

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

**MINUTES  
July 9, 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*

*Vacant, 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:**

Donald Moore, Co-Chair, Senate President  
Cleavon Smith, DAS President  
Mario Rivas, Senate President  
Jennifer Shanoski, President PFT  
Adil Ahmed, Interim Budget Director  
Tammeil Gilkerson, Laney College President  
Jason Cole, Institutional Researcher, Designee

Richard Ferreira, PBC note taker (non-voting)

**Absent:**

Romaneir Johnson, VC Finance & Administration (PBC Chair/Presiding)  
Tim Brice, Local 39 Representative  
Hayat Guessoum, SEIU Representative  
Rowena Tomaneng, BCC President  
Jason Cifra, BCC Vice President of Student Services  
Shuntel Owens Rogers, Classified Senate Representative

**Guests:**

Karen Weinstein, Trustee, Board of Trustees  
Louie Martirez, Budget Analyst  
Marie-Elaine Burns, President, Merritt College  
Richard Theole, President, Local 1021  
Rudy Besikof, Vice President of Instruction, Laney College  
Siri Brown, Vice Chancellor of Academic Affairs  
Kelly Pernell, Instructor, COA  
Don Miller, VP of Instruction, COA  
Jeff Sanceri, Academic Senate, COA  
Rochelle Olive, Academic Senate President, COA  
**C Reiss**

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
I. A. Call to Order			Meeting was called to order at 1:15 pm; note no quorum.
B. Adoption of the Agenda			Committee agreed to accept agenda for discussion (no quorum).
C. Approval of Minutes June 25, 2018	The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.		<p>Concerns were brought to the Co-Chair that the minutes needed additional information. Request made to update the minutes from the last meeting as follows:</p> <p>Page 5 section b. "It is a recommendation that the Co-Chairs put out a memo" and page 5 section d. "concern". Page 5 section c. "Final Budget to be submitted by September to the Chancellor". Page 5 section d. It was not stated that "The PBC would like to have input on the 10% cuts across the board." Not reflected in the minutes is "PBC wanted to have some input on how to implement the cuts.", as well as, the vacancies on how it applies to the colleges versus the District as well." "The goal of the PBC is to try to influence the Budget in respect to the budget cuts."</p> <p>Add to the minutes, "It was decided that the summer work group would make recommendations regarding the appropriateness of college budget cuts submitted to the District".</p> <p>Suggested that the minutes do not reflect the width and the breath of the last meeting. Consistency with names or no names preferred. Proposed that a separate column be placed on the minutes for discussion and a separate column for action items. The Co-Chair agreed to review the minutes and bring a more up to date draft to the next meeting.</p>

**II. WORK/STUDY ITEMS**

A. Proposal 2018-19 of Budget Cuts

Adil Ahmed, Budget Director provided summaries of the budget cuts and then by detail. Information provided by District, colleges and then by budget code.

Concern that the PBC is not clear on what the driving principles are. Equality and equity are not the same thing and the district trying to implement equal cuts across the board doesn't translate to equity.

The Finance Department entered the cuts line by line/by object code and reduced what was received from the colleges. There were no additional cuts made by the district.

May be helpful to place a notation in the summaries to identify or explain. Today's meeting was to understand the cuts as they were and at the meeting afterward discuss developing the principles.

The 10% budget cuts across the board may be the most equitable way for reductions, however, the 50% vacancies for each location may not because some colleges have more vacancies than others. Review of the information was by district and then colleges and afterwards discuss the principles beginning with the colleges.

Tammeil Gilkerson, Laney College discussed positions (vacancies) would not be fair across the board because of the greater number of vacancies. Attempted to keep the cuts as far away from the classrooms. Laney had a total of faculty and classified positions of approximately 30 total.

			<p>Discussed also the discretionary rational as to where to take cuts while trying to preserve positions like instructional assistants in the classroom. Tried to keep cuts away from student activities, the library and athletics. Significant cut in student employee assistants.</p> <p>Don Miller, COA discussed the principles were very similar to Laney of keeping cuts away from student activities. Not replacing the Dean of Research and Planning position for vacancies. Clarification from the Business Office is needed for some of the information on the form.</p> <p>The State does not allow for funds to be moved from salaries to other operating expenses.</p> <p>Delta at the end of the year on 17-18 we over spent on the adjunct and saved under instructional so the two balanced out. There were no funds remaining, however, it is a good idea to have funds remaining.</p> <p>Principle that faculty is important. We want to develop the consistency of our faculty with our students.</p> <p>BCC Instructors cuts in Geography and Biology. Ultimate goal is ensuring student's access to education. College was in progress for hiring two Counselor positions. It is possible that funding may be utilized from SSSP depending upon the college.</p> <p>Merritt was not discussed at this time due to time constraints.</p>
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			<p>District vacancies not to be filed discussed. Including the Director of Public Marketing. Some of the Director positions including Director of Institutional Research not filled to protect classified positions around the Peoplesoft team though shorthanded.</p> <p>Concerns noted that it was believed that the Chief of Staff vacancy funding was for the Vice Chancellor of Student Services so it should not be listed as a vacancy for the District. The Distance Ed Coordinator position did not exist, however, it is listed as a vacancy. It may have been filled in the past. Overall the concerns from the committee was that the District's list of vacancy and the 50% cuts do not actually reflect a 50% cut from vacant positions at the District. Clarification is needed if the Chief of Staff position should be listed as a vacancy.</p> <p>Concern brought to the committee's attention that possibly the colleges do not have discretionary budget funds to make the cuts the way the District is able to.</p> <p>Colleges serving international students are receiving the funding.</p>
<p>B. Tentative Budget 2018-19</p>			<p>To be discussed with budget cuts again in a future meeting.</p>
<p>C. Narrative on the Targeted % for the Reserve</p>			<p>The are additional questions as to where the reserve needs to be, for example 7%, and to determine where Peralta should be setting the goal. It was hoped at this meeting to know what the reserves were for the other Districts so it could be discussed at this meeting and a recommendation could be made at where it should be at for Peralta. Adil Ahmed, Interim Budget Director was asked to look into this item for the committee. To be discussed at a future meeting.</p>

<p>D. Beginning Discussion on Long Term Planning 2019-20 and Beyond</p>			<p>To be discussed at a future meeting.</p>
<p>E. District and College Contract/Service Agreements Report by Location</p>			<p>To be discussed at a future meeting.</p>
<p><b>III. Adjournment</b></p> <p><b>IV. Next Meeting</b></p>			<p>Suggestions made from the committee:</p> <ol style="list-style-type: none"> <li>1. Look at information regarding the reserve.</li> <li>2. Look at a proposal in terms of the budget.</li> </ol> <p>Concern noted that we need a quorum at the next meeting on July 23, 2018.</p> <p>Meeting adjourned at 3:10 pm.</p> <p>Next meeting tentatively scheduled to be Monday, July 23, 2018 from 1:00 pm to 3:00 pm.</p>