

**PERALTA COMMUNITY COLLEGE DISTRICT
PARCEL TAX OVERSIGHT COMMITTEE MEETING
MEETING MINUTES**

Wednesday, July 29, 2020
Meeting Time: 1:30 pm to 3:00 pm
Location: Zoom Video Conference
Meeting ID: 972-1409-8235

Committee Members (Present):

Debra Weintraub, Chair
Oscar F. Porter, Vice Chair
Bernard Ayanruoh
Zac Unger
Monica Henestroza

Committee Members (Absent):

Aisha K.L. Jordan

PCCD Staff Present:

Dr. Carla Walter, Acting Chancellor
Mark Johnson, Interim Executive Director of Public Information
Adil Ahmed, Acting Vice Chancellor of Finance & Administration
Richard Ferreira, Executive Assistant, Finance (Minutes)

Guests:

Jennifer Shanowski, President PFT
Richard Theole, Chapter President SEIU Local 1021
Denise Richardson, Interim Vice President of Academic Services, Merritt
Lilia Chavez, Dean, Special Programs & Grant, Merritt
Phasasha Pharr, Financial Aid Specialist, Merritt
Victoria Menzies, Business Director, Merritt

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

1. Call to Order and Introductions – Chair Weintraub

Meeting was called to order at 1:31 p.m. by Debra Weintraub with the quorum.

2. Review of Agenda – Chair Weintraub

Motion and seconded to approve the Agenda with no changes.
Motion approved unanimously.

3. Public Comment – Chair Weintraub

Chair Weintraub requested a quick introduction of everyone and welcomed everyone to the meeting.

4. Approval of Minutes from January 27, 2020 Meeting – Chair Weintraub

Oscar Porter acknowledged Richard Ferreira on the well taken minutes from the April 29, 2020 meeting. Thank you.

Motion and seconded for the committee to accept the minutes with the following changes:

Item 6 change: “Debra and Monica to work with VC Walter will work more on the narrative from the April 29, 2020 meeting.”

Motion approved unanimously.

5. Brief Update on District and COVID-19

Acting Chancellor Walter discussed a change in leadership. At the Board of Trustees meeting to congratulate the following:

Mark Johnson, Executive Director of Marketing and Public Relations
Dr. Denise Richardson, Interim Vice President of Academic Services, Merritt
Adil Ahmed, Acting Vice Chancellor of Finance & Administration, District
Dr. Carla Walter, Acting Chancellor, District

Update on COVID-19 announcement went out this morning, remaining online primarily in the Fall unless they are essential employees through January 4, 2021. Do not believe it will affect the Parcel Tax.

6. Presentation by PCCD Unions

Part-Time Faculty

Jennifer Shanoski, President of Part-Time Faculty (PFT), discussed historical concerns regarding the Parcel Tax usage during economic downturn and having to cut classes because there was not enough funding from the state. Parcel Tax was to be used to augment and offer specific classes. Overtime Parcel Tax was moved away into other funding. Renewal, noticed that all of the dollars would be spent on Classified Staff.

The Policy and Procedures regarding the Parcel Tax was re-written under Chancellor Laguerre 3 years ago. Jennifer will provide copies to the Chair.

Explanation would be beneficial as to why the Parcel Tax funds are to augment General Fund dollars. In general, 35 students in a class. However, 35 students in a Chemistry class is not the best number.

Parcel Tax is to cover basic skills classes and other English classes that is part of the equation. There may be a slower productivity number. Now with COVID-19 they are placing 40 students in every class. PFT does not work during summer because they have a 10 month contract.

PFT instructors are paid the same regardless of the number of students in the class. VC Brown in Academic Affairs is the best person to be able to discuss this item.

Note: The language on BP and AP on the Parcel Tax is rather broad. Members on the Committee need the Parcel Tax language. The links to the BP and AP as follows:

<https://web.peralta.edu/trustees/files/2018/10/BP-6741-Parcel-Tax.pdf>

<https://web.peralta.edu/trustees/files/2018/09/AP-6741-Parcel-Tax.pdf>

The committee would like to get access to the information because the Presidents will be providing reports. There are guidelines as to when the reports are due in October. The Board of Trustees accepted that the Adopted Budget to be approved by October, 2020. Presidents will have the opportunity to go through their shared governance.

The Tentative Budget is a way to allow the District to continue paying funds until the Adopted Budget is approved. The Tentative Budget is available on the PCCD Website and Administration would enjoy feedback.

Tentative Budget copies on the PCCD Websites

Under the Finance Department website:

<https://web.peralta.edu/business/annual-adopted-budget/tentative-budget/>

<https://web.peralta.edu/business/files/2020/07/2020-21-Tentative-Budget-Book-Board-Notes-7-16-20-Rvised-7.21.2020FBAA.pdf>

Under the District website for the Planning and Budget Committee (PBC) at:

<https://web.peralta.edu/pbi/planning-and-budget-committee/agenda-and-minutes/>

Classified

Richard Theole, President of SEIU Local 1021 is supporting Jennifer Shanoski's comments and appreciates being invited to the committee meetings. He noted that there was considerable changes in Administration and Management.

Questioned if maybe the use of Parcel Tax funds should be restricted more. Classified, Staff and Administration should work hand in hand.

Instructional Assistance are classified employees or working in the tutorial center or providing administrative support. Most are hourly or seasonal, but some are DSPS, etc. Classified do have positions working directly in the classroom with students but may be included in the formula for Parcel Tax funding.

Expenditures are specific academic support items that the Parcel Tax provides and includes classified professionals. There is a question of in general the level of purview the committee may be looking into accounting practices including transfers, etc. The process on how administration makes the decision is not part of the committee purview and not PTOC. The monies are being spent are the areas for the committee to review per the lawyer.

The committee job is to determine and report if under the intent of the language of the bond the monies are being spent in accordance to the Parcel Tax Measure. Determine whether it is achieving the goals established in the Parcel Tax Law and make recommendations back to the District and Board of Trustees for adjustments that need to be made to place spending and outcomes back in line with the Parcel Tax.

The committee prefers a more transparent was so that a lay person may understand what is happening and a voter may understand what was achieved and can be documented. It is not the responsibility of the committee to micromanage the District. When more information is received by the committee a better determination made be made on how to proceed, however, between then and now there have been changes in the state funding rates.

The reason the materials (questions) were placed together was so the committee would have the beginnings of a common set of information as a base line to discuss. Believe that the base line should begin with the year prior to when the Parcel Tax was implemented because Parcel Tax revenues were not factored. The base line is needed to determine how the funds were used and whether they were used appropriately. Also, to determine the outcomes and have results from the application of those funds.

The first recommendation is to more explicitly track that funding is supplementing and not supplanting funds that come from the state. Concern regarding how to pick the base line year if there are any adjustments and open to a proposal submitted to the committee to help rational it.

The second recommendation of listing courses that are specifically funded by the Parcel Tax would be very helpful and listing courses by semester.

The third recommendation is regarding the productivity rate could be confusing to the committee and so it may be confusing to the lay person in terms of equivalency and if there is another way to match this information in a way that makes sense to the broader community. Possibly, just the number of students enrolled in the classes might be the easiest way to go.

It is believed that the budgetary role of the committee is to communicate to the community what is happening within the Peralta District in regards to the tax dollars. For example, what classes are being kept open and more in hopes to promote information to the community that a good thing is being done.

The Chair recommended that the Tentative Budget should be presented at the PTOC. Acting Chancellor would like the committee to know that the District is open to following the recommendations made by the committee and the way the information requested may be provided. The Tentative Budget, however, was not previously presented to the Oversight Committee, but was always and continues to be available as a public document on the PCCD websites and on the Board Agendas.

Chair Weintraub expressed concerns on changes in leadership with the Peralta District. The information was not pertinent to employees or who is in the current administrative roles, but that because of it, the documents and reports were not consistently received by the committee. The District assured the Chair that Public documents are available and she supports the notion of standardization without need to associate communication to any specific individuals within the district.

7. Feedback/responses to draft documents approved by the committee

Knowing when responses may be received regarding the information requested. The information would be available in the Fall. Reporting would be once a year was the understanding. Decisions needs to be made as to when the information will be made available. The Excel Spreadsheet may need to be changed a little bit and possible communication with members to have it sent out by September before the next Oversight Committee meeting.

Motion and seconded to extend the meeting an additional 5 minutes.
Motion approved unanimously.

Note: Request for a link to the Presentation on the Roles and Responsibilities of the Parcel Tax Oversight Committee and a binder for members, if any is available.

8. Selecting Next Meeting Date and Time

Wednesday, October 28, 2020 from 1:30 pm to 3:00 pm.

9. Announcements

Victoria Menzies commented that we do capture that information in our MIS data class schedules, and program review. The program review shares how we have served our students. There also may be another report or process as well and a request was made for a presentation.

Motion and seconded to extend the meeting to 3:15 pm.
Motion approved unanimously.

An email will be sent from Chair Weintraub to the committee members in regards to setting up subcommittees and it was recommend that emails be sent bcc copies to members.

10. Closing Remarks and Adjournment

There were no other closing remarks.

The meeting adjourned at 3:16 p.m.