



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

*November 15, 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. &amp; 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><b>In Attendance</b></p> <p><b>Present:</b>          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          Marie-Elaine Burns, Merritt College President          Tim Karas, College of Alameda President          Steven Chan, Institutional Researcher, Designee          Joyce Wong, BCC, Student Representative</p> <p><b>Absent:</b>          Kawanna S. Rollins, Classified Senate Representative          Tina Vasconcellos, Vice President of Student Services          Richard Ferreira, Executive Assistant, Finance &amp; Admin.</p>	<p><b>Guests:</b>          Carl Ogden, Instructor, Merritt College          Vikki Menzies, Business Director, Merritt College          Chungwai Chum, Business Director, COA</p>
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Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<b>I. Standing Items</b>					
A. Call to Order			Called to order at 9:33 am. Quorum was met.		
B. Adoption of the Agenda			Motion and seconded to adopt the Agenda with with adding Global Warming Agenda item at the beginning-Shanoski. Motion approved unanimously.		
C. Approval of Minutes for Last Meeting on 10/18/2019			Motion and seconded to adopt the PBC minutes from the meeting on 10/18/2019 with no changes. Motion approved unanimously.		
D. Report of Action Taken			1) There was a question if the PBC should review the Board approved 5-Year Plan. Included 5-Year Projections by the Co-Chair. The Co-Chair can send it for information.  Concern regarding PBC stated as engaged with the Shared Governance but it is not. Recommendation that PBC be charged in the development of the 5-Year plan by way of		

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			<p>reporting it to the Board of Trustees and removing the comments from the report if it is not true.</p> <p>Ensure that management is following the charge or states that the District is not following it.</p> <p>Recommendation from the PBC to have the power to fulfil their charge.</p> <p>2) Approved BAM Task Force composition. Chancellor requests that the PGC to approve the composition of the BAM Task Force.</p> <p>There was a concern that two (2) of the Presidents did not attend or send a representative to the BAM Task Force. Unclear if there is a change to the composition.</p>		
E. Public Comments			There was no public comment.		

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<b>II. Carried-Over and New Items</b>	<b>Committee Goal</b>	<b>Strategic Plan Goal</b>	<b>Outcome</b>	<b>Action Items</b>	<b>Follow Up on Action Items</b>
<p><b>A. Global Warming (Paperless Meetings)</b></p>			<p>Shanoski – Request for the PBC meetings to be paperless. In other words, no more printed outs copies of the agendas, minutes or supporting documents. Promote people to review documents before coming in. Prefer double sided if we continue to print the documents.</p> <p>Paper may be a preference for some. Recommendation that people may print their own copies and bring it with them. Possibility that outsiders of the committee may not have access to the documents.</p> <p>Richard Ferreira updates the Website. Motion is not needed to have it updated with all the documents and included in the announcements for everyone.</p> <p>Motion and seconded to have the PBC meeting be paperless unless something comes in at the last minute. Motion approved.</p>		

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<p style="text-align: center;"><b>B. BAM Task Force</b></p>	<p>Update on work of the task force</p>	<p>D.3 — Institutional Effectiveness</p>	<p>Karas / Moore Tim Karas informed the PBC that the BAM Task Force last met on 11/14/2019. Made some good progress getting through the aspects of the new model. It is not ready yet, but plan to have something completed within the next few weeks to present to the PBC. It was productive.</p> <p>Donald Moore added that the BAM Task Force is attempting to provide a very detailed sketch and determine when and who to give it to. It will be an item on the December 13, 2019 PBC/PGC Joint Meeting.</p>		
<p style="text-align: center;"><b>C. District DE Committee Resolution</b></p>	<p>Online student services and support</p>	<p>E.4 — Support Quality Instruction</p>	<p>Inger Stark, previously the District Education Coordinator for three (3) years wanted to present to the PBC information on Distant Education. She commended on the PBC for making the shift of going paperless.</p> <p>She is here to request an increase spending in the District to benefit students and support the growth of Distant Education.</p>		

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			<p>A lot of important work completed last year including the transition to Canvas.</p> <p>Basically, we are legally by regulation, morally and ethically far below in providing online student services that we must for our students.</p> <p>Resolution drafted over 6 months to justify the dollar requests in the previous \$1.4 million dollar request. It is asking for an increase between \$600,000 to \$700,000 because to date none of the colleges have been given even \$1 to support their distance education online services.</p> <p>Over 20% of what the District offers to students is online and growing. This is a disservice to the students and a modest request of what our students needs.</p> <p>Requests the PBC to approve and forward the resolution with \$1.4 million dollars with the agreement that PBC basically supports that every District dollar is spent on online student services and support for the budget year 2020-21.</p>		
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			<p>Motion and seconded that PBC to approve and forward the resolution with \$1.4 million dollars and the agreement that PBC basically supports that every District dollar is spent on online student services and support for the budget year 2020-21. Motion approved.</p>		
<p><b>D. Five-Year Integrated Financial Plan</b></p>	<p>Review of five-year projections</p>	<p>E.3 — Fiscal Oversight</p>	<p>Adil Ahmed provided to the PBC an update on the 5-Year Plan. He provided information that there was no large changes from the plan submitted to the ACCJC.</p> <p>The changes were to the Parity to Part-Timers/Faculty and to the COLA. It will cost the District over \$2 million and we are still below the 10%.</p> <p>There were concens regarding the amounts reflected in the update report and what the actual cost for Parity should be. Adil agreed to provide the information in an email by the end of next week addressing the concerns and can address at the next joint meeting.</p>		

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<p style="text-align: center;"><b>E. 2019-2020 PBC Goals</b></p>	<p>Setting of goals</p>	<p>D.3 — Institutional Effectiveness</p>	<p>Co-Chair Bougoin lead the discussion on the PBC Goals.</p> <p>Goal #1 Review spend-down of all funds through quarterly reports from the Office of Finance.</p> <p>Goal #2 Adopt a process for making recommendations to the Board of Trustees for allocating funds from the \$3M contingency reserve.</p> <p>Goal #3 Review the 2020-21 budget assumptions and make recommendations.</p> <p>Goal #4 Ensure that the BAM Task Force charge is completed on time.</p> <p>Motion and seconded to adopt Goals #1, #3 and #4 (to be renumbered). Motion approved.</p>		
<p><b>III. Next meeting</b></p>			<p>Announcement made that the next meeting will be a PBC/PGD Joint Meeting on December 13, 2019 from 9:00 am to 11:00 am.</p>		
<p><b>IV. Adjournment</b></p>			<p>Meeting adjourned at 10:58 am.</p>		