

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

**Special Meeting
MINUTES
June 11, 2018
District Board Room**

Membership

Romaneir Johnson, VC Finance & Administration (PBC Chair/Presiding)
Donald Moore, Co-Chair, Senate President
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, Senate President
Cleavon Smith, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
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 (Late)

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

Absent:

Tim Brice, Local 39 representative

Guests:

Blake Johnson, Faculty, Laney College
Debra Jones, Interim Vice Chancellor of WDCE
Derek Pinto, VP of Admin. Services, Laney College
Dominique Benavides, Research and Systems Analyst
Don Miller, Vice President of Instruction, COA
Fred Bourgoin, Incoming Senate President, Laney
Jeff Sanceri, Senator, COA
Joseph Bielanski, Articulation Officer BCC
Jowel Laguerre, Chancellor
Karen Weinstein, Trustee, Board of Trustees
Katherine Rae Mondo, Public Information/KGPC-FM
Kathryn Styer, Contractor/KGPC-FM
Kelly Pernell, Senate President BCC
Louie Martirez, Budget Analyst
Louis Quindlen, Department Chair, Laney College
Marie-Elaine Burns, President, Merritt College
Mark Rauzon, Instructor, Laney College
Richard Theole, President, Local 1021
Rochelle Olive, Senate President
Rudy Besikof, Vice President of Instruction, Laney College
Sadiq Ikhara, Vice Chancellor of General Services
Shirley Slaughter, Business Director, BCC
Tom Renbarger, Instructor, Merritt College

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
Call to Order			Meeting was called to order at 1:30 pm.
I. Adoption of the Agenda			<p>Motion to move items b. Accreditation Update and PBIM Assessment Survey/Update and f. Budget Planning 2019-20 to the bottom of the agenda.</p> <p>Motion to adopt the amended Agenda. Approved unanimously.</p>
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 May 24, 2018 meeting.</p> <p>Motion to approve the minutes with amended Assistant Vice Chancellor spelled out on page 6. Motion approved unanimously.</p>
III. Public Comment			<p>Blake Johnson requested that when administration and PBC consider the proposal for reductions to reduce the severity of the cuts from \$7 million to \$4 million to allow the Colleges to retain the limited discretionary funds. Also, requested that the District accept a \$2 to every \$1 college reduction. If anyone was interested to join in on his petition for the next two Board meetings.</p> <p>Katherine Styler, Co-director of Peralta Radio, said she serves the four Colleges (and on the radio, the world is also listening) and asked that PCCD cuts do not impact maintaining the radio station</p>

			<p>positions. Please preserve the radio.</p> <p>Louis Quindlen stated he has a mandate on Strong Workforce on CTE funds and funding is tied to growth. Cuts may affect accessibility, income and may place them in a position not to serve the community or students.</p> <p>Katherine Rae Mondo with the KGPC radio station stated that skills provided to student are not cheap or easy to come by. KGPC is a gem and would love to see the radio station continue to exist.</p>
<p>IV. Co-Chair Report</p> <p>V. Chancellor's Report and Dialogue</p>			<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>a. No Report</p> <p>b. No Report</p> <p>c. No Report</p> <p>d. No additional Report</p>
<p>VI. CARRY OVER AND NEW ITEMS</p> <p>a. Tentative Budget 2018-19</p>		<p>A. Advance Student Access, Equity, and Success</p> <p>B. Engage and Leverage Partners</p>	<p>VC Johnson provided a handout of the Tentative Budget summary and discussed presenting the Tentative Budget and the budget cuts to the Board of Trustees. She stated that when coming to work at Peralta there were concerns regarding the budget deficit and that not everyone will be pleased with the actions the District and Colleges need to take, however, something needs to be done.</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>There has been a decrease in FTES and more importantly the need to ensure stability for the Colleges and the District. We have been spending more than allocated because of our use of Measure B funding that has been integrated with fund 1. There was a plan to restore (increase) FTES, however we did not meet our goal although we have been receiving funding for 19,500 but educating only 16,000 students.</p> <p>As a result, the state will reduce \$6 million in funding for 2018-19. We need to spend within our means.</p> <p>Because of the operational deficit and the desire to impact the minimum on current employees, the Chancellor made a decision to cut 10% from discretionary funds and reduce 50% of all vacancies at the Colleges and District. The constituency group stated that they wanted a vacancy list and the District Finance agreed to send.</p> <p>Motion that this body review the budget cuts that VC Johnson made and that members recommend and either accept or not accept. No second to the motion.</p> <p>Point of Order clarified that Jennifer Shanoski made a question and not necessarily a motion.</p>
<p>b. Accreditation Update and PBIM Assessment Survey/Update</p>			<p>Moved item: Annette Dambrosio to address at a future time.</p>

<p>c. Current Budget Cuts – effects on Colleges & District</p>		<p>D: Strengthen Accountability, Innovation and Collaboration</p>	<p>Decision was made at the Executive level to freeze hiring of vacant positions. Requests made from the Committee for more information to make better decisions. There were concerns if leadership decisions were made and if the PBC had all of the information needed. It was stated that Laney College was taking 20% of overall cuts District-wide.</p> <p>Recommendation that PBC wants the BOT to know that there is a process for adopting a Tentative Budget. Discussion on whether or not a Recommendation should come from the PBC to the PGC before it goes to the Board of Trustees and the Chancellor. PBC may make a recommendation to approve the proposal of the Tentative Budget or not. Discussion on planning concerns regarding position changes in Finance and concern that the Finance Team has not had sufficient time to provide information to the PBC. Moving forward, Peralta needs some stability especially when there are changes in management. If this body wants to recommend budget reductions, it would have to understand the complexity of the budget. For example, the District IT department has \$1.5 million dollars of software that are shared expenses throughout the District.</p> <p>Motion that two Recommendation be made. Recommendation one, that the District and the Colleges do a full analysis of where within the Colleges they get their FTES and its relationship/impact on other Colleges and to look at where we are with the FTES.</p> <p>Recommendation two, a full analysis by Cost Center and determine what is going on in these areas (by object codes). Recommendations were made for the 2019-2020 year, in other words, moving forward.</p>
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Cleavon Smith Second withdrew his second for the 2 recommendations. Motions did not move forward.

Concerns expressed by Committee member that the PBC believes it needs to tell people how to do their jobs. Ongoing concern is that the PBC has not had sufficient time to examine the budget and that Measure B was utilized as a supplement.

For example, PBC did not receive a list of the 50% cuts done by the Colleges and the District, the PBC did not have the vacancies list that is proposed to be cut (see above). Discussion on vacancies and that Peralta needs to begin thinking and speaking as one.

The PBC did not set the criteria for how we are going to do the reductions or to determine if will use BAM or a percentage.

There was a question if there a directive or if there is a threshold for planning for this years' reduction (response was that the Chancellor's directive is to avoid layoffs). For example, what is the amount of the reserve that the Trustees or Chancellor want? The District is in an operating deficit. Request that the District identify where we are and what the base needs to be and that all information is available. Also, the Board should provide a minimum of 10% reduction for themselves.

Motion to request an actual directive from the Board of Trustees regarding the fund balance. Jennifer Shanoski opposed. Motion passed.

<p>d. Upcoming Year 2018-19 Budget Cuts – determining any effects on colleges & districts</p>		<p>D: Strengthen Accountability, Innovation and Collaboration</p>	<p>Addressed with item C. Current Budgets Cuts.</p> <p>Chancellor Laguerre was asked what role should the PBC have this summer. We have to move forward with input on the Tentative Budget for 2018-19. This is a perfect time for PBC to be involved so that the decisions made by administration may be shared if the PBC is willing to give the time for 2018-19 and beyond.</p> <p>He suggested that the PBC should do something and the Chancellor believes we have time to act.</p>
<p>e. Budget Planning 2019-20 and beyond</p>		<p>D. Strengthen Accountability, Innovation and Collaboration</p>	<p>Moved item: VC Johnson to address in a future meeting.</p>
<p>f. PBC 2018-19 goals and affirmation of membership</p>			<p>Moved item: VC Johnson to address in a future meeting, however, included:</p> <p>Set dates to meet.</p> <p>Assuming that the target doesn't change.</p> <ol style="list-style-type: none"> 1. Determine if body agrees on the target. 2. To utilize BAM or not. 3. Consider other options to meet the deficit. <p>Motion to extend the meeting for 10 minutes. Approved unanimously.</p>

			<p>Motion is for this body to review the budget and make recommendations of the proposed cuts that would be adhered to or at least responded to by the Chancellor in a memo in the affirmative or reasons why it will not.</p> <p>The motion amended (to be included) is to meet over the summer to review the budget. Also, propose that the PBC perform a budget analysis and the current reductions stay in place until the recommendations are approved. Motion passed unanimously.</p>
<p>VII. Adjournment</p> <p>VIII. Next Meeting</p>			<p>Meeting adjourned at 3:40 pm.</p> <p>Next meeting is to be determined. Meeting not next Monday but every other Monday after that beginning June 25, 2018 from 1:00 pm to 3:00 pm. Email (the Co-Chairs and) Richard Ferreira items for the agenda.</p>