



PGC Budget Committee Meeting

May 25, 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 and Christopher Brodie

Member Absent: Abigail Bornstein, Peiyang Guan, Alexa Bautista, Akira Chou

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

Meeting Called to Order at 1:00 PM

No.	Item	Discussion/Outcome	Follow Individual Responsible	Up/
1.	Approval of Agenda	<ul style="list-style-type: none"> The agenda was approved with no changes. 		
2.	Approval of Minutes	<ul style="list-style-type: none"> May 25th minutes were approved with no changes. 		
3.	Public Comments	<ul style="list-style-type: none"> No public comment request was received for this meeting. 		
4.	Reports from Constituent Groups	<ul style="list-style-type: none"> As a continual improvement process, the Academic Senate reinforced the resolution to get information out before meetings; A request was made to refer to the public comment standards A link was posted to a resolution that was passed since the last academic senate, this resolution is expressing a lack of confidence in the budgeting process. One item especially is to ask David James to ensure that resolutions are not passed without allowing public comment beforehand. 		
5.	Follow up Items:	<p><u>FY22 Budget Development/Assumptions</u></p> <ul style="list-style-type: none"> The chair clarified that the items listed on the document are the suggestions or the guiding principles for budget preparation; 		

		<ul style="list-style-type: none"> Update of Budget staff which has delayed the operations by between one to two weeks, staff is back on site which will begin to expedite the situation Business office is targeting a finish date of August 15th, this is a standard timeframe for year end close An ask is made for all required documents to be submitted so the business office can complete required charges, all documents must be submitted by July 30th Tentative budget will be published in the next two weeks as a tentative timeline which will provide a much clearer image for the following fiscal year <p><u>Draft Budget Document Rollout Process/Timeline</u></p> <ul style="list-style-type: none"> Help is offered through the senate to support the Business office in its request for year end documents Suggestion made to task an internal auditor with finding and codifying unplanned expenditures 	
6.	Standing Items	<p><u>District Financial Report</u></p> <ul style="list-style-type: none"> The chair presented an overview of 2021-21 Budget vs Actuals Thru May 2021 An update was given on Moody's Bond, the date of the hold harmless was clarified to group members. May revise report. Cost-Of-Living-Adjustment is updated to 4.05% with an additional 1.5% COLA for state categorical programs Tentative budget will be sent to board before public submission, budget will be discussed in August meeting, tentative budget will hopefully completed by the end of June No questions or comments before adjournment 	
8.	Adjournment	The meeting was adjourned at 2:39 PM	Chair