



**Peralta Community College District
 Planning & Budgeting Committee Minutes
 (PBC Committee)**

*May 8, 2020 9:30 am to 11:30 am
 Meeting Location: Zoom Video Conference ID: 769-987-656*

*Co-Chair: Carla Walter, Vice Chancellor for Finance & Administration
 Co-Chair: Fred Bourgoïn, Senate President*

PBC Membership

Carla Walter, Vice Chancellor Finance & Admin., Co-Chair	Tim Karas, College of Alameda President
Fred Bourgoïn, Senate President, Co-Chair	Tina Vasconcellos, Vice President of Student Services, COA
Donald Moore, DAS President	Joyce Wang, BCC, Student Representative
Thomas Renbarger, Senate President	De Doan, Institutional Research Designee
Jennifer Shanoski, President PFT	Kawanna S. Rollins, Classified Senate Representative
Scott Barringer, Local 39 Representative	David Johnson, Interim President, Merritt College
Jamille Teer, SEIU Representative	
Adil Ahmed, Executive Fiscal Director	Richard Ferreira, Executive Assistant, Finance & Admin., (non-voting)

Total Number of Members is 14. Amount Needed for Quorum is 8

<p>In Attendance: Carla Walter, VC Fin. & Admin., Co-Chair Fred Bourgoïn, Senate President, Co-Chair Donald Moore, DAS President Thomas Renbarger, Senate President Jennifer Shanoski, President PFT Scott Barringer, Local 39 Representative Jamille Teer, SEIU Representative Adil Ahmed, Executive Fiscal Director Tim Karas, College of Alameda President De Doan, Institutional Research Designee Kawanna S. Rollins, Classified Senate Representative David Johnson, Interim President, Merritt College Richard Ferreira, Executive Assistant, Finance & Admin., (non-voting)</p> <p>Absent: Tina Vasconcellos, Vice President of Student Services, COA Joyce Wang, BCC, Student Representative</p>	<p>Guests: Joseph J. Bielanski, Jr., DAS Representative Jeff Sanceri, COA, PFT Grievance Officer Steven Crow, Finance Department Consultant Victoria Menzies, Business Director, Merritt Precious Gerardo, Faculty, Laney College Mark Johnson, Interim Executive Director of Public Info. Andrea Stokes, Capital Projects Coordinator Ava Lee-Pang Senior Supervisor, Admin. & Bus., COA Chanelle Whittaker, Interim VC of HR & ER Chungwai Chum, Business Director, COA Derrick Pinto, Vice President Administrative Services, Laney Fareha Bakre, Principal Budget Analyst Jamila Saleh, Staff Assistant, Merritt</p>
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Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			The meeting was called to order at 9:33 am. Quorum was met.		
B. Adoption of the Agenda			Motion and seconded to adopt the Agenda with a Resolution from Merritt College discussed in agenda item II. C, Budget Update. Motion approved unanimously.		
C. Approval of Minutes from the last meeting			Motion and seconded to adopt the Meeting Minutes from the April 17, 2020 without changes. Motion approved unanimously.		
D. Report of Action Taken			There was no report of action taken from the last PBC meeting.		
E. Public Comments			There was no public comment.		

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II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<p style="text-align: center;">A. BAM Task Force</p>	<p>Update on work of the task force</p>	<p>D.3 — Institutional Effectiveness</p>	<p>BAM Task Force met on Wednesday, May 6, 2020. Summary Discussion:</p> <ol style="list-style-type: none"> 1. Task Force did not meet regularly due to interruption from the COVID 19 “Shelter in Place” orders for this half of the Fiscal Year. 2. Task Force members to set goals for the Fall, and outcomes for October 2020. <ul style="list-style-type: none"> ○ Team site for the members of the Task Force to access information will be established. 3. Reviewed the existing Budget Allocation Model incorporated in the Adopted Budget book. There have been no changes for some time. The goal is to revise by and incorporate feedback from the appropriate 	<p>Invite Derrick Pinto to the next BAM Task Force meeting.</p>	

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			<p>participatory/shared governance groups next year.</p> <p>4. Will meet again in May to ensure there is an outline of goals for the Fall.</p>		
B. 2020-21 Goals		E.3 — Fiscal Oversight	<p>Last meeting there was a discussion of setting goals for the PBC.</p> <p>Receive the BAM Task Force Recommendation and provide feedback. The goals were repeated for everyone:</p> <ul style="list-style-type: none"> • Goal #1 Review spend-down of all funds through quarterly reports from the Office of Finance. • Goal #2 Review the 2020-21 budget assumptions and make recommendations. • Goal #3 Ensure that the BAM Task Force charge is completed on time. 		

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			<p>The recommended proposed goals for 20/21:</p> <ul style="list-style-type: none"> • Review and clarify the PBC Charge • Ensure that the BAM Task Force charge is defined and completed on time. • As a whole, revisit the shared governance committees through the PBIM. <p><i>NOTE: Donald Moore will follow up with the committee after the Summit in the beginning of the Fall.</i></p> <ul style="list-style-type: none"> • Revise and submit a recommendation on the Budget Allocation Model, including any new budget assumptions. • 3. Revise the calendar of meetings so that there is one meeting scheduled after the May Revise each year. 		
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<p style="text-align: center;">C. Budget Update</p>		<p>E.3 — Fiscal Oversight</p>	<p>VC Walter provided information regarding the 2020-21 Tentative Budget. All CCC districts are expecting significant impacts from the May Revised Budget.</p> <p>EFD Ahmed discussed the Tentative Budget 20/21, and Five Year Projections drafted as of 05/07/2020.</p> <p>Request made for a copy of the 20/21 Tentative Budget for PBC spreadsheet to be sent out/emailed to the members.</p> <p>COVID-19 expenses are being tracked, ensuring that expenses are budgeted and encumbered.. PCCD is applying for every dollar available, including FEMA or any other funds.</p> <p>There were concerns voiced of a recession and if there are sufficient funds to allow us to be prepared for it in regards to our retirement.</p> <p>In response, management is actively restructuring and looking at our OPEB Bonds both short/long term.</p>	<p>The 20/21 Tentative Budget for PBC spreadsheet to be sent out/emailed to the members.</p>	
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			<p>Our goal is to be in a position to take advantage of the market rates, etc.</p> <p>Renbarger presented a summary of the Resolution to the PBC Committee. Merritt College Academic Senate Resolution on Equitable Balance to 2020-21 Budget Cuts Considering Faculty, Classified Staff, and Administration. See linked copy at Merritt College Resolution.</p>		
III. Next meeting			<p>Recommendation was made to schedule a PBC meeting after May 14th and before the end of the Fiscal Year. The next PBC meeting is to be determined.</p> <p><i>NOTE: Fred Bourgoin will no longer be the PBC Co-Chair. Term ends at the end of June.</i></p>	Action item: Another meeting will take place before the end of the Fiscal Year and after the May Revise on May 14th.	
IV. Adjournment			Meeting adjourned at 11:15 am.		