

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

**Work/Study
Meeting**

**MINUTES
June 25, 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
Tim Brice, Local 39 Representative
Adil Ahmed, Interim Budget Director
Rowena Tomaneng, BCC President
Tammeil Gilkerson, Laney College President
Jason Cole, Institutional Researcher, Designee

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

Absent:

Hayat Guessoum, SEIU Representative
Jason Cifra, BCC Vice President of Student Services
Shuntel Owens Rogers, Classified Senate Representative

Guests:

Aja Bute
Debra Jones, Interim Vice Chancellor of WDCE
Derek Pinto, VP of Admin. Services, Laney College
Karen Weinstein, Trustee, Board of Trustees
Kuni Hay
Louie Martinez, Budget Analyst
Marie-Elaine Burns, President, Merritt College
Richard Thoele, President, Local 1021
Rudy Besikof, Vice President of Instruction, Laney College
Siri Brown, Vice Chancellor of Academic Affairs
Thomas Torres-Gill, Interim Director of International Affairs

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>Add amendment to the agenda that the meeting will be from 1:00 pm to 3:00 pm and also schedule 1:00 to 3:00 pm for next meeting on July 11.</p> <p>Motion to approve amended agenda and move items to the bottom of the agenda: b. Accreditation Update and PBIM Assessment Survey/Update f. Budget Planning 2019-20</p> <p>Motion to adopt the amended Agenda. Approved unanimously.</p>
II. Approval of Minutes June 11, 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 June 11, 2018 meeting with the following amendments:</p> <p>Page 5. The constituency group stated that they wanted a vacancy list and the District Finance agreed to send. Page 6. It was stated that Laney College was taking 20% of overall cuts District-wide. Page 3. Katherine Styer. Spelling checked. Page 7. Delete: list was sent out.</p> <p>Motion approved. Tim Brice Abstained.</p>
III. Public Comment			No public comments.
IV. Co-Chair Report			No Co-Chair report.
V. Chancellor's Report and			

Dialogue			No Chancellor's Report.
<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. PBC Authority to Meet Over the Summer</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>At the previous meeting there were concerns about the PBC meeting over the summer. The goal is to have productive meetings. Mario Rivas and others expressed concerns regarding meeting and making decisions. Suggested that the meetings refer to a Working Group of some kind over the summer for accreditation purposes. Outcome should be to resolve the recommendations for the 2018-2019 budget (cuts/freezes).</p> <p>Rational over having meeting in the summer is because of the need for timely action and to have the work done. The Chancellor requested the PBC to meet this summer. It was agreed that the PBC would not be voting over the summer on budget and planning items and that the meetings are for work group purposes only.</p> <p>The next official PBC meeting will be August 31, 2018 from 9:30 – 11:30 am. Final Budget due September 11, 2018 for the September 25, 2018 BoT meeting.</p>

<p>b. Outcome Expected: Report with Recommendation to Chancellor and PGC</p>			<p>Co-Chairs put out a memo and include recommendations to send to PBC (how many meetings, who attended, major recommendations). This memorandum needs to be a written document with specific Recommendations (documentation is always needed for Accreditation evidence).</p> <p>V.C. Johnson also stressed the need for documenting a long-term planning process (must record strategies and principles).</p> <p>Planning for 2019-2020 will be done in the fall IF PBC does not get to it this summer.</p>
<p>c. Tentative Budget 2018-19</p>		<p>D: Strengthen Accountability, Innovation and Collaboration</p>	<p>Tentative Budget is being submitted to the BOT on June 25, 2018. The PBC may make recommendations on the Final Budget to be submitted by September. PBC is recommending that the Final Budget be submitted to the BOT on September 25th and not the September 11th meeting.</p> <p>First official meeting of the PBC should be week of August 20th to make a recommendation to the PGC by August 31st.</p> <p>It was recommended that each college identify where the cuts be made to meet the goal.</p>
<p>d. Proposal 2018-19 of Budget Cuts</p>		<p>D: Strengthen Accountability, Innovation and Collaboration</p>	<p>Informed that we, as a District, have to cut 10% across the board at all locations to meet our goal. BAM Model revision is a focus for the PBC and there is a concern if there should be reductions based on the BAM with the new model. BAM will resume their meetings on September 6, 2018 according to Louie Martirez. The 10% is based on the BAM model and most of the funding is going to salaries.</p>

			<p>Important to note that there are principles in place at the colleges and the District and goals in place. Across the board the discretionary concern of not filling the vacancies may effect considerably. However, it was agreed that travel is discretionary spending for example.</p>
<p>e. Narrative on the Targeted % for the Reserve</p>		<p>D. Strengthen Accountability, Innovation and Collaboration</p>	<p>Concerns regarding Peralta’s reserve:</p> <p>Organizational health 15% and for healthy organizations 5%. Statute requirements Cash flow issues Unexpected items</p> <p>Peralta has supposedly had 10% fund balance (may not be documented), but we have also used Measure B funds.</p> <p>District Finance agreed to provide historical data on the last 10 years of our Reserve so that the committee may have a better understanding.</p> <p>Peralta’s reserve expectations be in the future/criteria:</p> <p>Factors to consider: Should we consider developing a Board policy for reserves. What is optimal amount for District reserve.</p> <p>Proposed budget reserve:</p> <p>OPEB (other post-employment benefits). Peralta is taking money from the trust, but not with the intention to do so. Trust is currently healthy, but we are not adding value to the base capital. Concerned about the risks we are taking.</p>

			<p>STRS and PERS ---state has been paying about 5 million to us, but you never know when we might have to pay. If state has a downturn, unsure of what funds should we set aside.</p> <p>To do list:</p> <p>We need an analysis of long-term liabilities and recommendations for addressing budget. Finance will look at past reserve comparison and also look at Bay 10 (ten-year historical trend at Peralta). Possibly look at multi-college districts that have had debt issues.</p> <p>Monthly cash flow:</p> <p>If we did not have Measure B, we would have to go out for a trans note (loan) and we get a fee 3-5% based on amount we borrow.</p> <p>Bond ratings:</p> <p>Currently Peralta has an AA rating, but in 2016 we had AAA. Prior to that it was A1.</p> <p>It was suggested that more transparency is needed and seeing what action were taken by other colleges that had a deficit issue. Especially ones that are similar multi-college District, for example, Los Angeles resolved it.</p>
f. Beginning Discussion on Long Term Planning 2019-20			To be discussed at a future meeting.
VII. Adjournment			Meeting adjourned at 3:15 pm.
VIII. Next Meeting			Next meeting is to be Monday July 9, 2018 from 1:00 pm to 3:00 pm.