



**Peralta Community College District**  
**Participatory Governance Committee (PGC)**  
**Planning and Budgeting Council (PBC)**  
**Special Joint PBC and PGC Meeting**  
*29 March 2019, 10:00 am to 12:00 pm*  
**PCCD Board Room**

*Minutes*

***Chancellor Frances White & DAS President Donald Moore***  
***Vice Chancellor Al Harrison & Laney Senate President Fred Bourgoin***  
***Co-Chairs***

**PGC Membership**

Rowena Tomaneng, President, BCC	Frances White, 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	Dominique Benavides, 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:** Adil Ahmed, Dominique Benavides, Donald Moore, Doris Hankins, Frances White, Fred Bourgoin, Jammie Teer, Jason Cifra, Jennifer Shanoski, Kelly Pernel, Marie-Elaine Burns, Mario Rivas, Richard Ferreira, Maurice Jones (Rochelle Olive designee), Romaneir Johnson, Rowena Tomaneng, Scott Barringer, Tammie Gilkerson, Tim Karas, Tina Vasconcellos

**Absent:** Carlos Romero, Chanelle Whittaker, Cleavon Smith, Kawanna Rollins, Richard Thoele

**Guests:** Debra Jones, Siri Brown, Kuni Hay, David Johnson, Joseph Bielanski, Rudy Besikof

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>I. Standing Items</b>			
Call to Order			Called to order at 10:01 a.m.
Agenda Review			Agenda reviewed. Agenda approved.
<b>II. New Items</b>			
Update on Five Year Integrated Plan  a. Comments from last Joint Meeting b. Comments from Chancellor White c. Emailed Comments d. Editing and Formatting e. Final Submission to BoT April 4	<i>Information</i>		Brown presented the following: a. Brown took account for all of the comments from the 3/22 Joint meeting and incorporated all suggestions into the document being presented. Chapter 7 has been collapsed into chapter 2. b. Brown took account for all comments and recommendations provided by Chancellor White at the 3/22 meeting and updated the budget information according to information provided from VC of Finance. c. Brown received email comments from several campus Senates and those recommendations have been incorporated into the document d. Stefanie Uray (English Faculty) will be editing for grammar and sentence structure starting today. Spencer Moore (District PIO) will help format the document and the hyperlinks. e. The Five Year Integrated Financial Plan will be submitted to the Board of Trustees (BoT) to be reviewed on April 9 and April 23. The BoT will conduct a study session of the plan at both meetings. The final version must be submitted to the

			Board on April 4. There is an understanding that changes may be made on this document up until May 1 depending on feedback from the BoT, so please allow constituent groups to continue to send in feedback.
5-year budget projections	<i>Action</i>		<p>Three-page handout provided. Approved budget reduction, page two, was reviewed.</p> <p>Johnson presented:</p> <ul style="list-style-type: none"> <li>• The 5-year budget projections have been revised to include numbers from the updated enrollment plans</li> <li>• This is just a draft and has not been adopted by the BoT</li> <li>• Finance preformed a budget revision that projects a decrease in revenue but additional resources have been allocated to supplement areas <ul style="list-style-type: none"> <li>○ E.g. DGS is currently underfunded, and a portion of the re-allocated funding is to allow past due payments to vendors. This will not be an overnight fix.</li> <li>○ Laney’s power outage was used as an example of the unwillingness of vendors to work with Peralta (over twenty vendors were contacted and none wanted to work with Peralta due to bad payment history)</li> </ul> </li> <li>• Our student FTES is declining and the SCFF has been changed for the Fall</li> <li>• This document was presented to PGC on 3/22 to add \$4.5 million vacancy back into the budget as a proposed reduction. The reserve contingency has been added as well, (contingency will be for liabilities). The 2% contingency (\$2 million) will start in 2019-20. This changed the reduction to \$8 million. <ul style="list-style-type: none"> <li>○ Re: faculty prioritization and funding being granted from the state, White and Johnson shared that new faculty positions will be on hold to generate savings</li> </ul> </li> </ul>

			<p>for the Fall semester. Only positions currently on the vacancy list will be filled.</p> <p>Karas <b>motioned</b>:  “Accept page 2 that has been reserved per PGC’s March 22 meeting. The vacancies are back into the reduction plan at \$4.5 million, along with a 2% reserve contingency of \$2 million, an \$8 million reduction in 2019-20, and a \$2 million reduction in 2023-24.”  Burns seconds.</p> <p>Yea: 12   Nay: 0   Abstain: 3  Motion approved.</p>
Data Report – California Promise	<i>Information</i>		<p>Handout provided. Benavides presented:</p> <ul style="list-style-type: none"> <li>• Spreadsheet displays CA Promise funding PCCD will receive by: reporting unduplicated numbers as a District (common practice for multi-college districts); or reporting unduplicated numbers by originating college <ul style="list-style-type: none"> <li>○ Council agrees to report unduplicated numbers as a District</li> </ul> </li> <li>• Council will wait for the revision of BAM to review and take action accordingly</li> </ul>
<b>III. Standing Items</b>			
Presidents Financial Report from the College Program Review Process  a. COA b. BCC c. Laney d. Merritt	<i>Information</i>		<p>College Presidents displayed presentations on projector and provided handouts. The following was presented:</p> <p>a. Karas presented:</p> <ul style="list-style-type: none"> <li>• COA has five categories: staffing cost, facilities, technology, software, and equipment</li> <li>• Faculty prioritization is reviewed separately</li> <li>• Facility needs are on the scheduled maintenance list <ul style="list-style-type: none"> <li>○ Moore requested to add a discussion on the scheduled maintenance list to the next PGC agenda</li> </ul> </li> <li>• This list is not prioritized, just an overview of campus needs based on program reviews</li> </ul>

			<ul style="list-style-type: none"> <li>• Total college need is \$2+ million</li> </ul> <p>b. Tomaneng presented:</p> <ul style="list-style-type: none"> <li>• BCC included bond requests into the document, however bond requests will be processed differently <ul style="list-style-type: none"> <li>○ Total college need is \$23+ million, of that amount they are requesting \$19 million from Measure G for facilities. Shared governance memos are provided as documentation</li> </ul> </li> <li>• BCC is requesting PD funds to be provided from the District <ul style="list-style-type: none"> <li>○ Moore requested to know what the process will be in the future for the colleges to request more funds to be allocated for PD. This topic will be revisited.</li> </ul> </li> </ul> <p>c. Gilkerson presented:</p> <ul style="list-style-type: none"> <li>• This list includes a prioritization of general college needs outside of the standard categories</li> <li>• Requesting funding for: Classified, Facilities, Technology, IELM (various uncategorized requests)</li> <li>• Total college need is \$51 million</li> </ul> <p>d. Burns presented:</p> <ul style="list-style-type: none"> <li>• List is compiled of faculty prioritization, classified prioritization,</li> <li>• Total college need is \$14.7 million</li> </ul> <p>The council discussed the 2% contingency and how it will affect budget planning. Chancellor White presented:</p> <ul style="list-style-type: none"> <li>• Chancellor’s Office will provide clarification re: the reserve and the contingency through an Administrative Procedure. The contingency will only be considered for cases of extreme distress or emergency.</li> </ul>
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			<ul style="list-style-type: none"> <li>○ The revision of the BAM and change of leadership in DGS will provide us with a better vision moving forward. It will include IT and Facility needs, which were previously unaccounted for.</li> </ul> <p>The council discussed the importance of incorporating program review analysis into the budgeting process. They also asked for clarification of the intention of the program review presentations, since it is currently an information item and not an action item. White mentioned she would like to begin reporting program reviews to the BoT, and have them conduct a study session on program review. The Presidents also requested to have a general template for program review presentations and prioritization.</p> <p>Hankins <b>motioned</b>: To further discuss program review, and its incorporation into the budget process and shared governance process at the upcoming PBIM Summit.</p> <p>Rivas seconds. Motion unanimously approved.</p>
<b>IV. Announcements</b>			None provided.
<b>V. Adjournment</b>			Meeting adjourned at 12:02 p.m.
<b>VI. Next meeting</b>			TBA

\*re: = regarding

\*BoT = Board of Trustees

\*AP = Administrative Procedure

\*PD = Professional Development

BC