

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

**MINUTES
March 30, 2018
District Board Room**

Membership

Romaneir Johnson, VC Finance & Administration (PBC Chair/Presiding)
Donald Moore, Co-Chair
Cleavon Smith, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Tim Brice, Local 39 representative
Hayat Guessoum, SEIU representative
Adil Ahmed, Interim Budget Director
Rowena Tomaneng, BCC President
Tammeil Gilkerson, Laney College President
Jason Cifra, BCC Vice President of Student Services
Vacant, Student Representative
Jason Cole, Institutional Researcher, Designee
Shuntel Owens Rogers, Classified Senate Representative

(14 members total—Quorum is 8)

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

Advisory: Annette Dambrosio, District Accreditation Consultant (non-voting)

PBC Attendance

Present:

Romaneir Johnson, VC Finance & Administration (PBC Chair/Presiding)
Donald Moore, Co-Chair
Cleavon Smith, DAS President
Mario Rivas, Senate President
Tim Brice, Local 39 representative
Hayat Guessom, SEIU representative
Adil Ahmed, Interim Budget Director
Jason Cifra, BCC Vice President of Student Services
Jason Cole, Institutional Researcher, Designee
Shuntel Owens Rogers, Classified Senate Representative

Richard Ferreira, PBC note taker (non-voting)
Annette Dambrosio, Consultant for District Accreditation –advisory (non-voting)

Absent:

Rowena Tomaneng, BCC President
Jennifer Shanoski, President PFT
Tammeil Gilkerson, Laney College President

Guests:

Marybeth Benvenuti, Business Director, College of Alameda
Shirley Slaughter, Business Director, Berkeley City College
Sui Song, Interim Budget Director, WDCE
Thomas Torres-Gil, Interim Director of International Services and Student Support
Louie Martinez, Budget Analyst
Siri Brown, Vice Chancellor of Academic Affairs
Derek Pinto, Vice President of Administrative Services, Laney College
Kuni Hay, Vice President of Instruction, Berkeley City College

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
Call to Order			Meeting was called to order at 9:12 am.
I. Adoption of the Agenda			<p>Motion to adopt the Agenda. Approved agenda unanimously. Target Added to the Agenda. Approved unanimously with changes==Add Enrollment Target. Motion to adopt amended agenda. Approved.</p>
II. Approval of Minutes February 23, 2018 and March 16, 2018	<p>The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.</p>		<p>Motion to review minutes from the February 23, 2018 and March 16, 2018 meetings.</p> <p>February 23, 2018 Minutes Title for Jason Cole, Designated Director of Institutional Research. Motion approved unanimously with amendments.</p> <p>Motion to approve the minutes of the March 16, 2018 meeting. Abstain Jason Cole Motion passed.</p>
III. Public Comment			No comments from the public.
IV. Co-Chair Report V. Chancellor's Report and Dialogue			<p>No Co-Chair report.</p> <p>No Chancellor's Report.</p>

<p>V. Standing Committee Reports</p> <p>a. Workforce Development & Continuing Education</p> <p>b. DFC</p> <p>c. DTC</p> <p>d. Other</p>		<p>D. Strengthen Accountability, Innovation and Collaboration</p> <p>E: Develop and Manage Resources to Advance Our Mission</p>	<p>No announcements or Standard Reports from Committees.</p>
<p>VI. CARRY OVER AND NEW ITEMS</p> <p>a. International Goals</p>		<p>A. Advance Student Access, Equity, and Success</p> <p>B. Engage and Leverage Partners</p> <p>C: Build Programs of Distinction</p> <p>D. Strengthen Accountability, Innovation and Collaboration</p> <p>E. Develop and Manage Resources to Advance Our Mission</p>	<p>VC Brown stated that currently over 1,000 students are coming from all over the world. She provided a detailed and informative PowerPoint presentation regarding the demographics and the goals of Academic Affairs.</p> <p>Focus to increase recruitment from Latin America, Africa and the Caribbean and increase the number of Peralta Abroad study. Resource allocation needed. Examples of the plan for China and Jamaica trip would be low housing costs.</p> <p>Tuition from International students is considerable and Academic Affairs wants a percentage of that going back to faculty. Working to increase the number of international students coming here and studying abroad.</p> <p>Inquiry on International Student balance on the student receivables.</p> <p>Motion to support the concept from VC Brown on increasing recruitment and studying abroad. Approved unanimously.</p>

<p>b. Enrollment Target</p>		<p>A. Advance Student Access, Equity, and Success</p>	<p>VC Brown Target Topics 2018-2019. Increase in sections. Decrease in Re-FTES & Productivity. Discussed displacement of student from cutting classes.</p> <p>Concerns were discussed that some type of move needs to be made regarding the FTE changes coming in our direction and regarding stability for the District. DAS President Smith recommended establishing criteria to determine FTES goals.</p> <p>Concern expressed regarding FTES and New Performance based funding. 50% of Res-FTES and 25% of performance. Concern may be that we don't have enough students.</p>
<p>c. Budget Calendar</p>		<p>D: Strengthen Accountability, Innovation and Collaboration E: Develop and Manage Resources to Advance Our Mission</p>	<p>VC Johnson discussed the Budget Calendar and provided copies from the PBC Workshop meeting.</p> <p>Motion to adopt the Budget Calendar. Approved unanimously.</p> <p>Note: Adopting Budget Calendar was the PBC goal for 2017-2018</p>
<p>d. PBC Request for Presentation on the Audit</p>		<p>D: Strengthen Accountability, Innovation and Collaboration</p>	<p>VC Johnson discussed the Audit of the Auditors. Request for the Auditors to make a Presentation on the Audit under Measure B. Concerns were stated that a different partner from the same group has been completing the audit over the last ten years. Auditors to present at the next PBC meeting on the audit and findings.</p>

<p>e. District Academic Senate Recommendation for Measure B Funds</p>		<p>E: Develop and Manage Resources to Advance Our Mission</p>	<p>DAS President Smith discussed usage of Measure B funds. DAS recommendation: Capping the classes at 40. Productivity at 15. Embedded Tutoring. Supporting Growth.</p> <p>VC Brown stated that “caps” would have to be negotiated.</p> <p>Some caps are based on classroom size (fire codes).</p> <p>Concerns exist regarding the financial impact of a cap at 40.</p> <p>Motioned by Cleavon Smith to recommend the criteria proposed to be forwarded to the Chancellor with the PBC recommendation.</p> <p>Additional discussion.</p> <p>Motion to Amend by removing the first item from Cleavon Smith recommendations (eliminating the cap).</p> <p>Approved 7 Against 0 Abstained 3</p> <p>Rollcall vote requested by the Co-Chair to determine status.</p> <p>Amendment to Motion passed.</p> <p>Vote on Amended motion from Cleavon Smith. Approved 6 Against 4 Motion passed.</p>
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<p>e. Program Reviews</p>		<p>D. Strengthen Accountability, Innovation and Collaboration</p> <p>E. Develop and Manage Resources to Advance Our Mission</p>	<p>VC Johnson discussed the information received from the Colleges on the Program Review. Specific budget information is needed in some instances. Point of reference to determine if the information received is what PBC is requesting.</p> <p>Non-personnel requests, for example, computers. DTC would take that information. Colleges and the District must work together is essential to accreditation health. Recommendation to revise and continue filling in more information and for Program Review to be brought back with all the pertinent information filled in, particularly with regard to budget. We can look at hiring employees only when budget information is clear.</p> <p>Motion to extend meeting by 10 minutes by Chair Johnson and seconded by Jason Cole. Approved unanimously.</p>
<p>f. Accreditation Update and PBIM Assessment Update</p>		<p>D. Strengthen Accountability, Innovation and Collaboration</p>	<p>Dr. Dambrosio reported all the Colleges submitted their Midterm Reports on time to ACCJC. We are now moving to the new Standards and will spend the next few years preparing for the Self Study. The PBIM Assessment Committee: VC Cole, Joseph Bielanski, Mary Beth Benvenuti, Mario Rivas, Roberto Gonzalez, and Annette Dambrosio have designed a brief PBIM Assessment Survey to be distributed at all PBIM Committee/Council meetings in April.</p>
<p>g. An updated report on BAM Ad Hoc Committee</p>		<p>D. Strengthen Accountability,</p>	<p>VC Johnson stated that Budget Director Ahmed will be chairing BAM and looking for a co-chair. Shantel Owens</p>

		Innovation and Collaboration	Roger stated she would like to be on the BAM committee.
h. Board Policies & Administrative Procedures		D. Strengthen Accountability, Innovation and Collaboration	No Board Policies or Administrative Procedures presented.
VII. Adjournment			Meeting adjourned at 11:15 am.
VIII. Next Meeting			Next meeting is April 27, 2018 from 9:00 am to 11:00 am.