



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 	

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