



**BUDGET AND RESOURCE ALLOCATION COMMITTEE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
REGULAR MEETING**

Thursday, September 26, 2019 – 2:30 p.m.
Conference Room G-101

MINUTES

Co-Chairs

- ✓ Jeff Bajah, Social Sciences
- ✓ Mike Bush, Business & Administrative Services

Associated Students

Alex Sarkassian, Student Trustee
Alternate, ASI Pres.

Management Association

- ✓ Dyan R. Miller
- ✓ John Gillette
- ✓ Jessie Wang

Faculty

- ✓ Mary-Erin Crook
- ✓ Mark Whitworth
- Rod Foster

Classified Representatives

- ✓ Gary Potts, PCC-FCT
- ✓ Peter Dwight, Clas. Senate
- Rudy Perez, CSEA

Resources/Members

- ✓ Terry Giugni, Assistant Superintendent, VP Instruction
- ✓ Bob Blizinski, VP, Human Resources

Resources

- Robert Bell, Sr. VP Non Credit & Offsite Campuses
- ✓ Cha Mancini, Business Services
- ✓ Laconia Fennessy, Supervisor, Fiscal Services
- ✓ Crystal Kollross, Director, Inst. Effectiveness
- Chedva Weingart, Executive Director of Fiscal Services

1. Call to Order

Mike Bush, BRAC Co-Chair / Assistant Superintendent, called meeting to session at 2:35 pm.

2. Public Comment

No Public Comment at this time.

3. Approval of Minutes

M/s/p (D. Miller/M. Whitworth). The Committee members reviewed and approved minutes for August 22, 2019. Committee members that did not participate on the August 22nd, meeting, refrained from voting.

4. Review & discuss recommended Board Policies

Copies of the Business and Fiscal Board Policies were shared prior to this meeting.

BRAC members reviewed the Business and Fiscal Board Policies (BP) to develop recommendations for revisions of existing and the addition of new policies for College Council consideration. Members are encouraged to share with their constituents and provide feedback at the next BRAC meeting in October. Once feedback is provided from reps, recommendations will be sent to College Council / Shared governance. They will, in return, provide their final

draft to the Board of Trustees for their review and approval. Our committee's goal is to fast-track the process, and have the Business and Fiscal Board Policies approvals' completed by the end of 2019.

The following Business and Fiscal Board Policies reviews were standard, and BRAC members did not provide recommendation: BP 6100 (*Delegation of Authority, Business and Fiscal Affairs*), BP 6150 (*Designation of Authorized Signatures*), BP 6200 (*Budget Preparation*), BP 6300 (*Fiscal Management*), BP 6230 (*Investments*), BP 6540 (*Insurance*), BP 6600 (*Capital Construction*), BP 6750 (*Parking*), and BP 6800 (*Safety/Occupational Safety*).

BRAC members provided some feedback for the following Business and Fiscal Board Policies:

- **BP 6250 - Budget Management** – The District's unrestricted general reserve shall be no less than 18% (A prudent reserve is defined by the State Chancellor's Office as 5%). Committee members briefly discussed what would be the prudent general reserve for PCC. Based on PCC's Current salaries it is estimated that an 18% or higher should be the ideal reserve but not lower.

M. Whitworth inquired that based on the size of Pasadena City College and the number of employees, what if the average reserve of other colleges similar size? M. Bush will research and provide the information at the next BRAC meeting.

- **BP 6307 – Debt Issuance and Management** - Committee members asked questions in regards to the type of debts that are covered under this policy. Some of the debts covered are: General Obligation Bonds, Lease Revenue Bonds, Certificates of Participation, Tax Revenue Bonds, Long and Short Term Obligations.

It was noted that in order to move forward in the near future with any bond refinancing or any Bond issued to supplement the cost of the Sarafian Building, it is imperative for this policy to be in place in order for PCC begin any process for this type of funding.

- **BP 6330 – Purchasing** - This policy is out-of-date and needs to be updated. It mandates for a property managing company to handle rentals properties on behalf of PCC.
- **BP 6340 – Bids and Contracts** - By updating this policy, it will allow flexibility on purchasing some items directly by the departments in need. This is a favorable change for PCC, since it will allow PCC to get some rebates from purchases, which is not currently possible.
- **BP 6450 – Wireless or Cellular Telephone Use** - This policy allows for PCC to provide some employees cell phones in order to have access to them in the event of any College emergency business or non-business hours. By providing a cell phone vs stipend, PCC will not be issuing tax form 1099 for those that are provided a Business Cell.

- **BP 6500** – Property Management and **BP 6550** – Disposal of Property - PCC is currently working on an effective way to disposed of property such as old desk, chairs, etc.
- **BP 6700** – Civic Center and Other Facilities Use – This policy stipulates the procedures regarding the use of District Property by community groups, and other outside contractors.
- **BP 6900** - Bookstore – Requires for the qualified vendor operating the College Bookstore to company with the requirements of the Reader Privacy Act.

5. Coordination of Integrated planning with BRAC

BRAC members, requested for the committee to work with Institutional Advancement to coordinate the release of the Integrating Planning Prioritization Ranking list in a timely manner.

D. Miller, expressed the negative impact the late release of the priority list awards has on the departments when provided a short notice that funding has been awarded. Also, the concern is that by not making the list available to see and late notifications, it is perceived as a lack of transparency.

C. Kollross, Executive Director for Institutional Effectives and some of her staff were invited to the BRAC meeting to discuss some of the possible solutions. The reasons the lists not made available on their website is that the list is not 508 compliant and the file is too large to make it compliant. Also, they have difficulties posting the file to any of the website due to the large size. The Prioritization list is extremely large to be placed any PCC Website. Some of the faculty members present at the meeting provided ideas that will be explored by Inst. Adv. staff. Some recommended posting the list Canvas. C. Kollross agreed to look into some of their suggestion to bring a quick solution.

D. Miller suggested that the Office of Institutional Effectiveness to please produce the Prioritization list no later than July of the current fiscal year. This will allow the departments to plan during the summer for how funding will be utilized during the fiscal year and administrators to plan and expend more wisely and efficiently.

6. Future BRAC Meeting

- Thursday, October 24, 2019

7. Adjournment

M.S.P to Adjourned – 3:15 pm.