

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

**MINUTES
February 22, 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 Bourgoïn, Senate President, Co-Chair
Donald Moore, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Scott Barringer, Local 39 Representative
Jamilie 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
Dominique Benavides, Institutional Researcher, Designee

Absent:

None

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
Chungwai Chum, Principal Financial Analyst
Brad Balukjian, Faculty, Merritt
Ahmed Ali, Director of Fiscal Services, District
Brandon Harrison, Auditor, VTD

Agenda Item	Committee Goal	Action	Outcome
I. A. Call to Order			<p>Meeting was called to order at 9:03 am. Quorum met.</p>
B. Adoption of the Agenda			<p>Recommendation that item G. ACCJC Framework/Update be removed from the PBC Agenda and will be part of the Joint PBC/PGC meeting.</p> <p>Motion and seconded to adopt the amended Agenda. Motion approved unanimously.</p>
C. Approval of Minutes February 8, 2019	<p>The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.</p>	<p>ACTION ITEM</p>	<p>Recommendation that the minutes reflect an Action column to assist with follow through of any action items.</p> <p>Motion and seconded that the minutes are approved with the recommendation to add an Action Column. Motion approved unanimously.</p>
II. DISCUSSION/ APPROVAL ITEMS A. Audit – Brandon Harrison from VTD, Presentation			<p>Brandon Harrison from Vavrinek, Trine, Day & Co., LLP. provided a presentation and update Audit. He welcomed any questions. Financial statements are managements’ statements and what they do is to come in an audit those financial statements and check for Federal and State compliance.</p>

			<p>Unmodified opinion issued on the financial statements which means that as the information presented to you (by the District) the audit firm believes there is a mis-statement. There could have been adjustments or corrections.</p> <p>Important to note: Summary at the beginning of the Audit Report provide a good condensed amount of information.</p> <p>OPEB Liability \$203 million. District has trust funds set aside, however, it is a large liability with assets set aside for it. More funds may need to be paid out of the General Funds. These are management decisions to be made. OPEB Bonds are different then general obligation bonds construction is paid by the tax payers. OPEB Bonds can result in using general fund monies.</p> <p>Interest rate swaps funds costs are coming out of the general fund. Liability is about \$25 million. Payments are being made on interest rate swaps. Management needs to make the decisions to address these concerns also.</p> <p>Three opinions were unmodified opionions. There was no material effect on the financial statements regarding grants. Federal and State significant deficiencies were noted.</p> <p>First finding discussed the process regarding new administration in the Finance Department. Controls are not operating effectively. With changes if the controls are operatineve effectively then administrative changes should not be a concern. Finding for multiple years. Needs to be a clear Corrective Action Plan, presented and updated continuously.</p>
--	--	--	--

			<p>Second finding was regarding Fixed (Capital) Assest, noted also in the past, the District needs to be reconciled monthly or quarterly. The District reconciles at the end of the year which is inefficient and a large project to undertake and difficult to complete accurately.</p> <p>Third finding was related to Financial Aid Assistance in regards to Return to Title IV (RTTF) must be completed within a 45 day period. This is a Federal requirement not being calculated or followed.</p> <p>Next finding was related to Financial Aid. Colleges need to report to Federal Government all the disbursements completed in a timely manner within 15 days. Noted not completed within the timeline.</p> <p>New requirement that the apprenticeship courses did not have the proper documentation to support the student's attendance. Small number but needed to be reported to the State Chancellor's Office.</p> <p>For the past couple of years, the District has not adopted or followed up on a Corrective Action Plan so the Auditors are required to inquire.</p> <p>Concerns and inquiries included the auditors responsibility and VTD stated that they may only provide a professional opinion and that the decisions need to be made by management.</p> <p>Thanked Brandon Harrison from VTD for his presentation and information.</p>
--	--	--	---

		<p style="text-align: center;">ACTION ITEM</p>	<p>Acknowledgement was given to the Finance Department for their job in reconciling (the financial statements).</p> <p>Motion and seconded that we have extensive training to the PBC of understanding the Audit findings including how best to monitor ongoing finance processes and needed corrections. This training should be connected or included with the PBC processes and it should be memorialized (written down).</p> <p>Discussion included needing to look at the charge for the PBC before making this determination. There was also a concern on how much the committee understood the motion.</p> <p>Motion and seconded to table this motion (on extensive training of the Audit findings) and return to it with more understanding in the future. Motion passed.</p>
<p>B. BAM – No Meeting/ Update</p>		<p style="text-align: center;">ACTION ITEM</p>	<p>There is no update at this time.</p> <p>Motion and seconded that the positions appointed to BAM committee be continuous and to appoint to this committee adding one other administrator as a Vice President of Instruction or Vice President of Student Services. Also, a PFT representative. Motion passed.</p> <p>Concern about following up on PBC BAM subcommittee and that the PBC needed to establish clearly the charge and members. The BAM Taskforce presented a revised number and it was not agreed upon because there were too many people for the committee. A decision was then not made.</p>

		ACTION ITEM	<p>Clarity is needed in changes when referring to compliance with the state to allocate resources.</p> <p>Motion and seconded to charge BAM based on a new model (formula) based on the 5 Year Plan and report/ update to the PBC the work that needs to be completed by the end of March. Motion passed.</p>
C. BP/AP – Joseph Bielanski - BP 6250			<p>This item was addressed at the Joint PBC/PGC Meeting.</p> <p>Motion and seconded to adopt BP 6250. Motion passed unanimously at the Joint PBC/PGC meeting.</p>
D. Measure G – Proposal			To be discussed in a future meeting.
E. Vacancy List			To be discussed in a future meeting.
F. Budget Updates			To be discussed in a future meeting.
G. ACCJC Framework/Update			To be addressed as part of the PBC/PGC Joint meeting.
III. Next Meeting			Next meeting is scheduled for March 8, 2019 from 9:00 am to 10:00 am.
IV. Adjournment			Meeting adjourned at 10:08 am.