

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

**MINUTES
February 8, 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, Budget Director
Marie-Elaine Burns, Merritt College President
Tim Karas, College of Alameda President
Kawanna S. Rollins, Classified Senate Representative
Tina Vasconcellos, Vice President of Student Services,
Dominique Benavides, Institutional Researcher, Designee
Vacant, Student Representative

(14 members total—Quorum is 8)

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

PBC Attendance

Present:

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, Budget Director
Marie-Elaine Burns, Merritt College President
Tim Karas, College of Alameda President
Kawanna S. Rollins, Classified Senate Representative
Tina Vasconcellos, Vice President of Student Services, COA

Absent:

Dominique Benavides, Institutional Researcher, Designee

Guests:

Joseph Bielanski, Articulation Officer, District
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
Siri Brown, Vice Chancellor of Academic Affairs
Kelly Pernell, Faculty, BCC
Tom Renbarger, Instructor, Merritt
David M. Johnson, Vice President of Instruction, Merritt
Chungwai Chum, Principal Financial Analyst
Brandon Christian, Staff Assistant, District

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
I. A. Call to Order			Meeting was called to order at 9:13 am. Quorum met.
B. Adoption of the Agenda			<p>Motion to add the first item to be Transparency and Official Scheduling of Joint/Combined Meetings PBC/PGC and the second item to be Motions to the Chancellor. All other items to follow.</p> <p>Motion and seconded to adopt the amended Agenda. Motion approved unanimously.</p>
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.		<p>Motion and seconded that the minutes are approved with no the changes. Motion passed with one abstention.</p>
D. Committee Members appointment(s)\ E. Committee Members appointment(s)			<p>Dominique Benavides agreed to join the committee as the Institutional Researcher. Will attend the next meeting.</p> <p>Tina Vasconcellos, Vice President of Student Services, COA will serve on the committee. Welcome and thank you.</p> <p>*Vacant, Student Representative – Richard Ferreira was asked to follow up with Jason Cifra and see if there is a student who would be interested.</p>

<p>II. DISCUSSION/ APPROVAL ITEMS</p> <p>A. Transperancy and Official Scheduling of Joint/Combined Meetings PBC/PGC</p>			<p>Donald Moore discussed that the Finance and Enrollment sub committee meetings were held this week. Reminder about transparency and that we should send out the Agenda 72 hours before the next meeting. Concern about the joint (combined) meetings and making the announcement early enough so that members within the District may attend and need to be aware.</p> <p>Recommending that the Chairs at the PBC and PGC set an agenda to ensure the information goes out.</p> <p>Siri Brown responded by agreeing to (have Laura) send out the Joint/Combined PBC/PGC meetings (Agendas). The Combined meetings will have only two agenda items. She will Chair the combined PBC/PGC meetings. Scheduling and all other items may be referred to her.</p> <p>Finances meetings are scheduled for once a week on Wednesdays and Enrollment yesterday has set up a meeting or two. At the combined meeting further discussion will be held on how we are going to schedule these meetings.</p>
<p>B. Motions to the Chancellor</p>			<p>Fred Bourgoin provided the committee with an update to the Motions sent to the Chancellor. The items are addressed chronologically.</p> <p>PBIM Manual needs to be addressed because there appears to not be a procedure with these types of requests forwarded to the Chancellor. The previous Chief of Staff was responsible for the PBIM and so this concern needs to be addressed with the Chancellor.</p>

			<p>This concern is being discussed for future reference, whether it is a motion or not, when requesting the Chancellor to provide his viewpoint on any matters.</p> <p>The concern is responses from the Chancellor are not productive in attempting to establish a process where the committee communicates to the Chancellor.</p> <p>The Chairs of the PBC and PGC should possibly meet with the Chancellor for clarity.</p> <p>Motion and seconded that the PBC and PGC Chairs meet with the Chancellor and discuss what is not working in the process and recommend improvement to the motions. Motion passed with two abstentions.</p>
<p>C. FCMAT</p>			<p>FCMAT team is here at the District and scheduled their interviews. Their priority is to determine where we are structurally deficient at the present and historically in ways that we can improve. Funded by the state and may be here through December or six months. Will have a report. Focus on Finance and departments interacting with Finance. First step is to complete interviews with the Finance Department based on the data that we have.</p> <p>Colleges will also be interviewed. The focus is the District Offices, but the colleges will be interviewed for perspective.</p> <p>FCMAT will be making recommendations and it is requested that the information be disseminated to everyone as it becomes available.</p>

			<p>Motion and seconded that we request to have the Chancellor’s Office provide a deliverative and effective intentional process of locating and communication to all the colleges and all constituency regarding FCMAT and the FCMAT process. And minutes taken of any meetings with FCMAT.</p> <p>Channel Whitaker let the committee know that interview information may not be released. The Chancellor’s Office should provide the District and colleges with updates regarding FCMAT. For example, anyone may request a meeting with FCMAT, but do we know how to.</p> <p>The Chancellor’s Office provides an update on the C-Direct notifications that go out to everyone.</p> <p>Motion amended that a request from the Chancellor provide an update in his C-Direct from the beginning of the process to present day on FCMAT.</p> <p>Motion passed.</p>
D. BAM			<p>Adil Ahmed provided an update on the BAM. The committee is waiting on the approval of names for the committee members. It was requested that at the next meeting a list will be provided of the previous members.</p>
E. ACCJC Framework/Update			<p>Motion and seconded to move the ACCJC Framework/Update to item E. Motion passed.</p>

			<p>Siri Brown stated that from 10:00 to 11:30 full update on the writing of the 5 Year Fiscal Plan.</p> <p>Brief introduction of Dr. May Chen who was selected for this process because of her extensive background on Accreditation. She shared that she will be assisting studying and research. Updating the narratives on the webpages and updates on the website. It is important to update minutes on the websites. Very impressed on the progress the Peralta District has made with much less audit findings (five findings).</p>
F. Audit			<p>The PBC would like the auditors to return and present. This item will be discussed further at the next meeting.</p>
G. Vacancy List			<p>The Vacancy List represents the temporary frozen positions for this fiscal year and that has not changed. Presidents and and Vice Chancellors may swap (or switch) changes on a position with an equal amount of salary position only.</p> <p>Motion and seconded to extend the meeting for 3 minutes. Motion approved unanimously.</p> <p>Motion and seconded that next meeting to come up with a process on how to switch positions.</p> <p>There is a process in place to switch frozen positions. The President may email the HR and Finance Department to update their frozen list as long as they have a position to match dollar for dollar.</p> <p>Motion withdrawn.</p>

III. Next Meeting			Next meeting is scheduled for February 22, 2019 from 9:00 am to 10:00 am.
IV. Adjournment			Meeting adjourned at 10:03 am.