

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

**MINUTES
April 19, 2019
District Board Room**

Membership

**Vacant, 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 & Admin., PBC (minutes)

PBC Attendance

Present:

Fred Bourgoïn, Senate President, Co-Chair
Donald Moore, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Scott Barringer, Local 39 Representative
Jamil Teer, SEIU Representative
Adil Ahmed, Budget Director
Marie-Elaine Burns, Merritt College President
Kawanna S. Rollins, Classified Senate Representative
Tina Vasconcellos, Vice President of Student Services,
Dominique Benavides, Institutional Researcher, Designee

Richard Ferreira, Executive Assistant, Finance & Admin, PBC (minutes)

Absent:

Tim Karas, College of Alameda President

Guests:

Chanelle Whittaker, Interim VC of Human Resources/Benefits
Derek Pinto, Vice President of Administrative Services, Laney
Siri Brown, Vice Chancellor of Academic Affairs
Shirley Slaughter, Business Director, BCC
Victoria Menzies, Business Director, Merritt
David M. Johnson, Vice President of Instruction, Merritt
Ava Lee-Pang, Supervisor, Admin & Business, COA
Joseph Bielanski, Institutional Effectiveness Coordinator
Stephen Corlett, Faculty, Laney
Sui Song, Principal Financial Analyst, District Finance

Agenda Item	Committee Goal	Action	Outcome
I. A. Call to Order			Meeting was called to order at 9:36 am. Quorum met.
B. Adoption of the Agenda			<p>Motion additional items for discussion from Marie-Elaine Burns from Merritt’s College Counsel as section E and Siri Brown from Institutional Research as section A. Motion and seconded to adopt the amended Agenda. Motion approved unanimously.</p>
C. Approval of Minutes March 22, 2019	<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 from March 22, 2019 be adopted and approved without changes. Motion passed (two abstained).</p>
<p>DISCUSSION/ APPROVAL ITEMS</p> <p>A. Institutional Research – Update</p>			<p>Siri Brown – The District Academic Senate revised and updated the AVC Institutional Research job description last Spring. Open search completed and came up with two finalist by February but the Board of Trustees would not approve at that time because of transitioning Chancellor positions. At the most recent Board meeting the hiring offer was approved, however, the applicant was hired at Skyline College. Reminder to everyone that the position was approved and now searching for position again.</p>

		<p style="text-align: center;">ACTION ITEM</p>	<p>Office of Institutional Research was reporting directly to the Chancellor and now is reporting directly to Vice Chancellor of Academic Affairs.</p> <p>Motion and seconded that the PBC recommends to PGC for PCCD to create an overall integrated District-wide staffing plan draft to be completed by August 1, 2019 (prior to Fall Semester) and to be reviewed through District shared governance in the Fall Semester.</p> <p>Motion approved unanimously.</p>
<p>B. BAM - Update</p>		<p style="text-align: center;">ACTION ITEM</p>	<p>Adil Ahmed, Budget Director stated that he believed we are going to keep the same BAM model utilized in fiscal year 2018-19 for 2019-20 per the Chancellor.</p> <p>BAM Committee at the last meeting the Chancellor wanted the BAM model the same to get the District more involved. The Committee supported the model that Tim Karas provided and will need more discussion on it.</p> <p>There is a concern with the direction not made as to what is the role of PBC and BAM in the process of deliberation. There is another concern that there were vacancies in the Chancellor and Vice Chancellor of Finance positions. Concerns were noted.</p> <p>Motion and seconded recommendation that the BAM Taskforce bring a recommendation to the next PBC meeting every 2nd and 4th Thursdays of the month from 3:00 to 5:00 pm in the DGS Conference Room.</p> <p>Motion approved unanimously.</p>

<p>C. 5 Year Projections</p>		<p>ACTION ITEM</p> <p>ACTION ITEM</p>	<p>Now PBC has two 5 Year Projections models to look at. Adjustments made with the ability to clean up the numbers and accounting. Urging the State Chancellor's Office regarding the 70/30 item. In either example of the 5 Year Projects we have the best projections because both ending balance is at or above 10%.</p> <p>Concern that we have not hired any of the frozen faculty positions that are no longer frozen. Funding must still offset to be able to hire so possibly the frozen position are still in effect. The total amount was voted and agreed upon by the PBC but that the colleges could determine which positions.</p> <p>The Tentative Budget needs to be presented to the PBC in May. The positions that are frozen are not closed perminately.</p> <p>Motion and seconded that a recommendation made that the PBC schedule as soon as possible a Budget Workshop or Special Meeting on the agreement of the cuts, which 5 Year Projection model and discuss District re-organization.</p> <p>Motion passed.</p> <p>Next Friday, April 26, 2019 is PGC meeting.</p> <p>Special Meeting scheduled for Tuesday, April 23, 2019 from 1:00 pm to 5:00 pm.</p>
-------------------------------------	--	---	--

<p>D. 2018-19 DGS Outstanding Invoices Requiring Additional General Fund Allocation</p>			<p>Adil Ahmed stated that Facilities had additional work that needed to be completed that was not budgeted. DGS needed additional funding for facilities work to be completed. The Chancellor requested an investigation on outstanding invoices for DGS and determined the amount to be an estimated 3.5 million.</p> <p>Recommendation made to allocate additional funding for deferred maintenance.</p>
<p>E. 2019-20 Scheduled/Deferred Maintenance</p>			<p>Recommendation made to allocate additional funding for deferred maintenance.</p>
<p>F. Merritt's College Counsel four (4) motions for discussion</p>			<p>Not addressed at this time.</p>
<p>A. Next Meeting</p>			<p>Special Meeting scheduled for Tuesday, April 23, 2019 from 1:00 pm to 5:00 pm. Next regular meeting scheduled for May 20, 2019.</p>
<p>B. Adjournment</p>			<p>Meeting adjourned at 11:56 am.</p>