

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

**MINUTES  
May 24, 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

Adil Ahmed, Interim Budget Director

Rowena Tomaneng, BCC President

Tammeil Gilkerson, Laney College President

Richard Ferreira, PBC note taker (non-voting)

Annette Dambrosio, Consultant for District Accreditation –advisory (non-voting)

### **Absent:**

Jennifer Shanoski, President PFT

Hayat Guessoum, SEIU Representative

Jason Cifra, BCC Vice President of Student Services

Jason Cole, Institutional Researcher, Designee

Shuntel Owens Rogers, Classified Senate Representative

### **Guests:**

Sui Song, Interim Budget Director, WDCE

Louie Martinez, Budget Analyst

Derek Pinto, Vice President of Administrative Services, Laney College

Catherine Lew, BRJ and Associates

Kelly Pernell, Senate President BCC

Blake Johnson, Faculty, Laney College

| Agenda Item  | Committee Goal   | Strategic Goal | Outcome/Action   |
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| Call to Order  |  |                | Meeting was called to order at 9:18 am.  |
| I. Adoption of the Agenda                                  |  |                | No quorum at the start. Quorum at 9:51 am. Motion to add agenda item L. Tentative Budget. Motion to adopt the amended Agenda. Approved unanimously.  |
| II. Approval of Minutes February 23, 2018                  | The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar. |                | <p>Motion to approve the minutes of April 27, 2018 meeting. Noted changes on page 7, change bond and amendment in the last paragraph.</p> <p>Motion to approved amended minutes. Rowena Tomaneng abstained. Motion approved.</p> |
| III. Public Comment  |  |                | No comments from the public.   |
| IV. Co-Chair Report<br>V. Chancellor's Report and Dialogue |  |                | <p>No Co-Chair report.</p> <p>No Chancellor's Report.</p>  |

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| <p>V. Standing Committee Reports</p> <p>a. Workforce Development &amp; 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>a. No Report</p> <p>b. No Report</p> <p>c. No Report</p> <p>d. No Other Report</p>  |
| <p><b>VI. CARRY OVER AND NEW ITEMS</b></p> <p>a. DEMC Motion, DAASSC Motions (3) &amp; New Program Review Template</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>A. Advance Student Access, Equity, and Success</p> | <p>VC Brown provided a presentation on a New Program Review Template. The Committee is composed of Faculty from Senate. Recommended to place it online and will be finished this summer. VC Cole was instrumental in creating the online template.</p> <p>Reduced redundancy of questions. Example provided of BCC online template.</p> <p>Each College will have its own validation review. Training, and user-friendly workshops will be offered at each of the Colleges. Timing of the Program Review is important. Will be sent out late September and received back by December. Moving forward to be ready by May 1.</p> |

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|  |  |  | <p>VC Brown also discussed recommended motion items from DEMC and DAASSC. For example, Jeff Heyman's (PIO) position Recommendations included improving and assessing marketing and outreach in the Colleges and District. Recommended to combine the Outreach and Marketing into one position.</p> <p>VC Brown requested the PBC to Motion a recommendation to the Chancellor to create a new position that Marketing and Outreach is integrated into one executive position. The position would be an Executive Director of Outreach and Marketing.</p> <p>Comments from the PBC included that BRJ and Associates made a presentation at the BoT regarding General Services and Finance and the recommendation that BRJ be considered to look at additional areas within the District. Additional analysis should be utilized so that Colleges also have Outreach and PIO's. Outreach student equity funds have been allocated to the District. Questioned if it is possible that the funds would go back to the Colleges.</p> |
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|  |  |  | <p>Also recommended that there will not be an AVC position and 50% funding would go back to the Colleges. Colleges want some of the outreach funding back. It is important to note that Colleges need outreach—not limited to the District.</p> <p>The committee discussed concerns that additional detail is needed before moving forward a motion because it was unclear where the funding would come from.</p> <p>1<sup>st</sup> Motion that PBC committee write a memo in support of DEMC’s recommendation. Marketing and Outreach are integrated into one position, the District Executive Director of Marketing and Outreach, and that the priorities are Marketing and Outreach, better coordination with the Colleges, and that resources are made available to the Colleges to strengthen outreach. Memo of support. 2 approved, 1 abstained- Brice--, and against 4. Motion did not pass.</p> <p>2<sup>nd</sup> Motion that a request from DEMC to create an actual proposal (memo) with scope of duties and how it would connect with the Colleges. Motion removed.</p> |
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|                           |  |  | <p>3<sup>rd</sup> Motion that the PBC make a recommendation to the Chancellor to hold off hiring the Executive Director of Marketing position because there are other proposals. 2 abstained (Smith and Brice). Motion passed.</p> <p>There was a concern that the PBIM Manual does not state how to present motion and presentations to the PBIM Committees. Nevertheless, PBC cannot determine appropriation when funding resources are not defined.</p> <p>The following items will not be brought to the PBC at this time:</p> <p>Motion that PBIM needs to define what types of motions, recommendations are appropriate for PBIM consideration and will define the process of movement of motions through PBIM to the Chancellor. Blake Johnson for Jennifer Shanoski against, Rowena Tomaneng and Tammeil Gilkerson abstained. Motion passed.</p> |
| <p>b. Program Reviews</p> |  |  | <p>VC Johnson received the Program Reviews from the Colleges and District and provided the PBC committee members with an update.</p>   |

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|  |  |  | The focus of the District is to attempt to address some deficits in the 18-19 Budget. Requested by the Chancellor to complete this work with respect to other agenda items.   |
| c. Accreditation Update and PBIM Assessment Survey/ Update |  | D: Strengthen Accountability, Innovation and Collaboration | Dr. Dambrosio going forward this summer to begin to introduce new Standards and working with leads to ensure that the same message regarding accreditation is put forward.  |
| d. BAM Update  |  | D: Strengthen Accountability, Innovation and Collaboration | Adil Ahmed to address in a future meeting.  |
| e. PBIM Assessment Committee                               |  | D. Strengthen Accountability, Innovation and Collaboration | <p>Dr. Dambrosio stated that last year the PBIM Assessment Committee met to create, design, and summarize the PBIM assessment in spring and carried on work over the summer. This year we moved into the same routine. Would like to carry on summer planning for August summit and continue to revise the PBIM manual.</p> <p>Request action on PBC to continue this Ad Hoc PBIM Assessment Committee—work will end in August and resume, if needed in fall for midterm assessment. Membership is open.</p> <p>PBIM Assessment Committee members:<br/>Mario Rivas, Academic Senate</p> |



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|  |  |  | <p>Roberto Gonzalez, Classified Senate<br/> Jason Cole, VC Technology<br/> MaryBeth Benvenuti, Business Director<br/> Joseph Bielanski, Faculty<br/> Annette Dambrosio, Chair</p> <p>Motion to have the PBIM Assessment Committee continue their work in revising the PBIM Manual and to plan August Summit.<br/> 1 abstained. Motion passed.</p>  |
| <p>f. Bond Parcel Tax<br/> (at 10:30 am)</p> |  |  | <p>Catherine Lew discussed an item submitted at the Board of Trustees meeting on March 27, 2018 regarding a survey of the Bond Parcel Tax to determine if funding is feasible.</p> <p>There were 800 respondents which is typical Peralta has a 60% favorability rate which is very positive. 86% of those participating in the Survey said that Colleges/District needed additional funding.</p> <p>According to the survey respondents, 76-85% approved the work of the Chancellor and the District, as well as the Colleges.</p> <p>Potential scenarios.</p> <ol style="list-style-type: none"> <li>1. Potential Bond scenarios include one for 500 million or 800 million. Random sample survey for the November ballot. Affordability of services and commitment to student success are evident.</li> </ol> |

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|   |  |  | <p>2. At the 800 million amount with a 55% requirement bond, 69% said they would be supportive of such a measure.</p> <p>3. At the 500 million amount, 72% would be supportive of such a measure.</p>   |
| g. RATFC Update   |  |  | Rowena Tomaneng to address in a future meeting.   |
| h. An updated report on BAM Ad Hoc Committee/charge                               |  |  | Adil Ahmed to address in a future meeting.  |
| i. PBC Summer meeting dates schedule & Ad Hoc Committee for Summer Budget Matters |  |  | <p>Co-Chair Donald Moore expressed the need for PBC to meet during the summer to address issues of the deficit and to report to the PBIM Summit in August. Looking for dates to meet. Short term and long-term issues must be addressed. PBC was supposed to make a decision during the academic year regarding the deficit, but decisions-making needs to be ongoing.</p> <p>Motion for PBC Chair and Co-Chair to hold summer meetings with the PBC and announcements to be disseminated no less than one week before the meeting. Blake Johnson for Jennifer Shanoski and Mario Rivas abstained. Motion passed.</p> <p>PBC is to meet more regularly in June to address short term and in July/August to address long term objectives. Potential salary savings and other combinations.</p> |

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|                                       |  |  | Note that the next Board of Trustees meeting is June 12 <sup>th</sup> . Recommendation made to meet in the first part of June and PBC members will be informed of the next meeting by email.  |
| j. PBC Membership for 2018-2019       |  |  | VC Johnson & Co-Chair Donald Moore to address in future meetings.   |
| k. PBC Goals and Charge for 2018-2019 |  |  | VC Johnson & Co-Chair Donald Moore to address in future meetings.   |
| l. Tentative Budget                   |  |  | Tentative Budget Discussed by VC Johnson and a PowerPoint presentation provided to members. Copies of presentation will be sent to all members by email. Stated the recommendation that Measure B needs to be passed again to address the operational deficit of the Colleges and District. |
| <b>VII. Adjournment</b>               |  |  | Motion to extend the meeting for 20 minutes. Abstained Blake Johnson on behalf of Jennifer Shanoski and Cleavon Smith. Motion passed.<br><br>Meeting adjourned at 11:22 am.   |
| <b>VIII. Next Meeting</b>             |  |  | Next meeting is to be determined.   |