



PGC Budget Committee Meeting

March 23, 2021

1:00 pm – 3:00 pm via zoom

MINUTES

Members of Budget Committee Present: John al-Amin (Chair), Donna Reed, Garth Kwiecien, Wendy Miller, E. Simon Hanson, Susana Atwood, Athena Lynn, Maria Salazar-Colon, Christopher Brodie, and Alexa Bautista

Member Absent: Abigail Bornstein, Peiying Guan, and Akira Chou

Alternates Present: Carole Meagher, Michael Needham, and David Delgado

Alternates Absent: David Yee, and Jonathan Ng

Guests Present: Dianna Gonzales, Tom Boegel, and Danny Villanueva

Meeting Called to Order at 1:00 PM

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1.	Approval of Agenda	<ul style="list-style-type: none"> • The agenda was approved with no changes. 	
2.	Approval of Minutes	<ul style="list-style-type: none"> • February 23 minutes were approved with no changes. 	
3.	Public Comments	<ul style="list-style-type: none"> • A member of a public made a comment that cutting programs like Philippines studies demonstrates a lack empathy, humanity and commitment to fighting racism within education. 	
4.	Reports from Constituent Groups	<ul style="list-style-type: none"> • The last Academic Senate passed resolutions regarding financial audit statement and the effects of programmatic reductions; the link to the resolutions were shared to the budget committee members via Zoom chat function; • It was suggested to remember responding as opposed to reacting good strategy; • AFT reported that they are looking for sources of additional funds to support the college; • A question was asked about the allowable use of CARES HEERF fund received from the state; it was clarified that the HEERF fund is meant to be used for emergency response to the pandemic; 	

5.	Follow up Items:	<p>FY22 Budget Development/Assumptions: LINK</p> <ul style="list-style-type: none"> • The chair provided an overview of individual items in the FY22 budget development document; • A question was asked in regards to \$5.4M unbudgeted expenditures- why we do not have fiscal control to stop unbudgeted expenditures? The chair clarified that the budget was approved by the board; the budget that was passed was presented as an unbalanced budget; • The chair also added that the majority of overage in the budget is personnel costs; the Finance office is working on implementing robust financial controls to mitigate the overage issues in future; • It was suggested that we implement a fiscal step hardwired into our hiring process; • A committee alternate asked when will the package of concession will presented to the unions so that decisions can be made about what the size of the schedule will be and who will be affected? It was replied that the district has not arrived in any concessions with any group yet; • A committee member asked if there's any possibility of selling the property instead of reducing staff and salaries; • It was suggested that we gather information about the operation cost to compare with to the apportionment money for each center; • In the second part of the budget assumptions, the chair presented the Recommended Priorities for discussion; • A committee member suggested that we should use what we already know while developing budget priorities; • It was suggested that we should look at a proportional analysis by looking at where our expenses have changed by proportion; • The committee engaged on very heartened and honest discussion about what the FY2022 budget priorities should be. As it was felt that committee members need more time to think about those priorities, the committee decided to hold the item and bring back next month; • Per committee suggestion, the chair will set up a Google Doc with the priority items and send to the committee members for their input. 	
6.	Standing Items	<p><u>Budget Update</u></p> <ul style="list-style-type: none"> • The chair presented a quick overview of Monthly Budget Report through January 2021 LINK 	

		<ul style="list-style-type: none"> • The revenue is on target but the expenditure will go over the budget; benefits are underfunded; <p><u>HEERF Funding</u></p> <ul style="list-style-type: none"> • The chair presented an overview CARES HEERF Planning Summary LINK • The proposed plan was discussed the Budget and Audit Committee; the plan addresses the final expenditure of HEERF I Institutional Fund, a good portion of HEERF II, and the proposed distribution of Student Financial Aid; • The plan does not include additional funds roughly about \$28M President Biden has proposed; the chair informed the committee that a campus taskforce of constituent groups will be formed to come up with the plan for the new fund; • A survey instrument will be sent out to all campus constituent so that everybody will have an opportunity to provide input. 	
7.	New Items	<p>Postcard Project Proposal LINK</p> <p><i>Procedural updated: this item was discussed right after the item #4 Constituent Groups Report.</i></p> <p>Leslie Simon provided a brief overview of the plan to send 4x6 postcards with the information about FreeCity and free noncredit classes on to San Francisco households a using the remaining balance in outreach budget;</p> <ul style="list-style-type: none"> • It was asked if there's any evaluation criteria built onto this plan; • It was suggested that this proposal should go through student affair; • A motion was made for this proposal to move forward to student affairs for review; Yes = 3, No = 0, Abstentions = 6. • As the majority of the committee did not affirmatively approve the postcard proposal, the chair will check and confirm the committee voting guidelines before taking further action on this item. 	
8.	Adjournment	The meeting was adjourned at 3:01 PM.	Chair