



PGC Budget Committee Meeting

January 28, 2025 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), Lillian Marrujo-Duck (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

| N o. | Item | Discussion/Outcome |
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| 1. | MEETING OPENING <ul style="list-style-type: none"> • Roll Call | <p>Members Present: Petrina Pledger, Susan Atwood, Jessica Buchsbaum, Lillian Marrujo-Duck, Maria Salazar-Colon James R. Hall, Michael Snider, James R. Hall, Michael Snider, Adil Ahmed, Erin Denney, Yulian Ligioso.</p> <p>Alternates Present: John Halpin, David Delgado</p> <p>Members Absent: Nicole Wanawijaya, Jenny Thach, Roxana Vargas-Greenan</p> |
| 2. | APPROVAL OF AGENDA <ul style="list-style-type: none"> • Review and Acceptance of Agenda | Moved by committee member Atwood. Seconded by committee member Pledger. Motion approved. |
| 3. | APPROVAL OF MINUTES <ul style="list-style-type: none"> • November 26, 2024 • January 21, 2025 | <p>Chair Ligioso asked for a motion for the November 26, 2024 Minutes. Moved by committee member Buchsbaum. Seconded by committee member Pledger. Committee member Marrujo-Duck Abstained, Motion approved.</p> <p>Chair Ligioso asked for a motion for the January 21, 2025 Minutes. Moved by committee member Marrujo-Duck. Seconded by committee member Ahmed. Committee member Pledger abstained. Motion approved.</p> |
| 4. | PUBLIC COMMENT | None at this time. |
| 5 | REPORTS FROM CONSTITUENT GROUPS | Associated Students – None at this time Academic Senate- None at this time Admin Association – None at this time AFT- None at this time Classified Senate – None at this time |

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| | | SEIU – None at this time |
| 6. | Previous Items for Discussions/Action <ul style="list-style-type: none"> • Monthly Financial Report • Review 311 Q-2 | <p>Committee member Ahmed provided an overview of the monthly financial report. He highlighted the revenues, expenditures, salaries, benefits, supplies, services, equipment and transfers in and out breakdown. Discussion occurred about revenues and expenses, budget adjustments, and how the District will move forward. Discussion occurred about collecting the data to provide the report. Chair Ligioso explain the variances work and suggested that he moving forward to the next phase of FY25-26 he would provide more insight to help the committee understand how the budget is being built.</p> <p>Committee member Ahmed provided an overview of the 311-Q2. He explained the District’s quarterly financial status and details upon how funds were spent which includes projections for the upcoming year. He highlighted Revenues, Expenditures and total general fund cash balance and mentioned that Parcel Tax is not included in this report. He explained that some expenses need to be transitioned to Parcel Tax and that is why you’ll see a deficit in the numbers. Once that amount gets transferred you’ll see the projected surplus ending balance.</p> <p>Chair Ligioso explained that the reason why the 311Q only covers unrestricted funds is because in the annual report the State separates out the unrestricted/restricted and parcel tax. He explained that there are different worksheets that provide the details and hence for the quarterly’s. He continued to explain that the Finance Department is currently working with Vice Chancellor and Associated Vice Chancellor of Academic Affairs to code position upfront to the parcel tax so we won’t have this difference between our monthly and quarterly’s moving forward.</p> |
| 7. | ITEMS FOR DISCUSSION/ACTION <ul style="list-style-type: none"> • FTEF Allocations process review | <p>Tom Boegel, Associate Vice Chancellor, Instructional Support Services provided an Instructional Budgeting overview of the following: Levels of Instructional Budget Development and Decision making, Review of Tasks and Challenges, Steps of overall process, analysis of variability, Good operational practices. He highlighted the levels of Instructional Budget Development and Decisions, Task at hand- Determine a college-wide total instructional FTEF budget that meets overall collage goals for FTES, Challenge: Dollars vs FTEF, Timing, and provided examples of FTES goals, FTES/FTEF Goals, Resulting FTEF, Projecting Salary Expenses, Projecting in load Instruction, Conversion to PT Instructional Salaries, Sensitivity to Variability, Retirement and Reassigned Time, Retirements, Reassigned Time, Salary Structure Changes, Changes in FTES/FTEF, Changes in FTES Expectations, and Review of impacts.</p> <p>Committee member Hall thanked AVC Boegel for his efforts and expressed his concerns about how he felt about the process being backwards. He stated that he feels that the District should be looking at the numbers from last year and review the status and move forward,</p> |

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| | <p>instead of thinking this is how much money we are getting to build the schedule for.</p> <p>AVC Boegel gave an overview on the process and explained how the District establish college wide FTES/FTEF goals to determine total FTEF to figure out overall enrollment goals to maintain projected salaries.</p> <p>Committee member Buchsbaum asked how Department chairs can analyze their own departments and schedules. She continued to ask about strategic enrollment management.</p> <p>AVC Boegel explained that although Committee member Buchsbaum has valid concerns, he didn't want to divert the conversation. He suggested that she should follow up with VCAA Yee and the Chancellor to continue the dialog. He started to explain the FTES/FTEF goals and assumptions to explain what the projected revenue is for the upcoming year.</p> <p>Committee Member Atwood reiterated how she agreed with Committee Hall's perspective. She expressed her concerns about how the District is moving forward with what department programs we want to add and cut.</p> <p>Committee Member Marrujo-Duck expressed her concerns about how she would like to see the cost of instruction within the larger cost of the college. She explained that the product that the District offers is the classes and expressed further concerns about how the District could grow revenue and programs.</p> <p>AVC Boegel highlighted that FTES/FTEF goals moving forward. He hopes that although the college may have budget restraints there are also opportunities that the District could look into to generate more growth. Moving forward he hopes that the committee could think about recommendations they could suggest for the instruction side to be able to move forward with the budget reality.</p> <p>Chair Ligioso provided guidance to the committee and explained that when you look into the offering to our students and the community we may need to look at the educational master plan and the signature programs we offer. He also explained that the strategic enrollment management also filters through this process as well as operational kinds of rations that also need to be considered. He continued to explain that the faculty obligation number is also impacting the offerings as well as the 50% law. He thanked AVC Boegel for his attendance and providing insight to the committee and explained next steps to participate with the enrollment committee and/or other outreach resources.</p> |
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| 8. | Future items for Discussion for upcoming meeting | <p>Committee member Atwood wanted the following items to be included at a future meeting: Audit Report, Loss of center reporting funding, and realistic projections of the current year and next year for enrollment. Chair Ligosio wanted to have VCAIA Yee to discuss the strategic enrollment plan.</p> <p>Committee Member Marrujo-Duck also wanted to extend an invite to Alexis Litzky , Academic Senate President/ Communication Studies to also participate and provide an overview of the District’s Program Review Process when the committee has the discussion with Stephanie Cherard and Kristin Charles about Adult Education Block Grants and the program review process that is followed to comply with rules and regulations.</p> |
| 9. | Adjournment | Moved by Committee Buchsbaum Committee member Denney seconded the motion. Meeting adjourned at 3:03PM. |