

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

**MINUTES  
March 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  
Scott Barringer, Local 39 Representative  
Jamil Teer, SEIU Representative  
Adil Ahmed, Budget Director  
Marie-Elaine Burns, Merritt College President  
Tim Karas, College of Alameda President  
Dominique Benavides, Institutional Researcher, Designee

**Absent:**

Jennifer Shanoski, President PFT  
Kawanna S. Rollins, Classified Senate Representative  
Tina Vasconcellos, Vice President of Student Services, COA

**Guests:**

Joseph Bielanski, Institutional Effectiveness Coordinator  
Rudolph Besikov, Vice President of Instruction, Laney  
Stacey Shears, Vice President of Student Services, BCC  
Chanelle Whittaker, Interim VC of Human Resources/Benefits  
Derek Pinto, Vice President of Administrative Services, Laney  
Blake Johnson, Faculty, Laney  
May Chen, District Accreditation Coordinator  
Sui Song, Principal Financial Analyst, District Finance  
Siri Brown, Vice Chancellor of Academic Affairs  
Shirley Slaughter, Business Director, BCC  
Debra Jones, Interim Vice Chancellor of WDCE

Agenda Item	Committee Goal	Action	Outcome
<b>I.</b>  <b>A. Call to Order</b>			<p>Meeting was called to order at 9:10 am. Quorum met.</p>
<b>B. Adoption of the Agenda</b>			<p>Motion recommended to remove item C. Program Review and replace it with C. Budget Update if time permits. Change item A to Fixed Costs Group and change other items in order accordingly.</p> <p>Motion and seconded to adopt the amended Agenda. Motion approved unanimously.</p>
<b>C. Approval of Minutes March 8, 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. Fixed Costs Group Update</b>			<p>The update included the initial conversations on the fixed costs and outlined, in general, possibly ten items including utilities. Other items included could be security and risk management to search for a consensus on the importance of these costs. Maintenance should be high and apportioned to the colleges before the BAM model. Goal is to determine what items need to be funded.</p>

<p><b>B. BAM - Update</b></p>			<p>Donald Moore discussed the BAM is looking at models regarding the allocation. Had one introduced at the last BAM meeting that Tim Karas came up with. Requested that any models come to the BAM meeting next week Thursday for consideration. Any and all models will be reviewed at the next meeting.</p> <p>Motioned and seconded that the PBC hold off any discussion on cuts for next year in the absence of the BAM model. Amended to include that the BAM committee present the model by March 28, 2019. Motion approved unanimously.</p> <p>Note: March 28, 2019 would be BAM recommendations to PBC and April 12, 2019 would be to the PGC.</p>
<p><b>C. Corrective Action Plan</b></p>		<p>ACTION ITEM</p>	<p>Revisions provided to the members of the Audit Findings Corrective Action Plan with a request if any further changes or input to be submitted by next week. The plan needs to be submitted to the PGC for approval.</p> <p>The first draft that everyone received will be presented to the Board of Trustees on April 9, 2019. The Board of Trustees will be having a workgroup to review it and return with any suggestions or changes.</p> <p>The Corrective Action Plan needs to be submitted by April 4, 2019 for the April 23, 2019 Board of Trustee’s meeting.</p> <p>Motioned and seconded to enter on the PBC calendar a status update the first PBC meeting in August of the Corrective Action Plan. Motion approved unanimously.</p>

<p><b>D. Budget Updates</b></p>			<p>Donald Moore provided an update on the model from the Finance Department regarding reductions or cuts. The interest is to have the PBC complete the allocations and/or reductions. Important that this process be completed sooner than later.</p> <p>Motioned and seconded that any cuts that are to be implemented at the colleges or at the District; be at the discretion of those centers. Motional passed.</p> <p>Recommendation that the PBC meet upon returning from Spring Break and have PBC meet for more than one (1) hour.</p>
<p><b>E. ACCJC Update/ Approval</b></p>			<p>Siri Brown stated there was no additional information at this time and the PBC/PGC will begin at 10:00 am. No specific items to be presented to the PBC.</p>
<p><b>F. DFC Resolution 2019-20 Scheduled Maintenance Projects List</b></p>			<p>Scott Barringer discussed that the District Facilities Committee (DFC) Resolution 2019-20 Scheduled Maintenance Projects List. They are not recurring items or random maintenance. It is basically a one time funding item to be completed and have the repairs done. Often these items fall under the summer projects. The pending work needs to have funding allocated and the items on the list have different priorities. Item for next PBC meeting.</p>
<p><b>III. Next Meeting</b></p>			<p>Suggested possibly meeting on April 12, 2019. Next meeting scheduled is for April 19, 2019 from 9:30 am to 11:30 am.</p>
<p><b>IV. Adjournment</b></p>			<p>Meeting adjourned at 10:04 am.</p>