



PGC Budget Committee Meeting

October 22, 2024 1:00 PM – 3:00 PM

MINUTES

Member of Budget Committee: Petrina Pledger (S), Jenny Thach (S) , Nicole Wanawijaya (S), Susana Atwood (F), Jessica Buchsbaum (F), Maria Salazar- Colon (C), James R. Hall (C), Michael Snider (C), Adil Ahmed (A), Erin Denney (A) , Yulian Ligioso (Chair)

Alternates: John Halpin (A), Doug Orr (F), Joe Reyes (F), Vaishali Jogi (C), Roxana Vargas-Greenan (C) David Delgado (C)

Meeting Called to Order at 1:05 PM

No.	Item	Discussion/Outcome
1.	MEETING OPENING <ul style="list-style-type: none"> • Roll Call 	<p>Members Present: Petrina Pledger, Nicole Wanawijaya, Susan Atwood, Jessica Buchsbaum, James R. Hall, Michael Snider, Yulian Ligioso, Adil Ahmed, Erin Denney</p> <p>Members Absent: Jenny Thach, Maria Salazar-Colon</p>
2.	APPROVAL OF AGENDA <ul style="list-style-type: none"> • Review and Acceptance of Agenda 	Moved by committee member Buchsbaum. Seconded by committee member Ahmed. Motion approved.
3.	ACTION ITEMS <ul style="list-style-type: none"> • Minutes – September 24, 2024 	<p>Moved by committee member Denney. Seconded by committee member Pledger. Motion approved.</p> <p>Committee Member Buchsbaum mentioned her concerns about having a Joint meeting with enrollment management committee. Chair Ligioso provided an update of future agenda items to the committee. He explained that in November he hopes to have discussions on the 311A, Program Review and Adult Education program. In January, he hopes to have the Enrollment Management joint meeting and in February have a discussion on the FTEF Allocation process.</p>
3.	PUBLIC COMMENT	None at this time.
4.	OLD BUSINESS <ul style="list-style-type: none"> • Selection of Co. Chair 	<p>Chair Ligioso provided an update upon the format change of the agenda, and how this committee is trying to align with PGC structure being a subcommittee of PGC.</p> <p>Discussion occurred upon the selection of Co-Chair and if the committee would like to move forward with selecting one. Concerns were raised about voting rights, and Chair Ligioso provided an explanation regarding modifications to the voting rights that will be forthcoming. He continued</p>

		<p>to explain to the committee they have various avenues for their requests for agenda items, and if the committee prefers not to have a co-chair at this time it would be fine. Concerns were raised upon how to proceed with submitting agenda items. He suggested a process with submitting agenda topics to the VCFA office for future agenda items. Once that has been reviewed then the VCFA office will send a draft agenda for the committee to review for any modifications prior to posting the agenda for the meeting.</p> <p>The committee decided to not have a co- chair and Committee member Buchsbaum made a motion to table the selection of a co-chair to time uncertain, at the discretion of the members of the committee, Seconded by committee member Ahmed. a roll call vote was taken :</p> <p>Petrina Pledger (S) - Aye Jenny Thach (S) - Absent Nicole Wanawijaya (S)- Aye Susana Atwood (F) - Aye Jessica Buchsbaum (F) –Aye Maria Salazar- Colon (C)- Absent James Hall (C) - Aye Michael Snider (C) - Aye Adil Ahmed (A) -Aye Erin Denney (A) – Aye Yulian Ligioso (Chair) –Aye</p> <p>Motion approved.</p>
5.	<p>New BUSINESS</p> <ul style="list-style-type: none"> • Grant Process Review – Maureen Harrington • PGC Standing Budget committee Description – Yulian Ligioso • Monthly Budget Report – Adil Ahmed 	<p>Maureen Harrington, Dean of Grants & Resource Development provided an overview of the grants process. She highlighted the steps as follows: Phase I – Pursuing the grant, Phase II – Proposal Development and Submission, Phase III- Post award. She hopes that by providing guidance would provide opportunities to support academic and student affairs.</p> <p>Committee member Atwood asked what the current federal indirect cost rate is for the District and the duration.</p> <p>Dean Harrington stated that the federal indirect cost rate is 37.5%, and she wasn't sure of an end date and asked Committee member Ahmed if he knew.</p> <p>Committee member Atwood explained what this committee is concerned about when it comes to grants. Mainly getting money in the U fund with the indirect cost rate to get more revenue, and asked if the District needs to be thinking about applying for grants or moving things into grants. She explained that the role of this committee is to figure out how to maximize the spending in the general fund.</p>

	<p>Committee member Ahmed stated that the indirect cost expires June 30, 2027.</p> <p>Discussion occurred about reviewing general funds to find out if any line items in the ledger could be moved to create more funding in the U fund. As discussion progressed, Dean Harrington explained marketing efforts which would provide the District with positive insight to the public about the District. Chair Ligioso explained that by understanding the parameters and expectations of the grant agencies it would provide better data that is needed to build the upcoming 2025/26 budget and also allow the District to understand potential impacts. Chair Ligioso recommended that Dean Harrington come to an upcoming budget committee meetings with a benefit cost analysis for the group so they could provide insight and recommendation on grants. He thanked Dean Harrington for her in depth presentation and asked her to forward a copy to the VCFA office to share with the committee.</p> <p>Chair Ligioso provided an update on unification of the PGC standing committees. He explained that PGC would like to put more structure and consistency on the various committees. Discussion occurred about what the budget committee is already doing and how improvements could be made. Recommendations were proposed about the date of the meeting and the committee proposed to move the meeting on every 3rd Tuesday of the month moving forward. Chair Ligioso suggested to continue meeting on the 4th Tuesday of the month and when the District has the tentative and annual budget in June and September have an earlier meeting. Committee Member Atwood stated that she likes the idea of having extra meetings however she is concerned about codifying this change that is being made on the PGC document that they want feedback on and suggested that we continue to consider to have the meetings every 3rd Tuesday of the month. Chair Ligioso asked if she and Committee member Buchsbaum would join him at a PGC meeting to explain the proposed modification.</p> <p>Committee Member Atwood made a motion that the meetings will be moved to every 3rd Tuesday of the month which wouldn't exclude any special meetings. Committee Member Buchsbaum seconded the motion.</p> <p>Roll call vote was taken as follows:</p> <ul style="list-style-type: none">Petrina Pledger (S) - AyeJenny Thach (S) - AbsentNicole Wanawijaya (S)- AyeSusana Atwood (F) - AyeJessica Buchsbaum (F) –AyeMaria Salazar- Colon (C)- AbsentJames Hall (C) - AbstainedMichael Snider (C) - Aye
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		<p>Adil Ahmed (A) -Aye Erin Denney (A) – Abstained Yulian Ligioso (Chair) –Aye</p> <p>Motion approved.</p> <p>Chair Ligioso stated that at the upcoming PGC meeting he will bring up the modification to them.</p> <p>Committee Member Ahmed provided an overview on the quarterly budget report. Committee Buschsbaum asked what was the initial planning for these equipment expenditures. Committee Member Ahmed explained that majority of the line item are from ITS and he will follow up with an answer to her. She also asked about a status update on vacant positions.</p> <p>Chair Ligioso suggested to invite Marie Billie to explain the status of the vacant positions within the District and how to move forward.</p> <p>Committee Atwood stated that after her review of the monthly report the only thing that popped at her was the misnomer insurance line item. She wanted to confirm that the amount was budgeted in another location. Committee member Ahmed stated that Committee Atwood was correct. He explained that it may be in central services but he needs to check and get back to her.</p> <p>Discussion occurred about financial reporting deadlines after the meeting has been modified to the 3rd Tuesday of the month. Further discussion explained the finance department processes and hopes that they can provide the financial reports that are needed for this committee to review.</p>
4.	Reports from Constituent Groups	<ul style="list-style-type: none"> • Associated Students – Committee Member Wanawijaya reported that the executive council team had the chance to attend the Seesaw Conference in LA. She explained how it was a great experience and how she learned how to improve herself to become a better leader. • Academic Senate – Committee Member Buchsbaum thanked the Finance Department for their services. She also thanked Chair Ligioso and Adil Ahmed for their leadership. She stated that Academic Senate is working on program review processes. • Admin. Association – No report at this time. • AFT – Committee Member Atwood explained that AFT concerns is that the District adds sections based on demand for the spring semester. • Classified – No report at this time.

		<ul style="list-style-type: none"> • SEIU – No report at this time
8.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • 311A Review • Enrollment management • Program Review • Adult Education Program • FTEF Review • Vacancies and HR processes 	<p>Chair Ligioso reiterated that in November he hopes to have discussions on the 311A , Program Review and Adult Education program. In January, he hopes to have the Enrollment Management joint meeting and in February have a discussion on the FTEF Allocation process as well as discuss vacant positions and processes.</p>
9.	Adjournment	<p>Moved by Committee Buchsbaum Committee member Jogi seconded the motion. Meeting adjourned at 3:00 PM.</p>