

**PERALTA COMMUNITY COLLEGE DISTRICT
Planning and Budgeting Council (PBC)**

**MINUTES
January 25, 2019
District Board Room**

Membership

Romaneir Johnson, VC Finance & Administration, PBC Chair/Presiding
Fred Bourgoin, Senate President, Co-Chair
Donald Moore, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Scott Barringer, Local 39 Representative
Jamille Teer, SEIU Representative
Adil Ahmed, Interim Budget Director
Marie-Elaine Burns, Merritt College President
Tim Karas, College of Alameda President
Kawanna S. Rollins, Classified Senate Representative
**Vacant, Vice President of Student Services or Instruction*
**Vacant, Student Representative*
**Vacant, Institutional Researcher, Designee*
(14 members total—Quorum is 8)

Richard Ferreira, Executive Assistant, Finance and Administration, PBC note taker (non-voting)

PBC Attendance**Present:**

Fred Bourgoïn, Senate President, Co-Chair
 Donald Moore, DAS President
 Mario Rivas, Senate President
 Jennifer Shanoski, President PFT
 Scott Barringer, Local 39 Representative
 Jamine Teer, SEIU Representative
 Adil Ahmed, Interim Budget Director
 Marie-Elaine Burns, Merritt College President
 Tim Karas, College of Alameda President
 Kawanna S. Rollins, Classified Senate Representative

Richard Ferreira, Executive Assistant, Finance and Administration, PBC
 note taker (non-voting)

Absent:

Romaneir Johnson, VC Finance & Administration, PBC Chair/Presiding

Guests:

MaryBeth Benvenuti, Business Director, COA
 Joseph Bielanski, Articulation Officer, District
 Aja Butler, Director of Student Activities and Campus Life, COA
 Syed Khaled Hussain, Dean of Lib. Arts, & Soc. Sci., Merritt
 Inger Stark, Faculty, Special Assignment, District
 Stacey Shears, Vice President of Student Services, BCC
 Derek Pinto, Vice President of Administrative Services, Laney
 Victoria Menzies, Business Director, Merritt
 Sui Song, Principal Financial Analyst, District
 Chanelle Whittaker, Interim VC of Human Resources/Benefits
 Kuni Hay, Vice President of Instruction, BCC
 Siri Brown, Vice Chancellor of Academic Affairs
 Kelly Pernell, Faculty, BCC
 Tom Renbarger

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
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I.			
A. Call to Order			Meeting was called to order at 9:04 am. Quorum met.
B. Adoption of the Agenda			Request made to have a section for Public Comments added to the agenda after the approval of Minutes. Motioned and seconded to adopt the amended Agenda. Motion approved unanimously.
C. Approval of Minutes January 25, 2019	The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.		The Chancellor's responses were discussed and a moratorium was requested on administrative positions in the last meeting and believed it was not included. (Note: Included under section B.) The concern was also requesting a response from the Chancellor in writing. Fred Bourgoin will summarize what was addressed and send a follow up to the Chancellor and everyone on the committee. Motioned and seconded that the minutes are approved with the changes. Motion approved unanimously.
D. Public Comments			Inger Stark made a public comment to the PBC. She stated that the responsibility of the PBC regarding vacant positions is to make recommendations. Students cannot enroll effectively if they cannot get counseling, tutoring, or orientations effectively when they need it. She will be completing a program review this year for the first time and submitting a large budget request to support the colleges.
E. Committee Members			Vacant, Vice President of Student Services or Instruction

<p>appointment(s)</p>			<p>Vacant, Student Representative Vacant, Institutional Researcher, Designee</p> <p>It was discussed that Jason Cifra would be reached out to for a recommendation. Also, the Vice Presidents could be contacted. Fred Bougoin will reach out to Jason Cifra and Siri Brown and the Interim Vice Chancellor of Information Technology.</p>
<p>II. DISCUSSION/ APPROVAL ITEMS</p> <p>A. Budget Calendar</p>			<p>Adil Ahmed stated that Finance is ahead of schedule compared to prior years. The (draft) budget may be completed by the end of March to be presented to the PBC. That would provide PBC with sufficient time to discuss. Position Control should be completed by the end of February. By March a draft of the budget should be presented.</p>
<p>B. PBC & PGC Combined Meetings</p>			<p>Siri Brown presented and discussed the PBC and PGC Combined meetings to address the Five (5) Year Plan. March 8, 2019 and March 22, 2019 joint PBC and PGC combined meetings. Requested that March 22, 2019 meeting be moved back to March 29, 2019 due to need for additional time to complete the program reviews. Faculty prioritization is separate process that needs to be completed and document the program reviews.</p> <p>There was a miscommunication that the PBC meeting for 01/25/19 was a combined meeting.</p>

			<p>The following combined PBC & PGC meetings were recommended from the Work Groups for ACCJC requested to have additional (combined) meetings every two weeks to address and complete the Five (5) Year Plan:</p> <p>November 30, 2018 PBC and PGC December 10, 2018 PBC and PGC December 11, 2018 Board of Trustees January 25, 2019 PBC and PGC February 8, 2019 PBC and PGC February 22, 2019 PBC and PGC March 8, 2019 PBC and PGC March 19, 2019 BOT First Read (tentative) March 22, 2019 PBC and PGC March 29, 2019 College Presidents Budget Presentations April 23, 2019 Seek BOT Approval (prepare to send to ACCJC) May 1, 2019 Deadline Submission to ACCJC (needs to be submitted by June)</p> <p>Recommended that the Vice Chancellor of Finance provide an integrated calendar for the PBC with the combined schedule. Requested that Siri Brown and Romaneir Johnson work together on integrating the calendar.</p> <p>Concerns about combining the committees that each committee has items of there own to address. That the combined meetings would be separate from the PBC and the PGC meetings.</p> <p>Recommnedation made that combined meetings needs to be</p>
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			<p>focused. It was also recommended that a time recommendation made to have the combined meeting inbetween the PBC and PGC meetings on the same date of their regular meetings.</p> <p>Recommendation made that PBC and PGC have 1 hour for each committee and a combined meeting for 2 hours in the middle.</p> <p>For example: PBC from 9:00 to 10:00 am PBC/PGC Combined from 10:00 to 11:30 pm PGC from 11:30 am to 1:00 pm</p> <p>Motion and seconded to approve the PBC & PGC Combined Meeting schedule. Motion approved unanimously.</p> <p>Motion and seconded to add a PBC/PGC combined meeting March 29, 2019 from 10:00 am to 12:00 pm exclusively for Program Reviews. Motion approved unanimously.</p>
C. FCMAT			<p>State Legislator fund for community college districts that need assistance. FCMAT team will be here as of February 4, 2019. FCMAT is a professional organization that already has a plan and the state already has their information.</p>
D. BAM			<p>The taskforce update included a new proposed membership</p>

			<p>that is inline with the new funding proposal. The goals have been modified also from 2015.</p> <p>Concern about the membership is more administrators not including as much faculty and supported by other committee members as long as the committee does not become too large. Currently, it will remain in line with the same membership.</p> <p>The committee meets on the second and fourth Thursday of each month.</p> <p>Suggestion made that the committee be given a couple of items to look into by the end of the fiscal year. The BAM taskforce will continue to meet.</p> <p>Motion and seconded to agendaize (make BAM a priority) with sufficient time for the next PBC meeting. Motion passes.</p>
<p>E. Audit</p>			<p>Joseph Bielenski discussed a corrective action matrix that was previously created for every item on any audit. Suggested that the District look into this item to be utilized. It was stated that BBC needs to follow up with the corrective actions that are repeating.</p> <p>Motion and seconded that PBC recommend the District to utilize the corrective action matrix and post information for transparency on the audit findings. Motion passes.</p>

			<p>Motion and seconded to extend the PBC meeting by 10 minutes. Motion approved unanimously.</p>
F. Vacancy List			<p>One change to the Vacany List is the Chief of Staff position was added. Concerns that the first position on the list is being advertised and therefore not frozen. Another position on the list as frozen was an internal advertised position and believed that the candidate was already interviewed. Concern is if the list are actually frozen positions.</p> <p>The positions that were frozen at the District were not to be frozen for the entire year, only when the positions were needed again. The total amount that the District needs to be completed at the District still needs to be completed.</p> <p>Based on the workshop the new (funding) formula that the Finance Department employees attended it is favorable for the Peralta District and colleges.</p> <p>Motion and seconded to object to filling of any of the Vacant List frozen positions without some kind of (proper shared governance process) delivery process and approval by the PBC. Motion passed.</p>
G. Budget Update			<p>Based on the proposal sent to the State Legislators the Peralata District will receive \$2 Million dollars from Lottery funding if it passes. The governer increased the rate.</p>
H. ACCJC			<p>Siri Brown discussed the recommendation of creating two</p>

<p>Framework/Update</p>			<p>Work Groups instead of four.</p> <p>Motion and seconded to put together two Work Groups that 1. be Enrollment Management and Student Success combined and 2. Finance as the second Work Group. Motion approved unanimously.</p>
<p>III. Next Meeting</p>			<p>Next meeting is (re)scheduled for February 8, 2019 from 9:00 am to 11:00 am.</p>
<p>IV. Adjournment</p>			<p>Meeting adjourned at 11:10 am.</p>