



## PGC Budget Committee Meeting

September 19, 2023 1:00 PM – 3:00 PM

### MINUTES

**Member of Budget Committee:** Adil Ahmed (Chair), Garth Kwiecien (A), Linda Wu (A) Susana Atwood (F), Ekaterina (Katia) Fuchs (F), Jessica Buchsbaum (F), Maria Salazar- Colon (C), Michael Snider (C), David Delgado (C), Emily Oryall (S), Samin Amin (S)

**Alternates:** John Halpin (A), Anthony Tave (A), Maria D’Souza (A), E. Simon Hanson (F), Doug Orr (F) Vaishali Jogi (C), Shannon Rouchon (S)

**Members Present:** Adil Ahmed (Chair), Garth Kwiecien (A), Linda Wu (A), Susana Atwood (F), Ekaterina (Katia) Fuchs (F), Jessica Buchsbaum (F), Michael Snider (C), David Delgado (C),

**Alternates Present:** John Halpin(A), Anthony Tave(A).

**Members Absent:** Maria Salazar- Colon (C), Emily Oryall (S), Samin Amin (S)

### Meeting Called to Order at 1:05 PM

No.	Item	Discussion/Outcome	Follow-up/Individual Response
1.	Roll Call	Roll call was taken.	VCFA Office Rep.
2.	Approval of agenda	VCFA Office Rep. asked for a motion to approve the agenda. Jessica Buchsbaum moved to approve the agenda. John Halpin seconded the motion. All those in Favor said “Aye” agenda was approved.	VCFA Office Rep.
3.	Approval of Minutes <ul style="list-style-type: none"> <li>• August 22, 2023</li> </ul>	VCFA Office Rep. asked for a motion to approve August 22, 2023 minutes. AVC Ahmed made a motion to move the minutes and Committee Member Buchsbaum seconded the meeting minutes. Discussion occurred on modifications. All those in favor said “Aye” minutes to the August 22, 2023, were approved as amended.	VCDA Office Rep.
4.	Public Comment	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>	
5.	Report from Constituent Groups	<ul style="list-style-type: none"> <li>• Associated Students – No report.</li> <li>• Academic Senate –No report.</li> <li>• Admin Association – No Report.</li> <li>• AFT – Susana Atwood expressed her enthusiasm that the budget book is on the agenda.</li> <li>• Classified Senate – No Report.</li> <li>• SEIU – No Report.</li> </ul>	

<p>6.</p>	<p>Standing Items</p> <ul style="list-style-type: none"> <li>District Financial Report Monthly Report as of August 2023</li> </ul>	<p>AVC Ahmed provided an overview of the adopted FY23-24 Budget. He explained the TCR (Total computational revenue) spreadsheet which is based upon property taxes, educational protectional account, student enrollment, and the difference between those three would be the state apportionment. He highlighted what the district is receiving and provided an explanation to the committee about the hold harmless allocation. He stated that he wanted to provide the committee with insight upon how the process works with the State to get a better idea how to move forward. He hopes to include this information down the line to provide transparency to the budget book.</p> <p>Committee Member Buchsbaum expressed her enthusiasm about bringing back Career Development College programs (CDCP) to the District in addition to the special admit.</p> <p>AVC Ahmed stated that normally Academic Affairs division and Student Affairs would work together on the outreach to the High Schools. Discussion occurred about how to proceed to increase enrollment.</p> <p>AVC Ahmed also mentioned to the committee that the District in FY 2026/27 will no longer be considered a large District but more over a medium college and explained how this would impact the basic allocations moving forward. He explained to the committee how this process works.</p> <p>Committee member Kwieicen asked when the District will be considered a smaller District.</p> <p>AVC Ahmed explained that in FY 2024/25 that we still have hold harmless funding coming to the District. Moving forward once this funding is gone then it would affect the District. He explained how there are some Districts that used the hold harmless to fill in the gap and haven't fixed the issue. He explained that there are some Colleges that were courageous enough to rectify the problem. Committee Member Fuchs expressed her concerns about the financial cliff and asked how the District could move forward to find ways to avoid it. The Committee discussed various way to increase enrollment and also how the District can start being fiscally responsible moving forward to avoid a fiscal cliff.</p> <p>Committee Atwood explained how some students were turned away and ended up at skyline. She stated how we didn't add sections this year when we had the demand. She suggested a</p>	
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		<p>compromise to add sections when students are trying to enroll. She stated that we cap our wait list which also is a concern because it turns away students who are interested. She further expressed her support to AVC Ahmed stating that there are many departments that rely on the FTES as well as how they distribute sales tax in San Francisco. She provided a detailed explanation upon how a portion of San Francisco sales tax is allocated to K through 12 and community colleges, and it is based on headcount, or rather FTES. She stated that if we get our numbers up we could get a larger number of sales tax as well. Further discussion occurred to discuss a strategy and if we are going to try to bridge the gap of the hold harmless or shrink.</p> <p>AVC Ahmed stated that the District will try to increase enrollment and look into outreach and also start to move forward with figuring out how to reduce our expenses to have a balance budget. He also wanted to share that if the Budget Committee had an opportunity they could go to the California Community College Website review schedule "C" which is itemized by District.</p>	
7.	<p>New items:</p> <ul style="list-style-type: none"> <li>• Information flow to and from the finance office overview.</li> <li>• Noncredit revenue and expenditures, including AEP grant funding overview.</li> <li>• OPEB Overview.</li> </ul>	<p>Committee members wanted to discuss the Adopted budget for FY 23-24. AVC Ahmed started to highlight the adopted budget.</p> <p>Committee member Atwood stated that she feels that the District is trying to find places in expenditures to spend less and one place where she found was the self-insurance fund and OPEB. She provided an explanation upon why she feels that the District could put less into OPEB and the self-insurance fund and more revenue for resources for outreach for more classes/sections. She expressed her concerns about making sure that the Budget committee has an opinion so they can provide assistance to the Board with endorsing the budget.</p> <p>AVC Ahmed stated that the Chancellor and the Board would need to discuss allocations and how to move forward. He stated that he will also review the allocations to present the concerns of the committee to the Vice Chancellor and Chancellor about OPEB and self-insurance funds. He stated moving forward he would like to share a budget development calendar with the committee to illustrate the process moving forward.</p> <p>Committee Atwood expressed her concerns about how this committee never had an opportunity to discuss the 23-24</p>	

		<p>adopted budget and asked the committee members to have a further discussion to discuss the document.</p> <p>AVC Ahmed stated that he would like to move forward with showing the budget development calendar at the next meeting and have another earlier meeting to discuss the budget.</p> <p>Committee Member Buchsbaum elaborated about her concerns and asked AVC Ahmed about District financial process.</p> <p>AVC Ahmed provided an overview about the information flow to and from the finance overview. He explained that he wants to create position control and explained how that process works. He continued to explain that he would like to have FOAPOL training for faculty and staff to have a better understanding of the process moving forward. Discussion occurred about the training and AVC Ahmed explained how the process works with DBO and how the District can move forward by using this process.</p> <p>Due to time the following items were tabled:</p> <ul style="list-style-type: none"> <li>• Noncredit Revenue and expenditures, including AEP grant funding overview</li> <li>• OPEB Overview</li> </ul>	
8.	Adjournment	Meeting adjourned at 3:00PM.	VCFA Office Rep.