



PGC Budget Committee Meeting

February 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, Alexa Bautista, and Akira Chou.

Member Absent: Abigail Bornstein, Peiying Guan

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

Alternates Absent: David Yee,

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	<p>The agenda was approved with the notes below:</p> <ul style="list-style-type: none"> • meeting handouts were not attached to the agenda • Action items were not made available in advance to the public. 	The chair will follow up with the staff.
2.	Approval of Minutes	<ul style="list-style-type: none"> • November 17, 2020 minutes were approved with following corrections/additions: <ul style="list-style-type: none"> ○ On the item # 1: the minutes adopted on November 17 meeting were from November 3 meeting; not from October 20 meeting; ○ A comment will be added on the item #2: “There was a confusion on how we get to 20,000 FTES when the schedule is less than that. It was an issue of feasibility” • January 12, 2020 minutes were approved with following corrections/removals: <ul style="list-style-type: none"> ○ Remove the line “cost for retiree health has not been budgeted” from the item # 5, bullet point 2; ○ Remove the item #5, bullet point 3, about the retiree healthcare trustee. 	

3.	Public Comments	<ul style="list-style-type: none"> • A member of the public requested an explanation on how City College would justify the massive cuts to the services to the people that are paying taxes as there are no cuts being proposed by the legislature or the governor for the community colleges in FY21 and FY22. 	
4.	Reports from Constituent Groups	<ul style="list-style-type: none"> • A committee member shared concerns about how we have discussions at the college, in particular, with our participatory governance and the budget; the academic senate has put these items on their upcoming meeting agenda; • The college is moving forward with the multiple plans that do not have faculty endorsement; it was suggested that it should be a goal of this committee to receive endorsements from all constituent groups to deal with the budget challenges; • A committee member is looking forward to the completion of the audit for the year ending June 2020 to be able to compare that to budget; • Classified members are waiting receive financial information they requested in a better form. 	
5.	Follow up Items:	<p><u>Committee Description and Purpose</u> LINK</p> <ul style="list-style-type: none"> • It was recommended that we make the following updates on the Committee Description and Purpose: <ul style="list-style-type: none"> ○ Item # VIII. Meeting Day and Time: change to <i>4th Tuesday of the month, 1:00 to 3:00 pm</i>; ○ Item # IX. Meeting Frequency: change to <i>monthly or as needed</i> ○ Item # VI.n.: change to <i>convene meetings monthly or as needed</i> • The motion to send to PGC an update to committee governance description and purpose that the PGC Budget Committee will meet monthly or as needed on the fourth Tuesday of each month from 1 – 3 pm approved; • It was suggested that we also send to PGC our annual goals that we set out at the beginning of this year as a separate item; • It was clarified that each of the PGC subcommittees are tasked with developing goals for the year and at the end of the year the committees will begin the evaluation process. 	
6.	Standing Items:	<p><u>Budget Update</u></p> <ul style="list-style-type: none"> • The chair presented CCSF 2020-21 Budget vs. Actuals document and provided an overview of expenditure thru the end of Jan. 2021; • The chair updated that the finance office is in the process of 	

		<p>implementing a monthly close system; the chair also highlighted the need of monumental changes on how to develop, monitor, and control our budget;</p> <ul style="list-style-type: none"> • A concern was shared that we may not make to the 50% law because of the cuts in FTES and FTEF; the chair assured that the budget will be in compliance with the 50% law; • A member of the public suggested that CCSF refocus on the main mission i.e., to serve the people of San Francisco; <p><u>Higher Education Emergency Relief Fund (HEERF)</u></p> <ul style="list-style-type: none"> • The chair provided the overview of HEERF Funds the district received- types of funds, use of the funds (allowable and unallowable), award date, deadline to use the funds by and, the expenditure status; • The chair clarified the true purpose and limitations of the HEERF funds. 	
7.	New Items	<p><u>FY22 Budget Development/Assumptions</u></p> <ul style="list-style-type: none"> • A committee member shared that the PGC budget committee made a recommendation of the budget in May 2018; since then the committee has not made a recommendation for the subsequent two years (2019 and 2020); • The chair presented and provided an overview of Draft FY22 Budget Assumptions and also provided a quick background of structural financial deficit CCSF; • Some of the budget recommendations discussed in today's meeting- submit a balanced budget, maintain 50% for the instructional expenditure, increase outside funding opportunities and, and maintain and increase reserve; <ul style="list-style-type: none"> ○ The chair encouraged the committee members to come up with different recommendation ideas that help to balance the budget. ○ A member suggested that we use conservation estimates for revenues; ○ It was clarified that OPEB expenditure of \$10.8 and the 5% district reserve (\$9.19M) were included in the multi-year budget projection but there is no budget for these items at this time; 	
8.	Adjournment	The meeting was adjourned at 3:08 pm.	Chair

