

# PERALTA COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

December 12, 2018  
**MEETING MINUTES**

Meeting Time: 3:30 pm to 5:30 pm

Location: District Boardroom  
333 East 8<sup>th</sup> Street, Oakland, CA 94606

Committee Members (Present):

John Caner (Business Organization), Debra Weintraub (Senior Citizens' Organization), Oscar Porter (Community-at-Large)

Committee Members (Absent):

Zach Unger (Labor Organization)

PCCD Staff Present:

Jowel Laguerre, Chancellor, Romaneir Johnson (Vice Chancellor of Finance & Administration), Kelle Lynch McMahan (Interim Director of Capital Projects), Derek Pinto, Vice President of Academic Services, Laney, Don Miller, Vice President of Information, COA, Rowena Tomaneng, President of BCC, Marie Elaine Burns, President, Merritt, Amina Omar, Staff Assistant (hourly), District Finance

Guests:

William B. Tunick,

Minutes Recorded by: Richard Ferreira, Interim Executive Assistant, Finance & Administration

1. Call to Order

Meeting was called to order at 3:40 p.m.

2. Review of Agenda

[Motion and seconded to approve the Agenda. Motion approved unanimous.](#)

3. Approval of Minutes from October 3, 2018

[Motion and seconded to approve the minutes with an amendment that the minutes reflect a request financial deliveries \(actuals\) of 2017-2018. Motion approved unanimous.](#)

\*Request financials for the past fiscal year and budget for the current fiscal year. Audit

4. Public Comment

There was no public comment.

5. Update of the By-laws (Board Actions)

- A. Dividing COC in to two committees
- B. Recruiting new members-rules for selection
- C. How will we move forward (new and current committees)

Submitted the resolution (18/19-42) for the by-laws to the Board of Trustee meeting December 11, 2018 regarding Constitution, Membership, And Duties of Bond and Parcel Tax Measures Oversight Committees. The board elected (a substitute motion) to remove the item and include it with the bond presentation at the January 8, 2019 board meeting.

Measure G in particular has legal requirements that need to be sent to the current committee and for the committee to know what information is available to interested parties to provide eligibility requirements and steps to be on a committee.

Minimum number of members on the Bond committee is seven (7) persons. The minimum number of Parcel Tax committee members may be determined by the District. Quorum is determined as half.

Majority of the COC concerns have been regarding the Parcel Tax. Bond could benefit from an oversight committee. By next meeting, we should have it established how long members have been on the committee, how long each member may continue if he/she would like to and what would be the transition if any.

6. Presidents discuss allocation of present budgets at 4:00 pm

**BCC. President Tomaneng** provided a hand out and the information included the outlined process taken at the college once provided with the allocation amount from the District. Guidance received was to work on a plan to allocate 80% to instructional faculty and 20% to non-instructional faculty. Of the allocated 1.762 million, 1.49 million was reserved (80%) to part-time instructional faculty in the four areas outlined including Mathematics, English and Science. Of the other 20%, \$352,480 was reserved for non-instructional faculty, Counseling and the Library.

The report has a different number in regards to the allocation is because the amounts loaded into the system does not reflect the actual plan finalized and adopted through the college's shared governance. Important also to note that there are no classified salaries in their allocation. Example of classified salary could be a tutor. The last part of BCC was to take the plan and projections to the shared governance in October, 2018 and it was endorsed.

**Laney. Vice President of Academic Affairs Pinto** discussed how some of the Measure B allocation went for preparing students transfer to a four year college. Identified the same plan of 80/20 split. Projections were used to move forward. Discovered that the allocation was more of a 90/10 split between instructional and non-instruction faculty and working with the District to see if an adjustment needs to be made. Reviewed Measure B language to ensure compliance. Shared the information with the shared governance committee.

Trained students for a career by supplement funding of Strong Workforce initiative which includes online information systems. Addressed Natural Science and AB 705 ESL classes, Mathematics, English and core programs. Recommendations included to support the Library and Counseling, Math Lab, Orientation, and College level research and resources for student to complete their education in a timely manner.

**Merritt. President Burns** discussed that Merritt was similar to the other colleges with their process given to them with a plan of 80/20. New Business Director hired in August, 2018 who is acclimating quickly. Continuous discussions on how the monies should be disbursed with a special college Budget meeting on Tuesday, December 18, 2018. Allocation is at over 50% with spending on Technology, Emergency Medical Services (EMT), Paralegal and Nursing which are the specialized areas. Will be looking at where to go with shared governance.

**COA. Vice President of Instruction Miller** discussed allocation staying fairly close in the allocation and categories provided with \$1.2 million in instructional faculty and \$119,193 in non-instructional faculty with combined benefits of approx. \$163,000. Important to note special assignments may include that Librarians, for example, may also be instructors and often part-time staffing to allow for longer hours. Special assignments may include recent transition for faculty, trainers who are faculty preparing and helping other faculty. Begin offering more opportunities for tutoring and increased hours for tutor and for faculty to serve as tutors/supervisors. This is a new direction with the learning resources. AB 705 regarding ESL will be beginning the work one semester early and implementing in the Spring of 2019.

In response to the college Budget presentation:

Concerns included that there needs to be more value and benefits to the students and with the declining in enrollment it is important to continue providing core program courses with an emphasis in Mathematics, English, etc. AB 705 mandate will not provide additional funding but it will lead us to needing to provide additional instructional support.

The college presenters were thanked for their information, time and assistance.

## 7. Process for new Measure E

The new Measure E takes effect in the fiscal year 2020-21. The bond takes effect now.

Measure A requested for information from the committee in a previous meeting included what are the expenditures and how much is available. Budget established, fund encumbered and expenditures are amounts that are actually paid. When looking at the overall budget there are commitments to those activities and funds encumbered from that budget. All funds have been allocated (committed) and board approved.

Approximate Measure A funds breakdown of the \$390 million is as follows:

\$27.3 million to BCC

\$74.1 million to COA

\$152.7 million to Laney

\$91.5 million to Merritt

\$11.2 million to District (DAC)

\$48.5 million to District-wide (includes District, all colleges, and properties)

**\$15.3 million\* in interest allocated above by Board Approved Budget Transfers**

\$7.7 million available balance (possibly more)

(\*Amounts above total \$405.3 minus the interest brings the total to approx. \$390 million.)

Cost per square foot is included. Assignable square footage is actual teaching space. Also, an example is the Milvia Street property is in progress now with plans going on as an active project.

Response including thanking Director Lynch-McMahan and Andrea Stokes for their information and presentation. More information is needed on facilities because people are interested.

8. Language of new Parcel Tax

(To be discussed at a future meeting.)

9. Calendar of future meetings – when to address Board of Trustees

Meeting as a committee:

Meeting quarterly so the next meeting will be March 6, 2019.

The next meeting tentatively on Tuesday, June 4, 2019 and to be confirmed in March.

When to address the Board of Trustees:

Present to the Board of Trustees on March 12, 2019.

(Constitution, Membership, And Duties of Bond and Parcel Tax Measures Oversight Committees will be include it with the bond presentation at the January 8, 2019 board meeting.)

10. Announcements

No Announcements at this time.

11. Adjournment

The meeting adjourned at 5:35 p.m.