



**Peralta Community
College District**

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

Wednesday, December 2, 2020
Meeting Time: 3:00 pm to 4:30 pm
Location: Zoom Video Conference
Meeting ID: 972-1409-8235

Committee Members (Present):

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

Committee Members (Absent):

Aisha K.L. Jordan

PCCD Staff Present:

Mark Johnson, Executive Director of Marketing, Communication & Public Relations
Richard Ferreira, Executive Assistant, Finance & Administration (Minutes)

Guests:

None.

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

1. Call to Order and Introductions – Chair Weintraub

Meeting was called to order at 3:00 p.m. by Debra Weintraub with quorum.

2. Review of Agenda – Chair Weintraub

Motion and seconded to approve the Agenda with one change regarding membership placed after item number 7. Motion approved unanimous.

3. Public Comment – Chair Weintraub

No public comments were made at this meeting.

4. Approval of Minutes from July 29, 2020 Meeting – Chair Weintraub

Motion and seconded for the committee to accept the Minutes from the July 29, 2020 meeting with no changes. Motion approved unanimously.



5. Brief Update on District and COVID-19

Mark Johnson provided an update that District provided protocols for when positive test occurs with either students or employees to the Board of Trustees. Employee protocol was presented and approved and the Board then requested that the District follow up with student protocols which are being addressed now.

Alameda County updated their Shelter in Place requirements on November 18 and the policy and protocols and the District is following the updates. Also, updated on the website.

A student and employee case of being tested positive was made aware at Laney College. Predominantly, employees are working from home. Few classes take place on site and following all social distancing guidelines.

Current status is that the colleges will be closed through the end of May, 2021 which corresponds with the Spring semester. A determination was not made for Summer session at this time.

The website was created for COVID and the District realized that there are other items like power shut offs where situation need to be communicated out. All up to date information on safety and COVID is at <https://safe.peralta.edu/>.

6. Preparing for Overdue Annual Report

a. Content

Annual Report not completed by the committee possibly two (2) years. Website did not appear to have a separation between the Parcel Tax and the Bond Committees. Someone needs to go in and fix the website. Mostly focused on the Bond.

Our Annual Report needs to convey information regarding the actions of the committee for the last couple of years. Bond Committee did just post their annual report that was presented to the Board of Trustees. We need to verify any financial information and what concerns and/or recommendations we would make to the District.

Mark Johnson agreed that the website needs work and the District set a goal for the Parcel Tax and currently there is a mix of both the Bond and Parcel Tax. We would like to make for example a Parcel Tax website and he invites and welcomes any suggestions/comments on how/what the committee would like. Two goals are to make it mobile optimized and fully accessible.



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Parcel Tax Committee membership and categories are different than the Bond Oversight Committee. Include how to be a committee member on a Parcel Tax website. The District gets to determine who had oversight of the Parcel Tax committee. It would be valuable to have input from the committee to the District regarding approval of committee members.

The area is that the committee could provide insight and communication between the committee and the Board of Trustees when making the decision. It should be part of the recommendations made to the Board that the committee would like to be part of the process. This information may also be included in the website under selecting new members.

Recommendation that the Audit information regarding the Parcel Tax should be on the Parcel Tax website, sent to the committee members and whomever completes the audits provide a presentation to the committee.

Currently, the Parcel Tax Audit Reports are located under the Annual Financial Reports: <https://web.peralta.edu/business/annual-financial-reports/>.

In addition to audits, the committee would like to request information on how the District is planning on spending personal tax dollars.

b. Assigning parts to members

The committee relies on the District for administrative support. The Finance Team will oversee the Parcel Tax Committee requests. It was suggested that the committee continue to direct any requests for information or documents to the Vice Chancellor for Finance & Administration. He/She will determine, assist and disseminate whom the requests should go to throughout the colleges and district. Also, the Vice Chancellor will determine how the information will be provided (returned to the committee) and if a presentation to the committee is available or to be scheduled. The committee should feel free to copy Richard Ferreira, Executive Assistant in any items addressed to the Vice Chancellor to assist in prioritizing the request(s).

7. Follow up on PTOC format and who should receive new format for collecting information

Clarity is needed on the format and collection of information. The District's Administration work with PFT and appreciative on the input on the development of the budget and spending plans

Role of the committee was previously stated that it is ensure the funds are spent from Chancellor Laguerre. There was contention over this viewpoint. The committee's responsibility is to the voters. Possibly, the first concern is about compliance and also about honoring the intent of the voters.



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The committee wants to ensure the monies are spent on Student Success. There may have been a difference between reporting from the District and the committee requests and the committee has always been interested in on how it effects students. The committee is talking about how the people are effected by the dollars and the District may see it the opposite way. It is important to have an impact on those who could benefit the most in the community.

The process on how to distribute monies is important to clarify any issues and the committee believes that by understanding more it can determine how the monies are directly impacting the students and how it helps to improve their education.

The Oversight Data Collection excel report example was presented and the starting point for the time frame information is requested will be from Academic Year 2017-18. The forth part of the report is specific to requesting information regarding student outcomes.

[Motion and seconded for the 2017-18 as the base year for data collection from the District. Motion approved unanimously.](#)

[Motion and seconded for the Oversight Data Collection excel report be accepted the way the way it is to provide to the District. Motion approved unanimously.](#)

The committee recommended that the reports be sent to the Chancellor and the College Presidents. Another suggestion was asked that the Vice Chancellor of Finance & Administration as the main liaison for the Oversight Committee with the request and that Vice Chancellor Ahmed distributed the reports.

[Motion and seconded to accept the deadline to request from the District and colleges would be February 1, 2021 of the Oversight Data Collection excel report. Motion approved unanimously.](#)

The committee then discussed the drafted Data Request letter dated 12/02/2020 which was address to Chancellor Walter. Stating that this is to provide some depth as to the reason the information format was requested from the Oversight Committee. It may be important to know how the District defines Student Success. Possibly some small changes to the letter were proposed.

It was proposed by the Chair that the Oversight Data Collection report be sent out first. The committee is in agreement that the Chair will send the Excel Report with the notes requesting it to be forwarded to the colleges from the PTOC by the next week with the information to be completed and received back by February 1, 2021.

[Motion and seconded to extend the meeting 15 minutes to 4:45 pm. Motion approved unanimously.](#)



8. Committee Membership

Mark Johnson stated the District will begin promoting a committee membership position on social media. The application form is out of date and needs to be updated and suggested to making it an online form to have people submit. Hubspot email marketing tool to easily create a form. If there are any individuals the committee knows to please direct or recommend them to the application. The committee appeared to be in agreement.

The committee is to consider if Aisha K.L. Jordan may have resigned due to a lapse of attendance from the last three (3) meetings. Chair Weinstraub offered to contact her to clarify her if she has a continued interest to be on the committee.

9. Selecting Next Meeting Date(s) and Time(s)

The committee prefers to meet on Wednesdays 3:00 to 5:00 pm. It was suggested to make the meetings two (2) hours long.

The next meeting is scheduled for the second Wednesday, March of 2021.
Tentatively scheduled for March 10, 2021.

10. Announcements

No announcements at this time.

11. Closing Remarks

There were no closing remarks.

12. Adjournment

The meeting adjourned at 4:45 p.m.