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## BUDGET AND RESOURCE ALLOCATION COMMITTEE

PASADENA AREA COMMUNITY COLLEGE DISTRICT

Thursday, October 22, 2020, at 2:30 p.m.

Co-Chair(s):

J. Bajah, Professor

M. Bush, VP/Business

### MEETING VIA ZOOM

### MINUTES

#### 1. CALL TO ORDER

M. Bush called mtg to order at 2:32 p.m.

*Note: Pres. Endrijonas appointed J. Wang, Internal Auditor, to Co-Chair with Prof. Bajah during M. bush absence as he chairs the PCC Police Policy Task Force.*

#### 2. APPROVAL OF MINUTES

M/s/p (B. Blizinski/G. Potts) Minutes reviewed as submitted.

September 24, 2020 Minutes approved by consensus.

#### 3. PROGRAM REVIEW – RESOURCE PRIORITIZATION PROCESS – C. Kollross, Executive Director / Office of Institutional Effectiveness (OIE)

C. Kollross shared the Resource Prioritization Process. The following are the presentation Highlights:

- a. The resource prioritization is based on a common rubric, which was shared with the Committee.
- b. Prioritization Master List is collected by OIE and shared with Deans, Supervisors and managers for first level prioritization.
- c. Executive Committee works on second level prioritization with the feedback from HR, Facilities, and IT. *Note: Other categorical funding sources are considered and evaluated for appropriate items.*
- d. Annual Spring Budget Retreat – BRAC, IEC, SPSC, and SSSC members, and College-wide representation by all governance groups. At the Budget Retreat, the prioritization list is ranked based on the rubric mentioned in a.
- e. The prioritized list is presented to College Council for a motion to recommend funding to the Superintendent/President and Assistant Superintendent/Vice President, Business and Administrative Services.
- f. Final Budget is approved by the Board of Trustees.

In light of the current virtual working environment, C. Kollross invited committee members to discuss and recommend more efficient ways for BRAC to be more involved in the Resource Prioritization process. J. Kiotas suggested to improve the application process by eliminating redundant requests that are funded by other funding source. Committee members also made several suggestions for IEC to adapt the upcoming Spring Budget Retreat to the current virtual working environment.

The presentation concluded with a brief presentation on the Annual Update process and the Comprehensive Program Review Cycle (every 4 years).

**4. STANDARD III WORKSHOP – J. Wang, Manager / Internal Auditor**

J. Wang presented to the Committee part 1 of a 3 part series on Accreditation. Highlights from the presentation is below:

- PCC is accreditation by the ACCJC on a seven-year cycle.
- The purpose of accreditation is to: attest to the public of PCC's standard of quality, have the ability to issue Federal Grants and to issue Financial Aid, and provide students' ability to transfer credits earned.
- ISER Institutional Self-Evaluation Report (**ISER**): This is the District's self-evaluation on accreditation standards. The ISER is a collaborative effort prepared by representatives from all constituency groups.
- ISER consist of four Standards. BRAC members should become familiar with Standard III – Resources. Standard III has four sub-standards – Human Resources, Physical Resources, Technology Resources, and Financial Resources.
- PCC will have a virtual site visit from an external peer review team on March 8-11, 2021. The peer review team will evaluate and provide a recommendation on the District's accreditation status. The team will interview faculty, staff, and administrators. A list of the selected interviews will be provided prior to the virtual site visit. In additions to interviews, the team may also join committee meetings, and conduct two open forums for campus community.
- BRAC member should be prepared to answer questions related to resource allocation, help clarify visiting team's question related to Standard III.
- The final draft of the ISER will be emailed to BRAC members to review.

**5. 311 ANNUAL FINANCIAL AND BUDGET REPORT – C. Weingart, Executive Director / Fiscal Serv**  
C. Weingart shared the 311 Report presented to the Board of Trustees. C. Weingart shared that the District exceeded the 50 Percent Law requirement by reporting at 53.02%. The District also successfully met the 18% reserve requirement set forth in BP 6250 by reporting at 18.72%. She answered committee members' questions including information about the STERS and PERS contributions. Members requested copies of the 311 Report. It will be emailed to all BRAC members.

**6. FUTURE BRAC MEETING** -BRAC does not meet during November and December in observance of the holidays. *The next BRAC meeting will be on January 28, 2021*

**7. FUTURE BRAC AGENDA ITEMS:**

- BRAC be more involve in the Resource allocation process.
- Brainstorm ideas for this year's Resource Prioritization Process and make a recommendation to Institutional Effectiveness.

**8. ADJOURNMENT – Meeting adjourned at 3:40 pm**