



Joint PGC Budget & Enrollment Management Committee Meeting

December 8, 2020

1:00 pm – 3:00 pm via zoom

Minutes

Members of Budget Committee Present: John al-Amin (Chair), Kerry Wilhite, Garth Kwiecien, Wendy Miller, E. Simon Hanson, Susan Atwood, Abigail Bornstein, Athena Steff, Maria Salazar-Colon, Christopher Brodie, Alexa Bautista, and Akira Chou. **Absent:** Peiyong Guan

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

Members of Enrollment Management Committee Present: Geisce Ly (Co-Chair), Wynd Kaufmyn (Co-Chair), Monika Liu, Gregoria Cahill, Colin Hall, Aurelien Draï, Chandra Marie Edlestein, Edgar Torres, Denise Selleck, Angelica Nevarez, and Luisangela Marcano

Alternates: Kit Dai, Monique Pascual, Vaishali Jogi, Arlette Santana, Jeevan Rijal, Simon Hanson, Joseph Reyes, and Steven Brown

Guests: Dianna Gonzales, Tom Boegel, Al Harrison

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"> • Wynd Kaufmyn proposed that ‘war and peace’ document shared by Carol Meagher be put on the agenda and discussed up front. The joint committee agreed to put on the January PGC Budget committee meeting agenda; Jeevan will share this document to the both committee members; • It was clarified that since it is a joint meeting, the members of both committees are allowed to vote; • Agenda Approved; • Approvals of the individual committee minutes were deferred to respective committees’ upcoming meetings. 	John Al-Amin Jeevan
2.	Welcome and Introductions	<ul style="list-style-type: none"> • Committee Chair FCVA John Al-Amin briefly introduced new Internal Auditor/ Controller David James. Controller James was not present in the meeting; • David will report to the chancellor and also to the Board of Trustees; he comes to us from San Bernardino Community College. 	N/A

3.	Reports from Constituent Groups	<ul style="list-style-type: none"> • Suggested that we figure out a way to prepare agenda so that committee members be able to put items in advance; • Shared a concern about the proposed concession; what does it mean to have a 17% cut? • Requested to publish updated November budget committee minutes on the new website; 	
4.	Update from Enrollment Management Committee	<p>Dean Geisce Ly presented Instructional Budgeting and Schedule Development Process</p> <ul style="list-style-type: none"> • Enrollment Management Committee will review this document on 12/17; • Suggested to incorporate faculty input in the process of this document; • “There is no vision on this document for what the college is going to look like in 2024/25”. The overall enrollment goals are too broad. • The document has not addressed our noncredit programs; • Suggested that this document should have gone through the participatory governance process before the Trustees approved it; • The document is still on the work on progress state, feedback from the PGC committees will be incorporated. 	
5.	Quarterly Financial Report	<ul style="list-style-type: none"> • VC Al-Amin updated that he will be working with the budget and finance staff to produce monthly and quarterly financial reports; 311Q financial report was recently submitted to the state; • Aforementioned financial documents will be brought to the Budget committee for review, discussion, and feedback; • It was commented that 311 report does not align with our budget and audit report; • The committee would like to see the departmental expenditure data and also all employee represented in one report; • It was clarified that 311 report is a rollover report which includes everything we do at the college level vs monthly reports provide the data at the specific accounts level; • There is going to be a dashboard that departments can go and look individual related program data; • It was suggested that the financial reports should include not only just numbers but also some context and explanations of anomalies; 	

6.	Next Steps on Multi-year Budget & Enrollment Plan	<p>VC Al-Amin presented Campus Budgeting 101 Multi-Year Budget and Enrollment Plan: LINK</p> <ul style="list-style-type: none"> • The Budgeting 101 document incorporates a brief overview on reductional fundamentals including priorities, reduction strategies, and expectations; • It was asked if the costs other than faculty salary and benefits were included while calculating the cost of teaching a class; • It was suggested that we need to make sure the enrollment goals we set should be linked to actionable plans; we should set the floor and the aspirational goals; • Compared to some private companies, the impact of pandemic on us is very minimal; we can easily come out of it if we do a good strategic planning; • A committee member shared frustration that MYBE plan does not incorporate existing plans and program review; the plan also does not have plan for success; • A suggestion was made that we utilize social media platforms to share our college updates to the stake holder and also to the broader community; • What did we accomplish and what are the action items from the meeting today? • One main action item- we need come with a recommendation on where we are going to make adjustments for next year’s budget; • We should figure out the ‘floor’ on the basis of the alignment of FTEF to actual expenditure prepared by Academic Affairs last year. 	
7.	Committee Calendar for the Year	<ul style="list-style-type: none"> • VC Al-Amin proposed and presented a draft calendar on a new format which is a little different from existing CCSF budget calendar; the draft calendar will be sent to program review team for their input; it’s been published on the website for committee member review and input; • Next PGC budget committee meeting: January 12, 2021. 	
8.	Adjournment	The meeting adjourned at 3:10 PM.	N/a