1,000
 6. Most programs cannot spend all of the funds by Nov 30 when Program Review is due.
 - a. Ex: Science supplies need to last until summer classes begin.
 - b. CBC encourages programs to write a narrative.
 7. The intention of this section is to give an opportunity to other programs to have the funds if they are not fully used by those who received them.
 8. Several programs asked for more than they needed or could possibly be funded by the CBC. Best to ask for exactly what they need.
 - iv. Section E is Additional Resources
 1. The two scoring choices are 0 or -2 pts
 2. 0 pts – Other funding sources detailed and budget request is something that CANNOT be covered with grant/other funding source
 3. -2 pts – Requesting funds for something the grant or other funding source already covers through award or allocation.

- a. A few programs were surprised that the Business Office reported that they had fund 17 that were unspent.
- b. There were errors in the reporting that resulted in -2 for some programs.
- c. -2 was enough to remove programs from the top 15
- 4. This year, Fund 17 information will be given to committee before scoring
- 5. How will programs be able to report mistakes?
 - a. For example, Psychology lost points because committee was told that program had funds to use under Guided Pathways. Computer Science program lost points but the funds were designated for CIT, not Computer Science.

C. Member required Duties part II

- i. Part I from last meeting: All members will turn in rubric for each program review/annual request
 - 1. Digital submissions of rubric to help Business Services calculate
- ii. Part II: What if members miss the meetings?
 - 1. Members should ask substitute to attend for them and give them notes
 - 2. Members cannot miss more than 2 meetings each semester
 - a. Send them warnings
 - b. 3 meetings missed and they will be removed from the committee
- iii. New members will be given list of membership duties when they join
- iv. If make this an action item next week, VP Alexander can share with College Council and update the EVC website with the details

D. Tour of Microsoft Teams

- i. Lisa gave a tour of where members can find items on the CBC Teams
 - 1. Agendas, district budget committee notes, minutes, calendar, handbook for new members, Zoom recordings, presentations to the CBC, program review/annual review requests, rubric, plus the new document for program review to fill out to address CBC rubric

E. CBC Handbook for Members

- i. To find the handbook, CBC Teams -> Documents -> Files (at top) -> CBC Handbook 2023
- ii. We will update it this fall semester
 - 1. Current members can help by adding new section titles and any questions they might have
 - a. Examples:
 - i. Expectations for all members
 - ii. Current process for resource allocations
 - 2. Add questions by Nov 8, 2023 meeting
- iii. Next meeting we will have breakout sessions with Business Services and other members with budget experience to help write answers.

VII. Adjourn: Judi moved to adjourn the meeting. Emily second. Motion passed and meeting was adjourned at 4:35PM



Evergreen Valley College
College Budget Committee **Minutes**
November 8, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	
Faculty (8)	Emily Banh, Art College, Judi Girardi, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson
Management (4)	Robbie Kunkle, Sam Morgan, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:04 PM

- I. Agenda
 - A. Eric moved to approve the agenda, Art second. Agenda approved unanimously.
- II. Minutes
 - A. Eric moved to approve the edited minutes from Oct 25, Judi second.
- III. Public comments - none
- IV. Recognitions and Announcements
 - A. Congratulations to Saloshni! She is leaving EVC to go to SJCC.
- V. Reports – none
- VI. Action Item
 - A. Member required duties: Meeting attendance
 - i. Motion from Eric, second from Judi
 - 1. The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency.
 - 2. Excuses are approved by the chair.

Name	Yes	No	Abstain
Jose Denton	x		
Van Duong	x		
Mayra Garcia	x		
Bianca Lopez			

Klarissa			
Emily Banh	x		
Art College	x		
Judi Girardi	x		
Lisa Hays	x		
Poonam Khare	x		
Teck Ky	x		
Robbie Kunkel			
Sam Morgan	x		
Eric Narveson	x		
Tina Nguyen			
Michael Osorio	x		

VII. Information/Discussion Items

A. Subgroup to meet President Gilkerson regarding budget goals

- i. Who is interested in setting up another meeting time?
 1. Eric, Sam, Judi, Lisa and Bianca
- ii. This will influence how we make our decisions in spring 2024

B. Tour of Annual Update Resource Request in Curriqnet

- i. The section for the allocation request follows our rubric perfectly
- ii. For those writing a program review, the same questions will be attached as a file
- iii. Important: be sure Manager and the area Vice President need to be a co-contributor
 1. Managers are doing the prioritization
 2. Whomever initiated the request will launch after manager approves
- iv. Due date: December 15, 2023 at 5PM
- v. New tab: Prior Budget usage. “Last year” is spring 2023.
- vi. New tab: Future Needs and Resource Allocation Request
 1. Add item, category, and details
 2. There is an “add item” for faculty and classified
 3. There is an extra “add item” for supplies, equipment and other such as contracts and subscriptions.
 - a. Asking for more detail than last year
 4. All items are on one page for CBC to review
- vii. New tab: Criteria for Resource Allocation
 1. This is the actual rubric from CBC in question form.
 2. Programs will write a narrative here

- a. Can copy/paste from other sections but do not ask CBC to look in other areas of AURR.
- viii. New tab: Manager/Vice-President Prioritization
- ix. Q and A:
 - 1. If program wants funds, need to write an Annual Update and Resource Request every year if not due for a Comprehensive Program Review
 - 2. Which manager signs? Example, division of MSE will sign the prioritization.
 - a. The area VP should also be added a co-contributor even if just need dean/director to sign the prioritization
 - b. This allows for edits later by VP
 - 3. Curriqunet did not have time to update the Program Review tabs but the extra file to attach has the same questions as the AURR
 - 4. Last tab is to be sure manager and initiator have conversation about priorities
 - 5. The initiator is the person who launches. The manager section should be filled out before launching.
 - 6. VP is a co-contributor to encourage conversations as well.
 - 7. CBC members will have all the information needed on one screen when reading and filling out rubric
 - 8. Prior Budget Usage for CBC to see what requested, how much did CBC approve. No narrative in this section.
 - 9. Narratives go in the Criteria for Resource Allocation
 - 10. How much is a faculty member or classified member? Will be given an approximate number at AURR training. Can also ask the area dean for a value.
 - 11. Training will be Monday Nov 13 at 11AM and recorded.
 - 12. Thank you, Fahmida!
- C. Q1 report from VP Alexander
 - i. Sept 30 is end of Quarter 1
 - ii. Quarter 1 is only about a month of full salaries so not many things happening from July 1 to Sep 30
 - iii. \$54.7M is the revised budget for EVC
 - 1. So far spent \$12.2M
 - 2. Used 22% of our budget.
 - 3. Q1 is usually less than 25%
 - 4. Q3 is usually the bulk of spending with contracts, salaries, and benefits decided and paid
 - iv. Extension to use \$2.7M in HEERF funds until May 2024
 - 1. Pay off student bad debt before/during COVID
 - a. So far cleared \$1.5M debt = 4,250 students
 - b. Starting in spring re-start the hold on students if they do not pay

2. Pay tuition for students taking 6 units or more who qualify for financial aid
 - a. \$455,000 = 7,300 students
3. \$1,500 for students taking 15 units
 - a. \$676,000 = 450 students
- v. State is going through a deficit. Est \$10M less for community college which affects our spending.
- vi. District will not allow a roll-over of funds not spent by EVC
- vii. Q&A:
 1. Students will be paying for their tuition for spring 2024
 - a. That was our process before pandemic
 2. “Clearing the debt” means EVC paid their debt with HEERF money and students can keep going to school
 3. Adopted vs Revised budget
 - a. Adopted goes to board of trustees in September
 - i. State Chancellor’s office needs it by Oct 15
 - b. Budget gets revised often. Why?
 - i. Recall our funding comes from property taxes
 - ii. Historically the taxes increase each quarter and each year
 - iii. Cost of Living Adjustments (COLA), contracts, and contributions to STRS and PERS are constantly changing and therefore change our revised budget
 - iv. Can move forward or backward
 - v. Can change every day, every week, every month
 - vi. Other examples are facility needs, loss of employees and new hiring
 - vii. Investments for district change
 - viii. Utility bills for sewage, water, energy. Same as home.

D. CBC Handbook for Members

- i. Do we answer to the College Council or the Academic Senate or both?
 1. The academic senate is re-writing the Article 8 Bylaws regarding committees, committee chairs, term limits, and other.
 2. We think the College Budget Committee answers to the College Council and not the Academic Senate
 - a. We do give a report to the Academic Senate at each meeting
 3. Ex: We do not follow the Brown Act because the College Council does not.
 - a. We meet 100% on Zoom
 4. Ex: If we have an action item, it goes as an informational item to the College Council
 - a. Then 2 weeks later as an Action Item
 5. Members are unsure if the CBC should be listed in Bylaws

6. Lisa will give comments in update to Academic Senate

VIII. Adjourn: Judi moved to adjourn the meeting. Art second. Motion passed and meeting was adjourned at 4:51PM



Evergreen Valley College
College Budget Committee Minutes
December 13, 2023
3:00 – 5:00 p.m.
Zoom

Membership

Table with 2 columns: Category and Members. Rows include Classified (4), Students (3), Faculty (8), Management (4), and Ex Officio.

Call to Order at 3:09 PM

- I. Agenda
A. Emily moved to approve the agenda, Art second. Agenda approved unanimously.
II. Minutes
A. Judy moved to approve the minutes from November 8, Art second. Edited minutes approved unanimously.
III. Public comments
A. Grace Estrada – Concerns about AURR. Last year several departments put in wish lists and that backfired. Library was under funded because it seemed like double dipping for databases like Films On Demand. This year, programs decided to work with the library to coordinate requests. This is a more efficient use of time. Payments for databases are made by the library.
B. Judy – Writing the library AURR is a big task because it includes the needs of department databases. Should there be multiple people as co-contributors? What if someone accidentally deleted information? Or give info to Judy and Lorena?
C. VP Alexander – One of the president’s goals for the resource requests was to get groups to work together, which is exactly what library and departments are now doing. Having managers sign and approve requests requires communication and should prevent any accidental edits. Faculty are no longer working in isolation. Now we can coordinate for economies of scale.
IV. Recognitions and Announcements
A. Accreditation and holiday celebration
B. Pinning ceremony for nursing
C. Grand opening of language arts building
V. Reports – none
VI. Information/Discussion Items
A. Vote for At Large committee member

- i. Two faculty submitted their application: Melody Barta and Henry Estrada
 - 1. Thank you to them both for volunteering!
 - ii. Voting by raise of hand: Melody total votes 4, Henry total votes 8.
 - 1. Henry Estrada is now an official member of the CBC.
- B. Minutes from meeting with President Gilkerson 11/30/23
 - i. Grateful that we are working hard as a committee
 - ii. Departments are growing and changing in the past 3 years
 - 1. Ex: special programs and equity plan
 - iii. The college has not been doing the work that individual departments have been doing. Need conversations and less working in silos
 - iv. Focus on Educational Master Plan, data, what students want
 - 1. How do we measure how the dollars are making the end point?
 - 2. Last spring: College Council (CC) had lots of questions and wanted clarity on department requests
 - 3. Ex: library and other departments asking for access to videos
 - a. Why not house it all in one area and economies of scale?
 - 4. CBC should present a narrative to CC to explain why funding recommendation
 - 5. Talk about the quality of the recommendation
 - 6. CC should be taking our recommendations to their constituents
 - 7. They are relying on us to do the prioritization work
 - 8. Debate and conversation are good for us in CBC
 - v. Categorical Fund 17 from state are connected to FTS and performance factor
 - 1. If enrollment down, less for EOPS, DSPS
 - 2. Now salary increases will mean less available
 - 3. CBC can set priorities: Ask SEAP and Strong Workforce to present to CBC how they set their priorities
 - vi. Forecasting isn't great
 - 1. No carryover funds from last year
 - a. Expenditures are increasing 5.8% and revenues from property taxes expected to increase only 3.5% and very little left for discretionary dollars
 - 2. We should not rely on district to give us the funds to do projects
 - a. Yes, we want more for our college
 - 3. Decisions should be made for our college with the funds we have
 - a. So in times of constraint, which is likely to come, we will be ready with our guidelines
 - b. Listen to our students and be willing to move where we give our support
 - 4. How can we be more nimble? Consolidate? Have a plan in place.
 - vii. CBC Process
 - 1. President thinks it was good, but needed more detail about our recommendation
 - viii. Equitable: equity is not parity
 - 1. Some areas may get more money because college is focusing on X
 - a. This isn't parity because we aren't giving it everyone

- 2. Cycling our own dollars to be nimble for what is needed at the time
 - a. Not everyone will be able to get funds
 - 3. Know what the college needs
 - 4. Train people to do accurate assessments of what they need
 - ix. What is the best format for the CBC?
 - 1. After the rankings, how does this connect to our overarching goals?
 - 2. Maybe we can develop questions that we ask in our discussions.
 - 3. Then forward the narrative to CC
 - x. Some programs not spending funds
 - 1. She looked at 3 years of data and lots of areas not spending
 - 2. Put the funding where it is actually needed
 - 3. Ask departments to be nimble
 - 4. Economies of scale and efficiencies
- C. Discussion about this meeting
 - i. A good overview and a few ideas about moving forward
 - 1. She wasn't as specific as we hoped
 - ii. Fiscal situation is going to get tighter and departments need to be budget conscious
 - 1. "Maximize the happiness and maximize the money."
 - iii. President makes final decision. CBC work closely with VP Alexander
 - iv. We are not getting more money from district, so how do we maximize it?
 - v. It was hard for CBC to say no to programs. People want more, but we have to be honest and there is no more.
 - vi. We have our rubric, the educational master plan is our guide, this time authors will answer our questions about their program success and needs of students.
 - vii. This year we will be able to give feedback to requestors as well as more detail to College Council on the reasons on our rankings.
- D. Training on Rubric Scoring
 - i. Take the rubric and make it digital for members to fill out
 - 1. Name, number, and comments on strength/weakness of request
 - ii. Will review digital version at first meeting in January
 - iii. Look at sections A and B regarding overlap in educational master plan with productivity of the department. Perhaps edit for next year.
- E. Revisit Chair of CBC
 - i. Eric is interested in being the chair next year and will meet with Lisa and Andrea to ask about details
 - ii. Can classified co-chair with faculty? Yes, but unpaid. Manager and area VP would need to approve time the classified will spend doing committee work.
 - iii. Note taker: Lisa is chair and note taker now but will need a note taker for next year.
- F. Report from Academic Senate regarding Article 8 Bylaws
 - i. Background from Eric
 - 1. Fall 2019 Office of planning, research and institutional effectiveness published the Integrated Planning Manual.

- a. https://www.evc.edu/sites/default/files/2022-05/EVCIntegratedPlanningManual-2019_0.pdf
 - b. Some issues: all committees' members and chairs of committees have one year terms.
 - c. Academic senate was not consulted and then pandemic.
 - 2. 4 standing committees that answer directly to the Academic Senate
 - a. Curriculum, Professional Development, then several years ago the Distance Education and Student Learning Outcome
 - 3. 10+1 law, board of trustees will “rely primarily upon” faculty expertise such as curriculum, accreditation processes, and professional development.
 - 4. #10 in the list is “processes for institutional planning and budget development” and our district policy states that this area to be “in consultation with” faculty. Therefore, CBC answers to the College Council.
 - ii. Article 8 of the Academic Senate Bylaws were revised and approved by the academic senate this month.
 - 1. The bylaws include details about committees such as when to post agenda to public, when chairs are elected and term limits, committee reporting.
 - 2. The CBC was listed in Article 8 as a committee that reports to the Academic Senate and will follow the guidelines in the article
 - 3. CBC members on the Academic Senate questioned whether the CBC chair answers to the Academic Senate.
 - 4. CBC gives a report to the Academic Senate, but answers to the College Council.
 - iii. Discussion continued with helpful input from Henry, Teck, Emily, Andrea and Eric about the history of academic senates and faculty involvement in budget processes.
 - 1. Academic Senate has concerns that the Non-Instructional Assignment loading for chairs, which are faculty members, have been cut. An example is the CBC chair that was 40% and now 30%. That decision is made by the VP of Academic Affairs.
 - iv. Lisa asked if the CBC is listed in Article 8 of the Academic Senate bylaws, do we have to follow them and elect a chair every two years? No. We do not answer to the Academic Senate. We will pick a new chair every year as in the past.
- VII. Adjourn: Judy moved to adjourn the meeting. Art second. Motion passed and meeting was adjourned at 4:59 PM



Evergreen Valley College
College Budget Committee **Minutes**
January 31, 2024
3:00 – 5:00 p.m.
Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	AS VP of Finance (<i>absent, unexcused</i>), AS Student President (<i>absent, unexcused</i>)
Faculty (8)	Emily Banh, Art College, Henry Estrada, Judy Girardi, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson,
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:13 PM

- I. Agenda
 - A. Emily moved to approve the agenda, Poonam second. Agenda approved unanimously.
- II. Minutes
 - A. Art moved to approve the minutes from December 13, Emily second. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements - none
- V. Reports – none
- VI. Information/Discussion Items
 - A. Member Attendance
 - i. Please email chair if missing and get up to speed by reading minutes, asking other members for highlights, or listening to recording of meeting.
 - ii. Will need to send a proxy if there is voting.
 - B. Revisit Committee Chair and Note Taker
 - i. Idea is to split chair position between a faculty member and a classified member. The classified member would not get extra pay.
 - ii. Lisa will reach out to VP Pouncil to ask what loading for NIA will be for faculty if the chair duties are split.
 - 1. Currently the loading is 30%. Would it drop to 15%? What happens if go back to one faculty chair in future?
 - iii. Who will be the note taker next year?
 - 1. The chair is currently the note taker and Lisa writes extensive minutes that take her up to 4 hours to write.
 - 2. The chair is not normally the note taker. Lisa was the previous note taker and kept the assignment.
 - 3. Options: take turns, one person, write less detailed minutes

4. More detail is important for this committee when money is involved
5. Rotating would mean different writing styles
6. No volunteers

C. Process for AURR

- i. AURR were due Dec 15 and IEC chair sent them to VP Alexander.
- ii. 27 received, 4 are asking for positions only, 2 asking for capital outlay, so 21 total for us to read. Find them on CBC Teams.
- iii. Members need to fill out 21 rubrics, one for each request
 1. Due Wed Feb 21 and will review
- iv. Next meeting is Wed Feb 14 on campus for a working session that is only for CBC voting members.
- v. Wed Feb 28 meeting will be on campus to review ranking totals. We will not be inviting authors to make presentations. Everything should be written in the request.
- vi. Wed Feb 28 the committee will write 2-3 comments in a summary for each requester. What are they lacking? What made a great one?
- vii. Members decided in previous meeting that the comments written in rubric are not going to be given to authors.

D. Fund 17 reporting for AURR

- i. Additional spreadsheet in Teams with request categories (equipment, supplies, technology, other) and if they have Fund 17, which ones and if there are discretionary funds.
- ii. Authors are supposed to tell us this as well as how they spent the Fund 17 and what it can be used for. This is confirmed with spreadsheet.
- iii. Spreadsheet includes CBC funding to programs
 1. Those are not guaranteed again next year. Nothing rolled over.
- iv. CBC allocated \$308,000 and 37% has been used by Jan 30, 2024.
 1. If not spending it, we have to let other people have a chance at it.
 2. What happens if programs don't use it? Will try to keep money at EVC to put back into the pot for next year.

E. District Budget Committee highlights

- i. Public Comment from Garry Johnson about troubles at EVC
 1. EVC has decrease in non-instructional assignments (NIA for the past 3 years)
 - a. Ex: honors, women/gender studies, guided pathways, credit for prior learning, early alert, college budget
 - b. Professional development chair works outside of contract and more hours than 40% loading for position
 - i. \$7,000 of Academic Senate Allocation for summer to pay PDC chair
 - ii. PDD on Feb 23 is at risk of being canceled with no chair
 - c. NIAs are granted by office of academic affairs
 2. Academic programs such as ASPIRE have been moved to non-academic managers

3. Classes are being cut and yet concern that we are close to going below the 50% law
 - a. Bring back our focus of education
 - b. 26 intersession courses this year vs 57 last year
 - c. 16 less associate faculty working intersession
 - d. Students are going to other colleges to get classes
 4. Overspending in areas such as travel, swag for outreach
 - a. Ex: \$18,000 tent rental for a 4 hr event for HBCU
 5. With no President, he would like executive cabinet to help guide college
- ii. 50% Law: 50% of district funds need to spent on instruction
1. SJECCD is at 50.09% for fall 2023. Board of Trustees is concerned and will make a study session.
 2. If not meeting 50%, will be audited by state and affects our accreditation
 3. 2012 became Basic Aid and always between 50 and 50.9%.
 4. EVC 75% of budget is instructional, SJCC 74% of budget is instructional, district is 0%. The average makes it 50%. SJECCD has been between 50 and 51%. Basic aid districts are typically 50%.
 5. Technology is not counted towards instruction.
- iii. SJECCD Foundation
1. Purpose is to fundraise and provide scholarships directly to students.
 2. Can also help with fundraising for programs such as EVC Theater to sell tickets.
 3. The district pays four classified employees to run the foundation which will cost approximately \$1M in salaries and benefits for the next 5 years.
 4. Members are concerned that money is spent without added benefit to the students
- iv. Rollover
1. No rollover from last year. This is a new thing.
 2. In past if there are monies unused, we were able to carry them over to the next year. We cannot do that this year. All savings in Fund 10 go back to the district.
 - a. 3 years ago there was about \$400K depending on discretionary not used

VII. Adjourn: Poonam moved to adjourn the meeting. Art second. Motion passed and meeting was adjourned at 4:58PM



Evergreen Valley College
College Budget Committee **Minutes**
February 28, 2024
3:00 – 5:00 p.m.
Gullo I Conference Room

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	AS VP of Finance (<i>absent, unexcused</i>), AS Student President (<i>absent, unexcused</i>)
Faculty (8)	Emily Banh, Art College, Henry Estrada, Judy Girardi, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson,
Management (4)	Robbie Kunkle, Sam Morgan (<i>absent, excused</i>), Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:06 PM

- I. Agenda
 - A. Art moved to approve the agenda, Teck second. Agenda approved unanimously.
- II. Minutes
 - A. Teck moved to approve the minutes from Jan 31, Eric second. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements - none
- V. Reports – none
- VI. Information/Discussion Items
 - A. General questions/answers
 - i. Members decided that each of us will have a number and our rubric scoring will be listed under our number, not our name.
 - ii. Tallies from Annual Update/Resource Request (AURR) will be kept hidden until we finish analyzing and discussing the Program Reviews (PR).
 - iii. \$308,000 to distribute this year. Same as last year. This is what is left after salaries benefits, insurance, etc. There is less discretionary funds than last year but Business Services is working on finding funds to meet last years total.
 - iv. There is no roll-over of unspent money at EVC. Any unspent goes back to the district.
 - v. Local tax revenue is lower than this time last year and the state cut funding to community colleges so now there is a deficit.
 - vi. Two-tier approach this year for CBC
 - 1. Managers ranked priorities 1-4 of supplies, equipment, technology or contracts.
 - 2. Members will read narratives to determine what is “mission critical” in the #1 area

3. Last year we gave all-or-none to programs. Not this year.

- vii. Several programs are asking for computers. There is a refresh calendar for calendars. Plus, anyone moving to a new building will get computers.
- viii. One division asked for paper. Paper is supplied by college to all faculty spaces with printers.
- ix. Only one committee member was ill and did not fill out the AURR rubrics by the due date. Last semester, committee agreed that if rubrics are not submitted by members, members will not participate in the discussion of fund distributions.

B. Request strength/weakness

- i. The remaining 1.5 hours of the meeting was spent reviewing each request and writing strengths and weaknesses that will be provided to authors for improvement next year.

VII. Adjourn: Emily moved to adjourn the meeting. Eric second. Motion passed and meeting was adjourned at 5:02PM



**Evergreen Valley College
College Budget Committee Minutes**

March 13, 2024

3:00 – 5:00 p.m.

Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia, Bianca Lopez
Students (3)	AS VP of Finance Klarissa Nguyen
Faculty (8)	Emily Banh, Art College, Henry Estrada, Judy Girardi, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson,
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:05 PM

- I. Agenda
 - A. Emily moved to approve the agenda, Eric second. Agenda approved unanimously.
- II. Minutes
 - A. Art moved to approve the minutes from Feb 28, Emily second. Minutes approved unanimously.
- III. Public comments
 - A. Heather Ott – Guided Pathways committee will be putting out request for funding for projects up to \$10,000 per project. GP committee suggested the CBC make a chart of funding sources, the parameters, and how to apply. Also suggest having a consistent rubric template across campus. GP committee has a template rubric to share with CBC. Putting it on our radar.
- IV. Recognitions and Announcements - none
- V. Reports – none
- VI. Information/Discussion Items
 - A. Review four remaining AURR Requests
 - i. Astronomy, Anthropology, Admissions/Records, and Administration of Justice.
 - ii. Wrote two strengths and weaknesses for each program.
 - B. Discussion of “Mission Critical” items in requests
 - i. Managers stated most critical of the 4 options: Supplies, equipment, technology, and other.
 - ii. College council wants CBC to decide what is mission critical based on manager prioritization. Last year \$118,000 went to one program and Council did not approve our recommendation. Start with the first priority from manager
 - iii. \$308,000 is all we have and will not increase
 - iv. What is Mission Critical? The committee can decide. 16 members participating. We get to vote based on the narrative in their request. What will make the

college better in serving our students? Accreditation, SLO goals, and supplies for students.

- v. When do the rankings come in to equation? After submit rubrics for program reviews we can see them all. But still need to do mission critical items.
 - vi. Council said that low rankings might have a mission critical item that should be granted.
 - vii. In the past, 2018, give 10% to each program. Council felt that was a blanket statement and not how they want awards.
 - viii. Would it be helpful to tell authors that there is only \$308,000 or ball park amount? Don't want to put a limit on their requests and in the past, some programs asked for all of it even though knowing one program cannot receive it all.
 - ix. Give programs a dollar amount and they can divide among their requested items. Next year will need narrative to explain spending. This gives programs flexibility especially since requests were made in Nov 2023 and spending may not happen for an entire year or longer.
 - x. Is their request mission critical? What parts of it are mission critical?
 - xi. Once upon a time, CBC gave percentages to each program.
 - xii. Could we give an exact percentage to each program? If the Council doesn't accept our proposal, what will happen over the summer? We don't want a repeat of last year.
 - xiii. We can write a definition of what we used as "mission critical" to share with the Council and how we came to our conclusions. The things that we think will directly impact our students next year, using the Educational Master Plan.
 - xiv. We recommend to Council, they recommend to the President.
 - xv. With participatory governance, we all come with a different lens but the consensus is what drives the recommendation we give to the Council.
 - xvi. It's hard to discuss the mission critical without the rubric scores. They should go together.
 - xvii. Last year if a program scored low but their request was critical, CBC did not want to fund. Council disagreed and moved up the low, safety scoring program.
 - xviii. Themes of mission critical: Operational, compliance, safety, and alignment with the educational master plan. Council wants to see equity. Can the program survive without this item?
- C. Remainder of meeting was spent with members discussing #1 manager priorities.
- i. Voting to see if mission critical
 - ii. Will go back and further dig into the request if it has multiple items.
 - iii. We can choose to eliminate or keep items upon further inspection.
 - iv. Committee didn't get to finish the AURR mission critical.
 1. Will meet again 3/20/24 for a 1 hr meeting.

VII. Adjourn: Emily moved to adjourn the meeting. Eric second. Motion passed and meeting was adjourned at 5:01PM



Evergreen Valley College
College Budget Committee **Minutes**

April 10, 2024

3:00 – 5:00 p.m.

Gullo I Conference Room

Membership

Classified (4)	José Denton (<i>absent, excused</i>), Van Duong, Mayra Garcia (<i>absent, excused</i>), Bianca Lopez (<i>absent, excused</i>)
Students (3)	AS VP of Finance (<i>absent, unexcused</i>)
Faculty (8)	Emily Banh, Art College, Henry Estrada, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson, Heather Ott
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:07 PM

- I. Agenda
 - A. Art moved to approve the agenda, Henry second. Agenda approved unanimously.
- II. Minutes
 - A. Emily moved to approve the minutes from March 13, Art second. Minutes approved unanimously.
- III. Public comments
 - A. John Kaufman – Funding for programs is an investment and the college expects a return on that investment. The theater was built 20 years ago and finally has a full-time faculty, however, there is no additional personnel support to put on a performance. The Theatre program is requesting \$6,000 for a lighting, costume, or set designer. They also need funds to buy construction materials, costumes and performance rights. It is discouraging to not receive support to use the building as intended. It is frustrating for programs to be told no time and time again.
 - B. Judy Girardi – The Library program needs databases so students can research information without using AI to find their answers. This is becoming a bigger problem and the college library is where students learn how to find legitimate resources.
 - C. Rachel Lazo – The Art program is important for not just art majors but all students from all majors. There are many pieces of equipment and tools needed for an art class in addition to consumables like paint, wire, plastic and wood. Plus, Art has now become digitalized and requires computers for students like Mac Book Pros and iPads. The program can't say that their #1 request is just supplies. They need technology and equipment as well.
- IV. Recognitions and Announcements - none
- V. Reports – none
- VI. Information/Discussion Items

- A. Review 9 Program Review Requests
 - i. Art, Automotive, Biology, Communication Studies, English, Health Science, Kinesiology, MSE Division Office, Natural Science.
 - ii. Wrote two strengths and weaknesses for each program.
- B. Other ways for requests to be funded besides CBC discretionary.
 - i. Perkins Grant federal funds for CTE programs. Strong Workforce is similar but from the state.
 - ii. Capital Outlay funds can be used to fix buildings
 - iii. Total cost of ownership: Some items are not a one-time cost. Example is lights in room. College will pay to replace the lights. Chemistry has deionized water and fume hoods that are paid by college. Subscriptions are not covered. A service contract for the microbiology sterilizer is not covered. The item must be needed to run a college. Ex: ink for scantron machines. The scantron is not needed to run a college. Ink is to be paid for by departments using the machine.
 - iv. Bonds for buildings: Several new buildings on campus. We have 1 year after the building is finished to get changes made or to have equipment repaired. No major changes can be made to a building for 5 years once it is finished.
- C. Remainder of meeting was spent with members discussing #1 manager priorities.
 - i. VP Alexander will ask managers to give us their lowest budget possible for their #1 priorities before our next meeting.
 - ii. We currently have \$500,000 in #1 requests with \$308,000 to distribute.
 - iii. Several programs asked for funding but have other resources available to pay for those items.
 - 1. VP is sharing with the committee which items do not need to be supported with our discretionary funds.

VII. Adjourn: Art moved to adjourn the meeting. Emily second. Motion passed and meeting was adjourned at 5:03PM



Evergreen Valley College
College Budget Committee **Minutes**

April 17, 2024

3:00 – 5:00 p.m.

Gullo I Conference Room

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia (<i>absent, excused</i>), Bianca Lopez
Students (3)	AS VP of Finance (<i>absent, unexcused</i>)
Faculty (8)	Emily Banh, Art College, Henry Estrada, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson, Heather Ott
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:06 PM

- I. Agenda
 - A. Eric moved to approve the agenda, Heather second. Eric suggested moving the action item before the discussion items due to time constraints. Revised agenda approved unanimously.
- II. Minutes
 - A. Art moved to approve the minutes from April 10, Emily second. Minutes approved unanimously.
- III. Public comments - none
- IV. Recognitions and Announcements
 - A. Eric went to a tenure party at Mission College for one of our previous adjuncts. It is an event hosted by the college for faculty receiving tenure. They can invite guests. EVC could consider doing something similar.
 - B. Heather announced that in celebration of National Poetry Month at EVC, the Library has been reading student and staff haikus at noon every day and they are on display. Stop by and read a few.
 - C. Mike announced the Student Health fair on April 30th. It will be a fun event for the campus community and the theme is the five senses. Come on by!
- V. Reports – none
- VI. Action Item – Chair for 2024-25
 - A. Henry nominated Eric Narveson to be the college budget committee chair. Art second. The vote was unanimous and Eric will be our new chair. THANK YOU, Eric!
- VII. Information/Discussion Items
 - A. Review of Rubric Scores for all 31 requests
 - i. VP Alexander sent a request to all managers to look over their #1 requests and lower their dollar amount requested to help us reach the \$308,000.
 - ii. 22 programs responded with a lower request which was greatly appreciated by the committee.

- iii. 9 programs did NOT lower their requests.
 - 1. Kathy and VP suggested an option to committee to lower those 9 requests.
 - 2. Give 75% of allocation to top 4 scoring programs, 60% to middle 4, 45% to lowest.
 - 3. This was useful but committee chose to edit throughout the meeting in hopes of giving more.
 - iv. Many programs have other funds available to them but are asking for the CBC to give them college Fund 10 discretionary money.
 - 1. This is very frustrating to the committee.
 - 2. We are thorough in our reading of requests, filling out rubrics, ranking requests, giving pros/cons to the authors for improvement, digging deeper into their #1 requests, meeting every week instead of every other week, and in the end we find out that several programs don't need discretionary funds to meet their needs.
 - 3. This is a waste of members' time and takes funding away from programs that do not have resources outside of the Fund 10 discretionary.
 - 4. There is a section on the AURR and PR request that specifically asks to describe all other funding sources. This includes fundraising through the Foundation.
 - 5. The rubric is designed to give -2 points if authors are not honest and forthcoming.
 - 6. Robbie Kunkle asked to be on record saying that next year we should be more firm with this section and throw out any request that is not declaring all funds available to them.
 - a. Many members feel similarly.
 - 7. Managers know the funding options available to the programs and yet they sign the request without giving full disclosure to the committee.
 - 8. Bianca asked if we can see the Fund 10 for each department next year.
 - v. Reserve
 - 1. The committee decided to reserve at least \$8,000 of the \$308,000 for changes in costs and shipping from Nov 2023 to when programs will order in 2024/25.
 - 2. The \$8,000 is first come first served
 - 3. The committee can be given an update next spring to see if \$8,000 is enough.
 - vi. Fund 10 base
 - 1. A few authors asked for their Fund 10 base.
 - 2. This is not necessary.
 - 3. If programs spent 75% or more of their base this year, the same base will be provided next year.
 - 4. If less than 75%, the amount spent will be the provided.
 - 5. Fund 10 base will be available in July
- B. Next Steps
- i. Kathy will post the spreadsheet of our work on Teams.

- ii. VP and Lisa will take our recommendations to College Council on Mon Apr 29.
 - 1. Include rankings, requested amount, feedback from CBC, items approved by CBC, final dollar amount approved.
 - iii. Wed May 1 CBC will meet on Zoom to discuss any concerns from College Council.
 - iv. Wed May 8 CBC will meet to review our survey given to members about this process.
 - v. Wed May 22 meeting unlikely needed.
 - vi. Graduation May 24. Whew!
- VIII. Adjourn: Henry moved to adjourn the meeting. Heather second. Motion passed and meeting was adjourned at 4:45PM.



Evergreen Valley College
College Budget Committee **Minutes**
May 8, 2024
3:30 – 4:30 p.m.
Zoom

Membership

Classified (4)	José Denton, Van Duong, Mayra Garcia (<i>absent, unexcused</i>), Bianca Lopez
Students (3)	AS VP of Finance (<i>absent, unexcused</i>)
Faculty (8)	Emily Banh, Art College, Henry Estrada, Lisa Hays, Poonam Khare, Teck Ky, Eric Narveson, Heather Ott
Management (4)	Robbie Kunkle, Sam Morgan, Tina Nguyen, Mike Osorio
Ex Officio	Andrea Alexander, Kathy Tran

Call to Order at 3:33 PM

VIII. Agenda

A. Tech moved to approve the agenda, Eric second. Agenda approved unanimously.

IX. Minutes

A. Art moved to approve the minutes from April 10, Eric second. Minutes approved unanimously.

X. Public comments - none

XI. Recognitions and Announcements

A. Kathy Tran was recognized as the manager of the year.

B. ASPIRE had an end of year celebration and served 400 boxes of lunch!

XII. Reports – none

XIII. Information/Discussion Items

A. College Council meeting

i. Documents were given to members before the meeting.

ii. VP Alexander provided a narrative of how the CBC made decisions on requests, including manager prioritization, and mission critical items.

iii. There have been no additional questions asked of the VP.

iv. 5 CBC members attended to help provide support of our recommendations.

v. Recommendations will go back to College Council at next meeting as an action item.

B. Survey Results from CBC members

i. 8 members responded to the survey, mostly members who were not on committee last year

ii. Most people thought that the process was the same as last year

iii. Viability of the program on the rubric was the most helpful to members

iv. Aligned to the educational master plan was the least helpful to members

v. There were several recommendations on re-writing rubric questions

- vi. There was a diversity in the responses and it was helpful to see what others are thinking about our process.
 - vii. We need additional structure as this process evolves. Last year to this year was very different. What will we do next year?
 - viii. Can the CBC be involved in decisions beyond the discretionary funds?
 - ix. We will need to keep an open conversation in our committee about our process and we will continue to evaluate and improve.
 - x. Review our goals at the beginning of the year and remember it throughout the year.
 - xi. Mission critical was new this year and helpful for committee. Get the authors to discuss those items when writing the AURR. Deans can have this discussion with their faculty and staff.
 - xii. VP Alexander will use our recommendations to improve Curriqnet for next year.
 - xiii. Can we survey authors about their experience with writing the AURR? Or will it be based mostly on how much money they received?
 - xiv. Committee can provide templates to authors on examples of good answers to each section. We can give examples of poor ones that we make up, not necessarily from a real AURR.
 - xv. If we add interviews, we will unlikely finish in the few months we have from Feb to May.
 - xvi. In the fall we can continue this conversation.
- XIV. Adjourn: Art moved to adjourn the meeting. Sam second. Motion passed and meeting was adjourned at 4:35PM.