Budget Committee

MINUTES for Monday, November 4, 2024　　　　1:00 p.m.　　　　　　　　　Zoom

Members Present:	Mark Nesbit II (Proxy to VP Sabanos), Stacy Surwilo, Leah Gualtieri, Roberta Krauss, Catherine Shafer, John Bromma, Steve Major, Megan Leppert, Andrei Lucas, Karen King, Carolyn McGavock, Carolina Gonzalez, Claudia Tornsaufer, Sharon Huang,
Members not Present:	Rachel Rose, Shirley Pierson, Michelle Gray, Bob Pyle
Guests:	Bradley Dorschel, Cynthia Giammarinaro, Armin Rashvand, Franklin Garrett, Magdalena Kwiatkowski
Recorder:	Patricia Lopez

AGENDA

Call to Order 1:02 p.m.

1. Welcome/Introductions

2. Approval of Agenda/Minutes

DISCUSSION	• Stacy Surwilo moved to approve agenda, Leah Gualtieri second, motion carried. Agenda was approved. • Stacy Surwilo moved to approve the minutes, John Bromma second, motion carried. Minutes were approved by the committee
CONCLUSION	

3. Student Equity and Achievement Program Presentation

DISCUSSION	• Dr. Franklin Garrett presented the Student Equity and Achievement Program (SEAP) on behalf of Dr. Carter. • The Student Equity & Achievement Program (SEAP) was established in 2018 and merged funding for three initiatives: 　▪ The Student Success and Support Program 　▪ The Basic Skills Initiative 　▪ Student Equity • The SEA Program requires colleges to implement the Guided Pathways framework offering a clear path to a stated goal, to provide all students with an education plan based on that goal, and toss eliminate outdated and inaccurate placement policies, and maintain a student equity plan. • All expenditures should be reasonable and justifiable. "Reasonable" means expenditures are prudent and every effort is made to utilize funds efficiently. "Justifiable" means expenditures are consistent with goals and activities related to the SEA program. • **The Chancellor's Office has identified the following non-allowable expenditures:** 1. Gifts - Public funds may not be used for gifts or monetary awards of any kind. Expenditures for a public purpose are not considered a gift of public funds. 2. Stipends for students - funds cannot be used to pay stipends to students for participation in program or classroom activities. Student Equity and Achievement (SEA) Program Expenditure Guidelines 2

3. Political Contributions.

4. Courses - funds may not be used to pay for the delivery of courses that generate FTES. An exception to this is that funds may be used to supplement instructional support courses that do not receive apportionment funding that covers expenses incurred by these courses.

5. Supplanting - Any funds spent on these programs should supplement, not replace, general or state categorical (restricted) district funds expended on similar program activities prior to the availability of program funding. This restriction applies to categorical programs and any other federal, state, and county programs. Supplanting rules do not apply to expenditures previously paid for by BSI, SE or SSSP.

- SDCCE does not receive a direct SEA allocation, we receive a portion of the colleges allocations
- 90% of SSSP & Student Equity funds are allocated toward fixed personnel costs
- The goal of the 2020-2025 Student Equity Plan is to increase enrollment, persistence, retention, and completion each DI group by 3%
- The key initiatives are, expansion of outreach services, digital equity program, tutoring centers, basic needs center, males of color/black student success program

SEA Budget Overview

24-25 SEA Allocation $4,310,102

Expense	Amount
Contract Salaries	$3,513,704
SEA Contingency	$28,000
Marketing	$100,000
Resource Allocation	$230,000
SSSP (Counseling & Student Success)	$146,130
Student Equity	$146,130
Basic Skills	$146,130
Total	**$4,310,094**

CONCLUSION	

4. WIOA Presentation

DISCUSSION	- WIOA Grant Coordinator, Magdalena Kwiatkowski presented the WIOA grant for the Budget Committee on behalf of Dean Jan Jarrell. - WIOA grant focuses on three key areas: - ESL and ABE Outcomes - Employability - ABE High School Diploma and Equivalency Points - Magdalena provided a comprehensive overview of the recent grant allocations for the ESL and ABE programs, detailing the funding adjustments and their implications. She explained how these changes are expected to enhance program resources and support for both students and instructors. - Measures to Address Budget Shortfalls: In response to funding challenges, several measures have been implemented:

- Reallocating Benefits: Shifting adjunct and classified staff benefits to alternative funding sources.
- Cost Shifting and Reductions: Reducing non-classroom release time, cutting software subscriptions, and shifting costs where possible.
- Reallocating Costs: Transferring $200,000 in Non-Academic Non-Classified (NANCE) costs to CalWORKs.
- Reducing Non-Classroom Time: Minimizing non-classroom time for coordinators to optimize resource allocation.
- Project Eliminations: Discontinuing curriculum and content development projects due to budget constraints.
- Cutting Software and Materials: Reducing software subscriptions and instructional materials, with some shifts to LOTTO funding where feasible.

WIOA Grant Allocations

2024-2025
- ESL/ABE: $797,716
- IELCE/IET: $241,220
- ASE: $104,286

TOTAL: $1,143,222

2023-2024
- ESL/ABE: $1,453,812
- IELCE/IET: $399,351
- ASE: $238,769

TOTAL: $1,853,163

-$709,941

- Magdalena provided an overview of the changes and ongoing initiatives aimed at addressing the challenges brought by the pandemic, including:
  - Expanding CASAS Testing Opportunities: Increasing availability to ensure more students can participate in assessments.
  - ESL Level 1 Modifications: Eliminating online ESL Level 1 classes, with testing now conducted exclusively in person.
  - Hybrid Conversion for ESL Level 2: Transitioning all online ESL Level 2 classes to a hybrid format to enhance learning flexibility.
  - Online Testing for Level 3: Initiating online testing options for ESL Level 3 students.
  - Enhanced Testing Capacity: Increasing the capacity for both on-campus and online testing to accommodate more students.
  - Expanding EL Civics Objectives/Assessments: Increasing the number of EL Civics objectives and assessments to better support student learning outcomes.
  - Data Quality Improvements: Collaborating with District Educational Services to enhance the accuracy and quality of data, focusing on:
  - Social Security Numbers
  - Reporting Student Hours: Improving the tracking and reporting of student hours in online classes.

CONCLUSION	

	5. California Adult Education Program Presentation
DISCUSSION	- Interim Dean, Bradley Dorschel presented an overview of the California Adult Education Program (CAPE), detailing the funding and its allocation to consortia. - CAEP allocates over $640 million annually to 71 consortia statewide consisting of K12 adult schools, community colleges, and community/ workforce partners. - Consortia coordinate the provision of education, career training, initiatives, and projects leading to high school diplomas, English proficiency, career readiness, and technical skills. - The use of funds are as follows, - Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate. - Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation. - Programs for adults, including older adults, for entry or reentry into the workforce. - Programs for adults, including older adults, to develop knowledge and skills to assist elementary and secondary school children to succeed academically. - Programs for adults with disabilities. - Short term career technical educational programs with high employment potential. - Programs offering pre-apprenticeship training, in coordination with apprenticeship programs, as specified. - The impact of AB 1491, which limits the carryover of funds, is discussed, showing a significant reduction in available funds. - Brad outlined the budget allocation for the current year, with a focus on addressing the shortfall by moving expenses and canceling projects. **FY24/25 CAEP Budget** 	Fixed Personnel (salaries + benefits)	Original	Final	How it was reduced
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Fixed Cost Personnel 100% CAEP	2,218,833	1,811,745	moved 3 employees
Fixed Cost Personnel Braided	592,036	592,036	
Re-organization Positions 100% CAEP	420,881	121,603	hiring hold - 3 positions
Placeholder for Dean/Director	232,993	232,993	
Total	**3,464,743**	**2,758,377**	| | Supplies/Services/Equipment/NANCE/Re-Assign Time			
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23/24 Rollover	493,850	471,806	moved to LOTTO/cancelled
JH Consulting	10,000	10,000	
Marketing (non-personnel)	516,250	0	moved to COVID Recovery
PRIE (non-personnel)	172,686	130,686	
President's Office	35,000	35,000	
Resource Allocation	304,064	70,666	moved to LOTTO/SWP/Cancelled
Software (GLBR/PRIE)	17,480	17,480	
Spring Requests	1,289,833	772,147	moved to LOTTO/SWP/Cancelled
NANCE: July - December 2024	854,286	743,229	reduced 13%
NANCE: January - June 2025	683,429	572,286	reduced 33%
Administration Travel	15,000	15,000	
DE Coordinator 100% re-assign time (until permanent hire)	42,551	42,551	| |			
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Total Planned Expenses (known)	7,899,172	5,639,228	
24/25 Allocation in NOVA	4,354,860	4,354,860	
Carry in Budget in NOVA	1,581,169	1,581,169	
Total Available Funds in NOVA	5,936,029	5,936,029	
Indirect @ 5%	(296,801)	(296,801)	
Available Funds to Spend	5,639,228	5,639,228	
Over/Under	(2,259,944)	0		 It was also mentioned that funding will not be available for resource requests/allocation in FY 24/25 and FY 26/26
CONCLUSION	
Action Item [Who?]	

	6. Strong Workforce Program Presentation

DISCUSSION	Associate Dean, Armin Rashvand presented Strong Workforce Program (SWP)

- Associate Dean, Armin Rashvand presented Strong Workforce Program (SWP)
  - The SWP is a key initiative under state legislation aimed at enhancing workforce development.
  - It represents a collaborative effort between regional and local workforce systems, designed to support students enrolled in sector-based programs.
  - Funding from the SWP is allocated to improve student outcomes, focusing on equipping students with the skills and opportunities needed to succeed in the workforce. It is encouraged to use SWP funding to/for,
  - Expand Enrollment in Quality CTE Programs: Increase the number of students participating in high-quality Career and Technical Education (CTE) courses, programs, and pathways that lead to successful workforce outcomes.
  - Invest in Emerging CTE Programs: Allocate resources to develop and support new or emerging CTE programs that are aligned with workforce demands, ensuring students are well-prepared for future careers.
  - Enhance Career Development Services: Broaden and improve career exploration, planning, job readiness, job placement, and work-based learning opportunities to better prepare students for the job market.
  - Foster Instructional Collaboration: Promote and strengthen instructional collaborations across departments and divisions to create a more cohesive and integrated approach to CTE education and training.Armin presented the SWP Local R8 Budget, the SWP Projects and the Perkin Projects,

SWP Local R8 Budget

Project Name	Details	Budget Amount
CTE Programs	12 Programs funded	$348,500
CE Program Management	Fixed costs: Salaries & Software	$502,228
Data & Research	Fixed costs: Salaries & Software	$89,367
Job Development	Fixed costs: Salaries	$479,916
Marketing	Fixed costs: Salaries	$27,500
Outreach	ConexEd Project	$27,500
Professional Development	Classified Staff	$8,250
		Total $1,483,261

- SWP Projects,

SWP Regional Projects

Projects	Budget Amount
Counselor Institute Phase 2	$82,500
College Based Marketing	$50,000
Job Placement Case Management	$145,000
Work-Based Learning	$75,000
Faculty Institute Phase 1	$95,000
Total	**$447,500**

  - Perkins Projects,

Perkins Projects

Projects	Budget Amount
Auto Technology	$79,328
Child Development	$18,355
Clothing and Textiles	$80,000
Culinary	$83,250
Welding	$84,000
Total	**$344,933**

CONCLUSION	
Action Item [Who?]	

7. CalWORKs Presentation

DISCUSSION	- Dr. Franklin Garrett presented CalWORKs Program, - CalWORKs at SDCCE provides support for students who are parents receiving public assistance to help them achieve self-sufficiency through education and career training. - SDCCE CalWORKs counseling team consists of 5 full-time and 5 adjunct counselors, supported by 4 staff members who provide assistance in various capacities, including: - Supporting students receiving Cash Aid through the CalWORKs program. - Assisting two-parent or single-parent households with children under 18. - Serving eligible students who are currently enrolled and attending classes at SDCCE. - Ensuring students meet the County CalWORKs program guidelines. - With services extending to over 2,000 students across 7 campuses, SDCCE also operates a Work Study Program, currently supporting 25 students. In partnership with ESL faculty, the counseling team conducts student success workshops aimed at enhancing academic outcomes and promoting student achievement. - CalWORKs Budget Categories - Personnel: Allocating funds for hiring essential staff, including counselors, tutors, and support staff. - Student Support Services: Providing case management, academic advising, counseling, and workshops to support student success. - Program-Specific Expenses: Addressing unique program costs such as childcare, tailored to meet the needs of participating students. - Professional Development: Investing in training for faculty and staff on culturally responsive teaching practices, supporting diverse student populations, and other relevant professional growth topics. - Technology & Equipment: Procuring technology and equipment essential for enhancing student success and achieving program objectives. - Facility Costs: Maintaining dedicated spaces for CalWORKs services across multiple campuses, ensuring accessible and functional office environments. - Administrative Costs: Covering a portion of administrative expenses related to the overall management and operation of the program. management.

CalWORKs Budget Overview

Expense		Amount
Program Funds		$2,487,713
Federal TANF Funds		$683,426
Work Study Funds		$400,000
Child Care Funds		$503,000
Total CalWORKs Budget	**Total**	**$4,074,139**

CONCLUSION	
Action Item [Who?]	

8. Request for Resources

DISCUSSION	• Director of Administrative Services Mark Nesbit II, reminded the Budget Committee that Request for Resources are due on December 14.
CONCLUSION	
Action Item [Who?]	

9. Adjournment Meeting adjourned at 2:03 p.m.

NEXT MEETING:
Monday, February 3, 2025. – 1:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**