



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

Thursday, October 24, 2019 – 2:30 p.m.

Conference Room G-101

MINUTES

Co-Chairs

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

Associated Students

- ✓ Alex Sarkassian, 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

J. Bajah, Co-Chair / Business, called meeting to session at 2:35 pm.

2. Public Comment

No Public Comment at this time.

3. Approval of Minutes – Monday, September 26, 2019

M/s/p (J. Gillette / M.E. Crook) Moved to approve.

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. Research College Reserves

C. Weingart shared the general reserves survey results of five single community colleges surveyed including PCC. Their general reserves are as follow: Mount Sac. 26.76%, Citrus College 24.51%, Glendale College 6.11% and Santa Monica College is at 16.83%. There was no accessible information that reflected the Colleges Board Policies on percentage of mandated reserves.

M. Whitworth voiced his concerns of having on the Budget Management Board Policy draft (BP6250) requiring a 18% budget reserves. M. Bush explained the Committee's member as to the reason and timing is due to PCC's intent to borrow money for construction projects like for the Safarian building. In order to request bond's funds for PCC's funding portion for the construction projects, the higher PCC's rating is, the greater chance of approval. This will require to have the Board Policies in place. The recommended 18% reserves on the Budget Management Board Policy reflects two months of PCC's staff salaries. Board policy 6250 has a clause that states that in the event of a Fiscal emergency, the funds can be used with Board approval. Examples of fiscal emergencies are tax revenue not coming in, property tax revenue not materializing, the state doing mid-year cuts, the various acts of God, etc. M.E. Crook expressed her views in regards to PCC's need to invest on their Faculty in addition to buildings and equipment.

The Administration's is seriously considering a COP (Certificate of Participation) for construction which is similar to a mortgage. COPs application depends on many factors, including Board of Trustees approval.

M. Whitworth inquired on how soon will the BPs be presented to the Board of Trustees. The Board Policies need to be reviewed and approved by two subcommittees' prior to being submitted for Board review – the board subcommittee on policy and the Budget and Audit Committee. Once the BPs are reviewed by these two committee, the BPs' are submitted to the board for their review. M. Bush anticipates that the BPs will be presented at Board of Trustees' November meeting.

5. Discuss State Facility Bond

M. Bush shared that AB48 has been signed by the governor. There were some negotiations on the state facility bond, 2 Billion for community college. The way it is being presented, it'll have a broader appeal to the electorate and will only need a simple majority vote to pass on the March 2020 primary. We anticipate a good turnout increasing PCC's likelihood of the bond passing.

Management actively working on the Facility Master Plan. The goal is to have it ready for the Board by March 2020 for them to decide if they want to place the Bond on the November 2020 ballot.

6. Review Form 311-Q1 - Chedva Weingart

C. Weingart reviewed Form 311-Q1 with the BRAC members.

- The State Chancellor's office (CO) requires a Fiscal snapshot of PCC's every quarter. The information on the 311Q form consist of figures that are prepopulated by the CO (actuals from prior years) and our projections for 2019-20 Fiscal Year. At this point in time, we're on target with our budget.
- The "Adopted Budget" was passed in September 2019. At this point, we can only project what PCC's Actual Budget will be for 2019-20 but nothing major has come to our attention yet. Our expenses are on target the first quarter / 2019-20. We anticipate the

projected 2019-20 is going to be almost exactly to what the current adjusted budget is on our books.

- There's a difference between what we have in cash, which fluctuates wildly based on what the State gives us, versus what's it reflects on the fund balance. The fund balance includes restricted and unrestricted funds. There are no major issues, or concerns, or debt with the form.

M.E. Crook inquired about the pending expenses from the previous fiscal year and what funds are used to pay them the following year.

C. Weingart responded: For Fiscal year 2019-20, there are 44 M. in “cash balance” for restricted and unrestricted funds that the County has for us as of September 30th. Due to apportionments, every fiscal year, the cash runs really low at the end of November - beginning of December. It changes until the College gets the property taxes. It is the same pattern for the month of April. By the end of June, PCC has a lot of expenses due to most departments trying to use- up all their funds for the fiscal year.

7. Future BRAC Meeting

Thursday, January 23, 2020

BRAC does not meet on November or December in Observance of the Holidays.

8. Adjournment

M.S.P to Adjourned – 3:15 pm.