



San Diego Continuing Education
Budget Committee
Minutes

Monday, January 6, 2020
1:00 p.m. – 2:00 p.m., ECC, Room 106

ATTENDEES/ PROXIES	<i>Committee Members</i>	
	David Anton	Mark Nesbit II
	Denise Munoz	Michelle Gray
	Floreniza Yumul	Olivia Flores, Co-Chair
	Jacqueline Sabanos, Co-Chair	
	Jan Jarrell	
	John Bromma	
	Kelly Henwood	
	<i>Absent Committee Members</i>	
	Andrei Lucas	Lorie Crosby-Howell
	Carol Wilkinson	Maureen Rubalcaba
	Claudia Tornsaufer	Shirley Pierson
	<i>Committee Guests</i>	
	Alex Berry	

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none">The meeting was called to order by Jacqueline Sabanos at 1:03 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">None	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A

Agenda Item #2: Approval of November 4 Minutes

DISCUSSION	<ul style="list-style-type: none">Kelly Henwood moved to approve the minutes and Jan Jarrell seconded.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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Agenda Item #3: Governance Handbook Resubmitted after our last meeting on November 4, 2019

DISCUSSION	<ul style="list-style-type: none"> The Governance Handbook was resubmitted with all the changes agreed by all Budget Committee members in November 4, 2019
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

Agenda Item #4: Budget to Actuals November 30, 2020

DISCUSSION	<ul style="list-style-type: none"> VPA Jacqueline Sabanos presented the Budget to Actuals from September through November 30. The main concerns are 1302 (substitute) and 1301 (adjunct) Dean Gray would like to figure a better way the deans could manage and be better inform on how much money they have available for substitutes. VPA, Jacqueline Sabanos suggests to follow the establish policy on when to sub and when not to sub; the number of students enrolled in a class versus the cost of paying a substitute has to be considered before making a decision. This year it was budgeted 161,000 for substitutes. So far, 163,000 had been spent already. John Bromma informed and confirmed, historically the substitute budget has always been challenging; in the past there were no substitutes available no matter how big the class was. Dean Jarrell questioned how the budget was developed and if this is a realistic budget? How can this budget compare to last year's budget? VPA Sabanos stated the budget is released in the Campus Allocation Model. The budget is at the same level as the Colleges. However, SDCE is more dependable of attendance than the college side; therefore, CE needs to sub more often than the colleges. VPA Sabanos also stated that in the past the budget has gone over; currently, the Administrative Services Office is working on this subject with the District and is auditing payroll on the substitute funding line too. VPA Sabanos suggests knowing enrollment numbers of each class, and making good decisions on when to sub or not, can help the budget situation. There was much discussion on how challenging could be deciding when to sub or not, and the impact on students and classes when a substitute is not provided. Michelle Gray suggests, looking up for a better and more effective way to communicate with students in case a class could potentially be canceled. David Anton mentioned, while he worked at City College, he would notify his students through Blackboard when he was out sick and
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	<p>provided out of class assignments such as research.</p> <ul style="list-style-type: none"> • John Bromma will propose to the District Budget Committee to consider compensate positive attendance with more funding. • There have been a lot of changes since the District change the funding model this year. • The main issues affecting the adjunct funding are, first District doesn't pay an appropriate rate; second, although SDCE receives the same amount of money as the colleges, adjuncts at the college side work 15 hours a week, while, adjuncts at CE work 25 hours a week. These impact severely and negatively CE's adjunct funding.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

Agenda Item #4: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> • February 3, 2020 at 1 p.m. to 2 p.m. in room 106
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #5: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by Jacqueline Sabanos at 1:41 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____