



**Peralta Community College District  
 Participatory Governance Committee (PGC)  
 Planning and Budgeting Council (PBC)  
 Special Joint PBC and PGC Meeting  
 8 February 2019, 10:00 am to 11:30 am  
 PCCD Board Room**

*Minutes*

*Chancellor Jowel Laguerre & DAS President Donald Moore Smith  
 Vice Chancellor Romaneir Johnson & Laney Senate President Fred Bourgoin  
 Co-Chairs*

**PGC Membership**

Rowena Tomaneng, President, BCC	Jowel Laguerre, Chancellor
Tim Karas, President, COA	Chanelle Whittaker, Vice Chancellor, Human Resources
Tammeil Gilkerson, President, Laney	Kelly Pernell, President, BCC Faculty Senate
Marie Elaine Burns, President, Merritt	Rochelle Olive, President, COA Faculty Senate
Fred Bourgoin, President, Laney Faculty Senate	Mario Rivas, President, Merritt Faculty Senate
Richard Thoele, President, Local 1021	Carlos Romero, President, Local 39
Jennifer Shanoski, President, PFT	Donald Moore, President, DAS
TBD, Student Trustee	Doris Hankins, Classified Senate President, Merritt College
Brandon Christian, Note taker	

*Advisory (non-voting): Vice Chancellors; District Accreditation Liaison*

**PBC Membership**

Romaneir Johnson, VC Finance & Administration, PBC Chair/Presiding	Tim Karas, College of Alameda President
Fred Bourgoin, Faculty Senate President, Co-Chair	Tina Vasconcellos, Vice President of Student Services or Instruction
Donald Moore, DAS President	Vacant, Student Representative
Mario Rivas, Senate President	Vacant, Institutional Researcher, Designee
Jennifer Shanoski, President PFT	Kawanna S. Rollins, Classified Senate President
Scott Barringer, Local 39 Representative	Richard Ferreira, Note taker
Jamille Teer, SEIU Representative	Adil Ahmed, Interim Budget Director
Marie-Elaine Burns, Merritt College President	

**In attendance:** Siri Brown, May Chen, Jason Cifra, Donald Moore, Kelly Pernell, Fred Bourgoin, Romanier Johnson, Marie-Elaine Burns, Victoria Menzies, Derek Pinto, Rowena Tomaneng, Mario Rivas, Chanelle Whittaker, Tina Vasconcellos, Adil Ahmed, Jamille Teer

**Absent:** Tim Karas, Tammeil Gilkerson, Jowel Laguerre, Jennifer Shanoski, Carlos Romero

**Guests:** Sui Song, Kuni Hay, Joseph Bielanski

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>I. Standing Items</b>			
Call to Order			Called to order at 10:10 a.m.
<b>II. New Items</b>			
Meeting Structure			Dr. Brown presented: <ul style="list-style-type: none"> <li>• Each joint meeting will consist of:               <ul style="list-style-type: none"> <li>○ a summary of the EM/SS report by VC Cifra</li> <li>○ a summary of the Finance report by VC Johnson and President Tomaneng</li> <li>○ Dr May Chen will present current drafts of the 5-year plan and what information is needed</li> </ul> </li> <li>• Introduced Dr. May Chen, an instructor at BCC, who has served as an ALO, served on Accreditation visitation teams, and was a former Director of Institutional Research at the District. Chen will be drafting the 5-Year Fiscal Plan.</li> </ul>
<b>III. Standing Items</b>			
Report of EM/SS Working Group			Cifra presented: <ul style="list-style-type: none"> <li>• EM/SS held their first meeting on 2/7</li> <li>• Taskforce checked in with campuses to determine their status on goal alignment, and aspects of Strategic Enrollment Management that are already in place that can be included in the report</li> <li>• Taskforce is working to develop a plan of action to address how PCCD will make changes to adjust to the new student</li> </ul>

			<p>success structure, funding formula, and how PCCD will accomplish its strategic goals.</p> <ul style="list-style-type: none"> <li>• Taskforce is collecting information from the colleges by 2/19 so they can provide an update at the 2/22 meeting</li> </ul>
Report of Finance Working Group			<p>Tomaneng presented:</p> <ul style="list-style-type: none"> <li>• Finance held their first meeting on 2/6</li> <li>• The taskforce is missing representation from classified staff</li> <li>• The taskforce reviewed the five (5) audit findings and have assigned different portions of the report to different individuals in the taskforce</li> <li>• Revised Board Policy language to reduce the reserve from 5% to 10%, revised BP will be reviewed at the next meeting</li> <li>• VC Johnson will review one-to-two scenarios re: the structural deficit and begin discussion on the best scenario for PCCD</li> </ul>
5 Year Fiscal Plan Draft Review (Structure/Chapter Outline)			<p>Chen presented a draft of the Integrated Financial Plan: 2019-24. It is a working document, and updates/changes will be continuously made. She provided an overview of each chapter:</p> <ul style="list-style-type: none"> <li>• Chapter 1: Introduction <ul style="list-style-type: none"> <li>○ Contains mission, strategic goals, PBIM model, and information from Peralta website</li> </ul> </li> <li>• Chapter 2: Integrated Financial Plan Overview <ul style="list-style-type: none"> <li>○ Contained 12 Guidelines to provide an overview of our annual budget planning</li> </ul> </li> <li>• Chapter 3: Key Funding Sources <ul style="list-style-type: none"> <li>○ Inserted EM Plan, EM trend analysis, an environmental scan, and PCCD Strategic Goals. Also inserted data from CCCCCO on Peralta's published credit FTES</li> </ul> </li> <li>• Chapter 4: Strengths <ul style="list-style-type: none"> <li>○ Needs more information</li> </ul> </li> <li>• Chapter 5: Financial Management and Administration</li> </ul>

			<ul style="list-style-type: none"> <li>○ Includes information provided from VC Whittaker; Chen suggests we include information that signals we are developing a transitional plan for when administration leaves/turns over. Chen also suggests adding information related to employees who are promoted, not just the ones who leave the District.</li> <li>● Chapter 6: BAM and Annual Budget Development Process <ul style="list-style-type: none"> <li>○ Working with VC Johnson to collect more information</li> </ul> </li> <li>● Chapter 7: Integrated IE and Resource Allocation Plan <ul style="list-style-type: none"> <li>○ Working with VC Cifra to collect more information</li> </ul> </li> <li>● Chapter 8: Process Evaluation <ul style="list-style-type: none"> <li>○ ACCJC has asked us to evaluate the plan itself, and whether our process is sufficient and efficient.</li> </ul> </li> </ul> <p>Recommendations from the group:</p> <ul style="list-style-type: none"> <li>○ Include the entire Bay10 in the chapter three environmental scan of comparable Districts</li> <li>○ Insert flow chart of main budget from state to the PCCD and the development of our final budget</li> <li>○ Insert PCCD Values in chapter one</li> </ul>
<b>IV. Adjournment</b>			Adjourned at 11:20 am
<b>V. Next meeting</b>			February 22, 2019

\*re: = regarding

BC