



## 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/<br>Individual<br>Responsible |
|-----|-----------------------|---|---|
| 1.  | Approval of<br>Agenda | <ul style="list-style-type: none"> <li>Wynd Kaufmyn proposed that 'war and peace' document shared by</li> </ul> |   |

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|----|---|---|--|
| 3. | Reports from Constituent Groups             | <ul style="list-style-type: none"> <li>• Suggested that we figure out a way to prepare agenda so that committee members be able to put items in advance;</li> <li>• Shared a concern about the proposed concession; what does it mean to have a 17% cut?</li> <li>• Requested to publish updated November budget committee minutes on the new website;</li> </ul>   |  |
| 4. | Update from Enrollment Management Committee | <p>Dean Geisce Ly presented <a href="#">Instructional Budgeting and Schedule Development Process</a></p> <ul style="list-style-type: none"> <li>• Enrollment Management Committee will review this document on 12/17;</li> <li>• Suggested to incorporate faculty input in the process of this document;</li> <li>• “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.</li> <li>• The document has not addressed our noncredit programs;</li> <li>• Suggested that this document should have gone through the participatory governance process before the Trustees approved it;</li> <li>• The document is still on the work on progress state, feedback from the PGC committees will be incorporated.</li> </ul>   |  |
| 5. | Quarterly Financial Report                  | <ul style="list-style-type: none"> <li>• 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;</li> <li>• Aforementioned financial documents will be brought to the Budget committee for review, discussion, and feedback;</li> <li>• It was commented that 311 report does not align with our budget and audit report;</li> <li>• The committee would like to see the departmental expenditure data and also all employee represented in one report;</li> <li>• 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;</li> <li>• There is going to be a dashboard that departments can go and look individual related program data;</li> <li>• It was suggested that the financial reports should include not only just numbers but also some context and explanations of anomalies;</li> </ul> |  |

6. Next Steps on  
Multi-year  
Budget &  
Enrollment Plan