



PGC Budget Committee Meeting

January 12, 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 Steff, Maria Salazar-Colon, Christopher Brodie, Alexa Bautista, and Akira Chou. **Absent:** Abigail Bornstein, Peiyang Guan

Alternates Present: David Yee, Carole Meagher, Michael Needham, David Delgado, and Jonathan Ng

Guests Present: Dianna Gonzales, Tom Boegel

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"> • It was suggested that we label agenda items as informational, discussion, or action item; • Agenda approved. 	
2.	Approval of Minutes	<ul style="list-style-type: none"> • The committee approved the joint PGC Budget and Enrollment Management Committee 12.8.2020 minutes with the addition of the sentence below: <ul style="list-style-type: none"> ○ “Members requested the instructional budget for next year to be presented to the budget committee”. 	
3.	Reports from Constituent Groups	<p><u>Comments:</u></p> <ul style="list-style-type: none"> • With the migration to new website, members of the public who do not have CCSF ID cannot access the PGC meeting materials; • The classified staff are anxious about the unknowns on the budget; but hopeful that things will get better with the onboarding of the new VCFA; • The committee chair assured that the committee input and guidance will be utilized to improve the processes; 	SEIU and AFT to be added on the Constituent Group Reports.
4.	Public Comments	<ul style="list-style-type: none"> • In order to stay consistent with other PGC committees, a public comment section has been added to the BGC Budget Committee agenda; 	

		<ul style="list-style-type: none"> • A committee member commented that the items discussed in this committee also go to the Board and people will have opportunity to make a public comment on the board meeting; • The committee approved the motion to remove the public comment section from the agenda. 	
5.	Standing Items:	<p><u>State Budget Update: LINK</u></p> <ul style="list-style-type: none"> • The committee chair presented the highlights of the state budget the Governor Newsome released on January 8; • The concern was shared that, like in past, if the Noncredit students were excluded from the direct aids; the Chair assured that he'd ask that question on 1/20 CBO budget workshop; • It was suggested that we take proactive action to obtain a portion of \$20M one-time funding to support efforts to bolster student retention and enrollment; <p><u>District Financial Report LINK</u></p> <ul style="list-style-type: none"> • The chair presented the overview of the Monthly Reconciliation Report; • Known issues/concerns related to next few year's budget: need to make up about \$8M on hold harmless amount; enrollment is declining compared to past years; • It was suggested that we review our benefits costs in relation to salary for each constituent groups and adjust the budget accordingly; <p><u>Budget Policy and Procedure</u></p> <ul style="list-style-type: none"> • There are a number of board policies which are missing administrative procedures; the committee as a group will take an input from the fiscal staff and make recommendations for administrative policies to go forward to the board. 	
6.	Discussion Items:	<p><u>Committee Description and Purpose LINK</u></p> <ul style="list-style-type: none"> • The chair presented the PGC Budget Committee description and purpose to see if there's any amendment needed; suggested that we update item VI.n. "Convene meetings no less than weekly" and make Budget committee meetings monthly; and meet additionally if needed; • The chair suggested that we link the agenda items to the accreditation standards they are related to. 	

7.	Follow up Items:	<p><u>Budget Process and Enrollment: 4-Point document by Carol Meagher</u></p> <ul style="list-style-type: none"> • Committee alternate Carol Meagher presented the Four-Point document for discussion and provided some context; • The chair provided a quick background on how CCSF got into the present fiscal cliff and suggested that the committee be focused on the future rather than the past; • The chair clarified that the issues raised on the Four-Point documents are being addressed on their respective committees/areas; • It was suggested that we analyze our benefit structure to see if we are on alignment. <p><u>Agenda Setting Process</u></p> <ul style="list-style-type: none"> • A week prior to the meeting, a request for agenda item/s will be sent out to the group; the chair may follow up to the requester as appropriate to get the item included; • The agenda and handouts will be sent out to the group at least 48 hours before the meeting • It was brought into discussed if appointing a co-chair for this committee would be helpful; the chair clarified that this group is for taking information regarding the college budget and share to the respective constituent groups so that they can be informed; • On the question if instructional budget for next year be presented in next budget committee, the chair said that's unlikely because concession items are under discussion at the moment; the draft budget will not come out until May. 	
8.	Adjournment	The meeting was adjourned at 3:03	Chair