

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

***DRAFT***  
**MINUTES**  
**March 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  
Tina Vasconcellos, Vice President of Student Services, COA  
Dominique Benavides, Institutional Researcher, Designee

**Absent:**

Kawanna S. Rollins, Classified Senate Representative

**Guests:**

Victoria Menzies, Busines Director, Merritt  
Sui Song, Principal Financial Analyst, District Finance  
Chanelle Whittaker, Interim VC of Human Resources/Benefits  
Kelly Pernell, Faculty, BCC  
Chungwai Chum, Principal Financial Analyst  
Ahmed Ali, Director of Fiscal Services, District  
May Chen, District Accreditation Coordinator  
Don Miller, Vice President of Instruction, COA  
Kuni Hay, Vice President of Instruction, Laney  
Rudolph Besikov, Vice President of Instruction, Laney  
Stacey Shears, Vice President of Student Services, BCC

Agenda Item	Committee Goal	Action	Outcome
<b>I.</b>  <b>A. Call to Order</b>			<p>Meeting was called to order at 9:03 am. Quorum met.</p>
<b>B. Adoption of the Agenda</b>			<p>Discussion on the Special Meeting for March 29, 2019 Program Review at the end of the meeting if time permits. Include E. Program Review.</p> <p>Motion and seconded to adopt the amended Agenda. Motion approved unanimously.</p>
<b>C. Approval of Minutes February 22, 2019</b>	<p>The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.</p>		<p>Motion and seconded that the minutes be adopted and approved without changes. Motion approved unanimously.</p>
<b>II. DISCUSSION/ APPROVAL ITEMS</b>  <b>A. BAM - Update</b>			<p>At the BAM Meeting the Committee reviewed a model for student success. No decisions have been made regarding BAM. Student Center expenses are not included in the BAM. Items budgeted, for example, Police Services, Technology and Finance Aid categories were not included in the BAM Model. A base model was created on Student Success and Equity. Everyone is invited to bring their models to the meeting and look at different models to see how will move forward.</p>

		ACTION ITEM	<p>BAM is looking to receive models from everyone. Technology was allocated as central services in the current model.</p> <p>Request for a copy of the current model to be sent out and the information at the last BAM meeting.</p>
<b>B. Corrective Action Plan</b>		ACTION ITEM	<p>The Corrective Action Plan was drafted by the ACCJC Work Group approved and moved forward to the PBC Committee for approval. Requesting any recommendations or revisions. The report was completed by the District Finance Department for items 1 and 2, 3 and 4 were completed by Merritt College's team and 5 completed by District Academic Affairs. The report states items are (being addressed and) in progress until June 30, 2019.</p> <p>Clarification on the steps taken include the Finance Department has monthly Year-End Closing checklists implemented and are reconciling those accounts regularly. For the other departments, such as Financial Aid, the District relies on the colleges. Dates may not have been identified to date but will be soon.</p> <p>Recommendations made include:</p> <ol style="list-style-type: none"> <li>1. To possibly have a percentage of completion to help identify status updates on each item.</li> <li>2. The PCCD Goals are needed to be included in the CAP (remove the last column).</li> </ol>

			<ol style="list-style-type: none"> <li>3. The evaluation of training is important and requested.</li> <li>4. In the title (header) column include the words “Corrective Action Plan for the 2017-18 Audit to ACCJC” referenced for easy identification to everyone.</li> <li>5. Change Independent Audit Finding to Independent Audit Findings with an “s”.</li> <li>6. Communicate more to everyone on the status.</li> </ol>
<p><b>C. Budget Updates</b></p>			<p>ACCJC Work Group met on Wednesday and recommending to the PBC the following model:</p> <ol style="list-style-type: none"> <li>1. Maintaining a 10% reserve and keep the 10% reserve for every year.</li> <li>2. Looking to put the \$4.5 million in Vacancy Savings back into play. The concern is \$6.9 million will need to be cut for 2019-20 including the \$4.5 million combined.</li> <li>3. No more cuts until final year 2023-24 and in that year the remainder amount possibly another \$5 million cut. This will be an estimate total of \$12.4 million.</li> </ol> <p>The following concerns were part of the discussion:</p> <p>PBC needs to charge the group (or another group) to determine the amount provided to each college. It is important to identify areas that may not be cut that are essential fairly early in the process, for example, security and suggested a list be created of those areas.</p>

		<p>ACTION ITEM</p> <p>ACTION ITEM</p> <p>ACTION ITEM</p>	<p>There is a concern if this should be done separately from BAM. BAM should move forward with this, however, may not be effective enough. BAM should be given the charge of the cuts and allocation of the cuts. Allocation next year will be smaller, however, we have not adopted a budget.</p> <p>If this model is adopted the budget will be restricting for the District.</p> <p>Motion and seconded to create a subcommittee of this body to determine the protective funding. This committee should have some of the members from the BAM Taskforce to ensure communication between the two committees. It was agreed to defer this motion to the end of the meeting.</p> <p>Motion and seconded to extend the PBC meeting for 10 minutes to address the subcommittee request. Motion approved unanimously.</p> <p>Motion and seconded the PBC requests that the BAM Committee needs to produce a new model by May 1, 2019. Motion approved unanimously.</p> <p>ACCJC Work Group Model needs to be agreed upon or it will need to be addressed in a future meeting.</p> <p>Chancellor White said she was glad to be here and was thankful for the discussion regarding the BAM model. She asked the committee to consider if it was unrealistic to approve a model around a 10% reserve without including raises for faculty and staff. We have to agree on a model that either includes or considers compensation.</p>
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<b>D. ACCJC Update/ Approval</b>			Included above.
<b>E. Program Review</b>			Not addressed at this time.
<b>III. Next Meeting</b>			Next meeting is scheduled for March 15, 2019 from 9:00 am to 10:00 am.
<b>IV. Adjournment</b>			Meeting adjourned at 10:24 am.