

District Strategic Planning & Budget Council

Monday, December 5, 2022 - 2:00–3:00 p.m.

Zoom Meeting

Meeting Notes

Chair:	Sahar Abushaban	<input checked="" type="checkbox"/>	Members Present		
			Administration:	Joan Ahrens	<input type="checkbox"/>
Administrators Assoc.:	Wayne Branker	<input checked="" type="checkbox"/>		Nashona Andrade	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
AFT:	Jim Mahler	<input type="checkbox"/>		Michele Clock	<input checked="" type="checkbox"/>
				Jennifer Fujimoto	<input type="checkbox"/>
					<input type="checkbox"/>
CSEA:	Colleen Parsons	<input checked="" type="checkbox"/>		Marsha Gable	<input type="checkbox"/>
				Aimee Gallagher	<input checked="" type="checkbox"/>
Conf. Administrators:	Marshall Fulbright	<input checked="" type="checkbox"/>		Brianna Hays	<input checked="" type="checkbox"/>
				Eric Klein	<input checked="" type="checkbox"/>
Confidential Staff:	Valeri Wilson	<input checked="" type="checkbox"/>		Craig Leedham	<input checked="" type="checkbox"/>
				Todd McDonald	<input checked="" type="checkbox"/>
GC Academic Senate:	Pearl Lopez and Steve Davis	<input checked="" type="checkbox"/>			<input type="checkbox"/>
				Alicia Munoz	<input type="checkbox"/>
CC Academic Senate:	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>		Lynn Neault	<input checked="" type="checkbox"/>
				Kerry Kilber Rebman	<input checked="" type="checkbox"/>
				Jessica Robinson	<input checked="" type="checkbox"/>
Students Reps:	Seinna Shaba (interim)– CC	<input checked="" type="checkbox"/>		Nicole Salgado	<input checked="" type="checkbox"/>
	Sara Laila – GC	<input type="checkbox"/>	Also Attending:	Denise Whisenhunt	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
Classified Senate	GC Michele Martens	<input checked="" type="checkbox"/>	Recorder:	Rosie Ibarra	<input checked="" type="checkbox"/>
	CC Katie Cabral	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Item	Links/Documents/Summary
1. Plan to increase Contingency Reserve	Sahar thanked everyone for attending. She went over the document to increase UGF contingency Board reserve, she went over the current Board Policy 6250 for reserve. The State Chancellor’s office has new recommendations for reserve policy, they are recommending Districts to adopt formal policies to maintain sufficient UGF reserves of no less than two months of total operating expenditures. She reminded the council that one of the requirements to be eligible for the extension of the Emergency Condition Allowance is to have a Board approved policy on reserve consistent with the Budgeting Best Practices by the Government Finance Officers Association (GFOA), therefore the proposed plan is to increase the reserve level to equal two months of total operating expenditures using one-time

	<p>fund of ending balance. Other districts are increasing reserves to be at least two month of operating expenditures.</p> <p>The District is recommending as part of year-end closing, to set aside 10 percent of the ending balance to increase reserve, and another 10 percent for College buildings maintenance, repairs, and total cost of ownership. In addition, set aside 5% of ending balance to fund STRS/PERS employer contribution increases. The remaining balances would stay with the sites budget.</p> <p>Michele Martens asked if there is money set aside for technology needs, and upgrades. Sahar said that although it is not formalized, there has been money set aside using one-time ending balances. The Council agreed to set aside 10% of ending balance for technology replacement and lab roll over. These funds would be maintained at the College level.</p> <p>The next steps are to update Board Policy 6250 and have it reviewed at DEC in January and February meetings. After Dec reviews, it will go to the Governing Board meeting in February for approval. After Board approval, the updated policy will be sent to the State Chancellor's Office by February 28th.</p> <p>Plan to Increase UGF Reserve (LINK)</p>
<p>2. DSP&BC 2023 Proposed Meetings</p>	<p>Sahar went over the schedule for next year. The document with agenda items has a few items that will be discussed at each meeting. The schedule also reflects meeting six times in the year. She went through all the dates and some of the agenda items. Strategic Hires will be emailed on a monthly basis or as needed. Sahar also announced that the DSP&BC meetings for 2023 were moved to be the same day as DEC meetings, and since DSP&BC would only be meeting six times in 2023, the meetings will be extended by 30 minutes.</p> <p>There was no oppositions to these schedule changes.</p> <p>DSP&BC 2023 Proposed Meetings and Agenda Items (LINK)</p> <p>DSP&BC 2023 Proposed Meeting Schedule (LINK)</p>
<p>3. Strategic Hire Requests</p> <p>Cuyamaca College:</p> <ul style="list-style-type: none"> • General Maintenance Worker • Financial Aid Advisor <p>Grossmont College:</p>	<p>Jessica went over the Strategic Hires for Cuyamaca College. Denise went over the Strategic Hire for Grossmont College. And Aimee and Sahar went over the District Services Strategic Hire.</p> <p>There was no opposition for these positions moving forward</p> <p>(The Strategic Hires for 12/7 and 12/8 were emailed separately).</p>

<ul style="list-style-type: none"> • Financial Aid Technician (<i>emailed 11.15.22</i>) • Financial Aid Assistant (<i>emailed 11.15.22</i>) • Administrative Assistant III (<i>emailed 11.15.22</i>) • General Maintenance Worker, HVAC Lead (<i>emailed 12.8.22</i>) • General Maintenance Worker, Sr. (<i>emailed 12.8.22</i>) <p>District Services:</p> <ul style="list-style-type: none"> • Buyer, Intermediate (<i>emailed 11.15.22</i>) • Executive Assistant III Associate Vice Chancellor Business Services (<i>emailed 12.7.22</i>) 	<p>Strategic Hires (LINK)</p> <p>Strategic Hires 12.8.22 (LINK)</p> <p>Strategic Hire 12.7.22 (LINK)</p> <p>Strategic Hires 11.15.22 (LINK)</p>
<p>4. Other Items</p>	<p>There were no other items.</p>
<p>Next Meeting: Monday, February 13, 2023, 2:00-3:30</p>	