



Pasadena City College is an equity-minded learning community dedicated to enriching students' academic, personal, and professional lives through an array of degree and certificate programs, campus engagement, and customized student support.

BUDGET AND RESOURCE ALLOCATION COMMITTEE

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Thursday, September 24, 2020, at 2:30 p.m.

MEETING VIA ZOOM

<https://cccconfer.zoom.us/j/96330589561>

Co-Chairs:

Jeff Bajah, Faculty

Mike Bush, VP Bus & Adm.

MINUTES

1. CALL TO ORDER

M. Bush called the meeting to order at 2:33 p.m.

2. INTRODUCTION OF NEW MEMBERS

M. Bush welcomed and introduced BRAC members.

3. APPROVAL OF MINUTES

M/s/p to (D. Miller / J. Wang) Moved to review August 27, 2020 Meetings.

Minutes approved by consensus as submitted. Committee members that did not participate on the August 27th meeting abstain from review and approval.

4. COMMITTEE GOALS

M. Bush reviewed BRAC Goals discussed at the last meeting which include:

- a. To reconcile BRAC's Charge budget resource allocation with college program review college and research prioritization process.
- b. To update BRAC's budget timeline/calendar to submit a recommendation to the College Council.
- c. Committee member to report back to their constituent groups.

Question / J. Bajah: One of the goals discussed at the previous meeting was to clarify BRAC's role in the Fall and Spring Prioritization project?

Response / M. Bush: Yes. It is part of the "Reconcile BRAC's charge with College council's" goal.

C. Kollross was invited to attend today's meeting to start the discussion, but she is currently in an accreditation visit off-campus. She will participate in the October BRAC's meeting.

M. Bush suggested adding a 4th goal to the current list of BRAC's goals:

- d. To review the Standard III / Resources of the PCC Accreditation Report in preparation for the accreditation visit coming up.

J. Wang is the primary author of the Standard III - Resources section of the accreditation report and she can assist with questions.

The Committee approved by consensus to add the 4th to this year's goals.

Question / J. Kiotas: Can the word “Transparency” be included in the list of the goals?

The committee members discussed how to facilitate reporting BRAC financial matters to their constituent. It was suggested to create a summary report to be shared back with constituents and perhaps livestream the discussions on YouTube.

Members approved by consensus to add a 5th goal to the list:

- e. Better reporting of constituent groups by Committee members.

5. REPORTS *by M. Bush, Assistant Superintendent, VP Business and Admin. Services*

- **CARES GRANT / FUNDING:** The CARES Grant report is part of the PowerPoint presentation forwarded by M. Bush before today's meeting. The CARES Grant funding and expenses will be discussed further with BRAC's agenda item 6.
- **SPRING & SUMMER PCC ENROLLMENT:** Fiscal Services has not received the final copy of Spring and summer enrollment reports. As soon as the reports are received by Institutional Effectiveness, the information will be shared with BRAC.

6. PASADENA AREA COMMUNITY COLLEGE DISTRICT - PROPOSED ADOPTED BUDGET

M. Bush shared the Proposed Adopted Budget presentation. It will be shared with the Board of Trustees for their approval.

Presentation Highlights:

- The Legislature opted for 100% deferrals resulting in \$1.5B of Education funding/Prop. 98 deferred from this year into the next FY. If Federal Relief is received by mid-October, the State will rescind \$791M of the deferrals.
- The Budget provides \$120M Block grant to address the pandemic as a State CARES Grant and State Apportionment.
- The budget does not provide COLA nor growth funding, temporarily reduces pension cost and expresses intent to maintain all classified employees.
- The State budget does provide funding for the Sarafian building.
- M. Bush reviewed funding deferrals, Tax revenue Anticipation notes, and explained the timeline of deferrals. The PCC deferrals are approximately \$33 M.

General Unrestricted fund adopted budget 2020-21:

- Revenue \$171,990,593. Total Operating Expenses & Services \$171,891,706. Surplus of \$95,887. for President Endrijonas to fund \$300,000. worth of Equity initiatives on campus.

M. Bush reviewed questions from the last meeting in regard to the CARES Grant to provide information on how the grant works, funding provided, and expenses so far. The CARES Grant is highly regulated by the Federal Gov. limiting what can be funded.

Question / E. Gomez: Cadets and HSI, what portion of the HSI funds the Cadets?

Response / M. Bush: The Covid-19 Block State grant will fund the Cadets' salaries, not the Hispanic Serving grant.

Question / V. Jamarillo: There are different categories for Faculty training, what is the differences between the various faculty training listed?

Response / M. Bush: The \$1.8M funded the negotiated Faculty MOU - \$300 per unit to convert an instruction from face-to-face classes to Online-distance Education. The anticipated cost for this fiscal year is \$2.5M.

Question / J. Kiotas: Does the entire portion of the Unallocated balance needs to be spent before December 30, 2020?

Response / M. Bush: No, only the Covid-19 Federal portion.

7. FUTURE BRAC MEETING

October 22, 2020

- M. Bush requested J. Wang to provided training on the 4 areas of Standard III. She agreed to do one per meeting for the next four meetings.
- An enrollment report will be provided at the next meeting.
- C. Kollross will attend the next meeting and will share some of her ideas on how to reconcile the process.

Question / E. Gomez: What is the timeline to add an Agenda item?

Response / M. Bush: Yes. It must be submitted at least a week before the next BRAC for the co-chairs' review. If co-chairs are in consensus, a discussion item will be added to the Agenda. If it is an information or report item, it might be postponed to provide time to prepare report.

8. ADJOURNMENT

Meeting adjourned at 3:10 p.m.