



## PGC Budget Committee Meeting

April 27, 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, Peiyang Guan, and Akira Chou

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

**Alternates Absent:** Jonathan Ng

**Guests Present:** 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"> <li>The agenda was approved with no changes.</li> </ul>	
2.	Approval of Minutes	<ul style="list-style-type: none"> <li>March 23 minutes were approved with no changes.</li> </ul>	
3.	Public Comments	<ul style="list-style-type: none"> <li>No public comment request was received for this meeting.</li> </ul>	
4.	Reports from Constituent Groups	<ul style="list-style-type: none"> <li>As a continual improvement process, the Academic Senate reinforced the resolution to get information out before meetings;</li> <li>Upon reviewing the budget priorities document, members realized that the document needs to be reorganized and put them in a couple of groups; Donna Reed will send out the Goggle Doc to the budget committee for review and input;</li> <li>SEIU shared that the group was not comfortable to complete the Budget Priority document as the items in the list may affect the constituent groups.</li> </ul>	
5.	Follow up Items:	<p><u>FY22 Budget Development/Assumptions</u></p> <ul style="list-style-type: none"> <li>The chair clarified that the items listed on the document are the suggestions or the guiding principles for budget preparation;</li> </ul>	

		<ul style="list-style-type: none"> <li>• The chair updated that the participation received from the committee members in giving input on the Budget Priorities document is insufficient to provide budget team direction and move forward; the chair opened for the discussion/comment to the group;</li> <li>• The SEIU president assured that SEIU is together with other constituent groups and would do their fair share while dealing with the shortfall of the budget; all constituent groups should feel comfortable with the numbers;</li> <li>• It was asked to clarify how the list of priorities is connected with the actual budget;</li> <li>• It was suggested that nonnegotiable items should be on the top of the priorities;</li> <li>• The committee decided to use the document created by member Donna Reed as a template for the committee to have further discussions; the committee with then refine the document and move forward;</li> </ul> <p><u>Draft Budget Document Rollout Process/Timeline</u></p> <ul style="list-style-type: none"> <li>• Interim Sr. Director of Budget of Accounting Danny Villanueva informed the committee about the FY22 budget development process: the first engagement will be with the vice chancellors, the budget team will go over the existing adopted budget and fix the anomalies if any, and populate next fiscal year budget;</li> <li>• Danny answered the question about the status of FY22 budget development process – two temporary budget analysts were hired; the budget team has been focusing on recreating spreadsheets and extracting them from banner;</li> <li>• The budget team will be working aggressively on populating the budget with the most current information in next three weeks; the budget needs to be broken down by the departments;</li> <li>• Talking of student success, as the definition of student success varies person to person, a member encouraged everyone to articulate and publicly produce the student success goal;</li> <li>• The budget will go through a 3-year cycle; by the third year i.e., FY24, we will have fully integrated budget;</li> <li>• A committee member suggested that we make sure to allocate budget to upgrade our financial systems;</li> <li>• A committee member suggested that we rather fill the vacant permanent classified positions instead of contracting out the work to temporary people.</li> </ul>	
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6.	Standing Items	<p><u>District Financial Report</u></p> <ul style="list-style-type: none"> <li>• The chair presented an overview of 2021-21 Budget vs Actuals Thru March 2021</li> <li>• The chair caught a computational error on the document. The document was corrected after the meeting and posted to the Budget Committee website; <a href="#">LINK</a> to the corrected document;</li> <li>• It was suggested that take out retiree health cost from the report and put on a separate schedule;</li> <li>• It was answered that categorial funds reconciliation will be done by the end of fiscal year.</li> </ul>	
7.	New Items	<p><u>HEERF III Update</u></p> <ul style="list-style-type: none"> <li>• The chair updated that the college would receive roughly \$28m from the American Recovery Plan; a grant award notification from the US Department is yet to be received;</li> <li>• A survey was sent out to all constituent groups to get input and ranking the main categories for expenditure;</li> <li>• A workgroup consisting of various constituent groups will be put together to go over the data received from the survey to begin the proposed HEERF budget plan for the next fiscal year.</li> </ul> <p><u>Robert Rules – Committee Voting</u></p> <ul style="list-style-type: none"> <li>• The chair suggested that the committee get a training session/workshop to go over the Robert Rules or committee voting guidelines;</li> <li>• It was added that the purpose of this discussion to make sure that all the committee knows their responsibilities, even abstaining from a vote or choosing to not vote;</li> <li>• Since there was no clarity on whether the committee was operating on Robert Rules of committee voting, the chair proposed that the committee use the Robert Rules;</li> <li>• It was asked for clarification if retirees can be on the PGC standing committees; the chair replied that this item will be brought back to the committee for discussion after consultation with HR;</li> <li>• A committee member shared that the members in the PGC committee are appointed by their constituent group; this means it's the constituent group's decision of who to appoint on to the committee.</li> </ul>	
8.	Adjournment	The meeting was adjourned at 2:57 PM	Chair