



PGC Budget Committee Meeting

[Zoom](#)

October 26, 2021 1:00 PM – 3:00 PM

AGENDA

PLEASE NOTE: Requests for Public Comment must be submitted in advance, no later than 30 minutes before the start of the meeting via email to: adelatorre@ccsf.edu and jalamin@ccsf.edu. Please submit the following information: 1) Name. 2) Meeting Name and Date. 3) Agenda Item Number. 4) Your phone number if participating by phone. At the appropriate time your name will be called and you will be unmuted to speak. You will be allowed a maximum of 1 minute for your comment.

Members of Budget Committee Present: John al-Amin, Wendy Miller, David Yee, Susan Atwood, E. Simon Hanson, Ekaterina Fuchs, Maria Salazar-Colon, Guillermo Villanueva, Lingyi Li, Xiaowen Tang, Orlando Galvez

Members Absent: Athena Steff, Christopher Brodie

Alternates Present: Bobbi Ford McCormick, Ilona McGriff, Carole Meagher, Michael Snider, David Delgado

Alternates Absent: Michael Needham, Karl Gamarra

No.	Item	Discussion/Outcome	Follow up/Individual Response
1.	Review and Acceptance of Agenda	Moved to approve	
2.	Approval of Minutes (September 28, 2021)	Add a bullet point about Wendy Miller volunteering with Carole Meagher and Pam Mary to develop a draft for the committee objectives Moved to approve	
3.	Public Comment	No public comments	

A= Administrator
F= Faculty
C= Classified
S= Student

4.	Reports from Constituent Groups	<p>Associated Students – No report</p> <ul style="list-style-type: none"> • Academic Senate – Actively attempting to get the programmatic discussion in its proper place in regard to the budget. Recommended a delay in the program review process deadline for a full-scale program review until Fall 2022 • Admin. Association - no report • AFT - no report • Classified Senate - no report • SEIU - no report 	
5.	<p>New Items:</p> <ul style="list-style-type: none"> • Free City Audit • Purchase Order Report Revision • Enrollment Management Model 	<p>Chair</p> <p>Free City Audit</p> <ul style="list-style-type: none"> • Brief city audit concluded. \$1.5 m will be returned to the Free City College Program funds • Future monitoring of these expenses (fiscal year 2021) will be reviewed by the Vice Chancellor of Finance and Administration office <p>Purchase order report revision</p> <ul style="list-style-type: none"> • Specify type of purchase order and whether they're associated with general, bond, grants, or categorical funds. This provides more transparency and clarity over the expenditures that are occurring. Accomplished simple modification in reporting structure and will be visible in future purchase order reports <p>VC Tom Boegel</p> <p>Enrollment Management Model</p> <ul style="list-style-type: none"> • Intent of the spreadsheet is to develop a sustainable financial model for the college, based on an overall college size and some assumptions about revenues and expenses 	

		<ul style="list-style-type: none"> • Can show the size the college will tend toward under current revenue and expense assumptions. Can also show the size the college could be with changes in those assumptions • Revenue is modeled using assumptions about ratio of credit and noncredit FTES & funding available through the SCFF supplemental and success calculations • Expenses start by determining faculty compensation expenses based on assumption about instructional productivity, ratio of instructional and non-instructional load, ratio of full-time to part-time faculty, average faculty salaries, and benefit expenses 	
6.	<p>Standing Items:</p> <ul style="list-style-type: none"> • District Financial Report <ul style="list-style-type: none"> ○ FY21 Year End Close Update 	<p>District Financial Report/ FY21 Year End Close Update</p> <ul style="list-style-type: none"> • Transferred \$3.1m in HEERF funding • \$184m of unaudited expenditures for the year • With transfer of funds we have a \$1.2m balance. However, the year started with almost \$500k in the hole • Ended year with almost \$800k in cash • Operating reserve balance relates to cash flow • Goal is to have a cash reserve equal to a low point, so we don't have to borrow from city and county • Quarterly report available next meeting • Increase fiscal monitoring to show we're heading to fiscal stability • Use portion of HEERF to help cover anticipated expenditures 	

7.	Adjournment	Meeting adjourned at 2:33 pm	
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