



**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

*October 18, 2019 9:30 am to 11:30 am
Meeting Location: PCCD Board Room*

*Co-Chair: (Vacant), VC Fin. & Admin., PBC Chair/Presiding
Co-Chair: Fred Bourgoin, Senate President, Co-Chair*

PBC Membership

<i>*Vacant, VC Fin. & Admin., PBC Chair/Presiding</i>	Marie-Elaine Burns, Merritt College President
Fred Bourgoin, Senate President, Co-Chair	Tim Karas, College of Alameda President
Donald Moore, DAS President	Kawanna S. Rollins, Classified Senate Representative
Tom Renbarger, Senate President	Tina Vasconcellos, Vice President of Student Services
Jennifer Shanoski, President PFT	Steven Chan, Institutional Researcher, Designee
Scott Barringer, Local 39 Representative	Joyce Wong, BCC, Student Representative
Jamille Teer, SEIU Representative	
Adil Ahmed, Budget Director	Richard Ferreira, Executive Assistant, Finance & Admin., (non-voting)

Total Number of Members is 14. Amount Needed for Quorum is 8

<p>In Attendance Present: Fred Bourgoin, Senate President, Co-Chair Donald Moore, DAS President Tom Renbarger, Senate President Jennifer Shanoski, President PFT Scott Barringer, Local 39 Representative Jamille Teer, SEIU Representative Adil Ahmed, Budget Director Tim Karas, College of Alameda President Tina Vasconcellos, Vice President of Student Services Steven Chan, Institutional Researcher, Designee Joyce Wong, BCC, Student Representative</p> <p>Absent: Marie-Elaine Burns, Merritt College President Kawanna S. Rollins, Classified Senate Representative</p>	<p>Guests: Siri Brown, Vice Chancellor of Academic Affairs Chungwai Chum, (Acting) Business Director, COA Victoria Menzies, Business Director, Merritt Jeff Sanceri, Faculty, COA, PFT Grievance Officer</p>
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**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			Called to order at 9:39 am.		
B. Adoption of the Agenda			Motion and seconded to adopt the Agenda with no changes proposed. Motion approved unanimously.		
C. Approval of Minutes for Last Meeting on 09/18/2019			Motion and seconded to adopt the PBC minutes from the meeting on 09/18/2019 with the one correction to Jeff Sanceri's last name. Motion approved unanimously.		
D. Public Comment			There was no public comment.		
E. Reports from Sub Committee			No Reports.		

**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
A. Membership Update			<p>Co-Chair Bourgoin lead the discussion regarding the updated membership. The Vice Chancellor of Finance position is still vacant. Committee recommended DAS Appointment of Tom Renbarger as the Senate President, Steven Chan as the Institutional Researcher, and Joyce Wong from BCC as the Student Representative.</p> <p>Motion and seconded to accept Tom Renbarger as the Senate President, Steven Chan as the Institutional Researcher, and Joyce Wong from BCC as the Student Representative as PBC Committee Members. Motion approved unanimously.</p>		
B. 5-Year Fiscal Plan Update			<p>VC Brown provided an update and will also email the document(s) to the committee members requesting that members review.</p>		

**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

			<ol style="list-style-type: none"> 1. Small details including a new purpose from the Chancellor Stroud. 2. Updated all Board Policies and Administrative Policies included in the 5 year plan, including BP 6250 and AP 4021. 3. Relevat retreats or meeting. 4. Other items are the more significant items. Integrating the FCMAT Report and the 75 recommendation from FCMAT are included in the Executive Summary and as well as the narrative plan. Part of the solution for financial health. 5. BAM revision status update, not very far. <p>Some items will be ready in regards to the Next Board of Trustees meeting.</p>		
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**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

			<p>Addressing the audit findings, however, she did not received a copy of the audit report. If it is received before December 2nd it will be integrated into the 5 Fiscal Year Plan. It was suggested that it be added and that the goals are outdated. New goals should be adopted.</p> <p>In regards to the restructuring of the District and colleges is continuously changing and she believes she captured where we are with that and included supporting documents. She will continue to update it.</p> <p>In terms of restructuring management is looking at the District Financial Aid Office first and then the District Admissions and Records Office as priority areas.</p> <p>Adding 2020-21 target and will wait for the new Chancellor to review and approve it.</p> <p>Enrollment Management was updated in areas regarding management, District-wide scheduling tool and items CBT is supporting the District with. Colleges will be submitting information to her by October 21, 2019.</p>		
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**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

			<p>Student Services Technology Plan will be updated by next week.</p> <p>Executive Level Turn-Over item will be added by Chancellor Stanback Stroud.</p> <p>Reduction scenario will be changing especially around COLA and PERI because we are still in negotiations.</p>		
<p style="text-align: center;">C. BAM Task Force</p>			<p>Clarification was made regarding the BAM Task Force and that it is a subcommittee of the PBC. Any information from the BAM Task Force will be submitted to the PBC and then the PGC.</p> <p>Motion to agreed upon the BAM membership as discussed at our last PBC meeting. To appoint people to this Task Force. Select a day for us all to meet for our first meeting within the next week.</p> <p>Amended Motion and seconded to reaffirm the BAM membership make up as discussed at our last PBC meeting.</p>		

**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

			<p>And send to the PGC the rational why BAM Task Force should be a sub group of the PBC. Motion approved unanimously.</p> <p>Motion and seconded the charge for the BAM Task Force to be to determine the new process of allocating unrestricted and all funds to the colleges and District. Motion approved unanimously.</p> <p>Motion and seconded to nominate Adil Ahmed to be in charge of the BAM Task Force. 1 abstained. Motion approved.</p> <p>Motion and seconded that the BAM Task Force provide the PBC with draft of a timeline by the December PBC meeting. Motion approved unanimously.</p>	<p>Fred Bourgoin agreed to forward the rational that the BAM Task Force is a sub committee of the PBC to the PGC today.</p> <p>Next BAM Task Force meeting to be Thursday, October 24, 2019 from 3:00 pm to 4:00 pm with the location (TBD).</p>	
<p style="text-align: center;">D. Budget Development Calendar</p>			<p>Discussion began on the timeframe and start building the calendar as of November for the next year.</p> <p>Per Adil Ahmed, the Budget Director the position control needs to be completed now in</p>		

**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

			<p>October/ November and information sent to the colleges so that all the position are accounted for early regarding the Tentative and Adopted Budgets.</p> <p>A recommendation was made that Colleges determine prioritization begin in December and not January.</p> <p>The State Budget provides funding and the District and colleges do not have to wait for the information to begin planning in the BAM because it has to do with the budgeting.</p> <p>A solution that we have to determine is a formula that decides what the funding will be for the District.</p> <p>Another recommendation was that the BAM Taskforce has already identified specific items that comes off the top before funding the colleges and that it may also need to be revisited.</p> <p>Prioritize items for a draft by February 15th of each year. It was suggested that December would be a better time for the PBC to have a deadline to meet the February 15th date.</p>		
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**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

			<p>Motion and seconded that we approve (adopt) the Budget Development Calendar with the possibility of amending it at a subsequent date, if necessary. Motion approved unanimously.</p>		
E. 2019-20 PBC Goals			<p>Discussion on the different goals and their purposes included the trend analysis is to monitor spending.</p> <p>Co-Chair Bourgoin reminded everyone that these were notes from the last meeting to open discussion and receive feedback from committee members.</p> <p>Motion and seconded to extend the PBC meeting for an additional five (5) minutes. Motion approved unanimously.</p>		
III. Next meeting			<p>Announcement made that the next meeting will be on November 15, 2019 from 9:30 am to 11:30 am.</p>		
IV. Adjournment			<p>Meeting adjourned at 11:37 am.</p>		