

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



August 28, 2020 9:00 am to 11:00 am

Meeting Location: Zoom Video Conference ID: 769-987-656

Co-Chair: Adil Ahmed, Acting Vice Chancellor for Finance & Admin.

Co-Chair: Thomas Renbarger, Academic Senate President

PBC Membership

Adil Ahmed, Co-Chair, Acting Vice Chancellor of Finance & Admin.	Don Miller, Acting President, College of Alameda
Thomas Renbarger, Co-Chair, Academic Senate President	Tina Vasconcellos, Vice President of Student Services, COA
Donald Moore, DAS President	Joyce Wang, Student Representative
(Vacant), Co-Chair (Laney Faculty Senate President)	(Vacant), Institutional Research Designee
Jennifer Shanoski, PFT President	Kawanna S. Rollins, Classified Senate President
Scott Barringer, Local 39 Representative	David Johnson, President, Merritt College
Jamille Teer, SEIU Representative	
(Vacant), Budget Director	Richard Ferreira, Executive Assistant, District, Note taker

Total Number of Members is 14. Quorum is 8.

<p>In Attendance:</p> <p>Adil Ahmed, Acting Vice Chancellor of Finance & Administration Donald Moore, DAS President Thomas Renbarger, Academic Senate President Jennifer Shanoski, PFT President Scott Barringer, Local 39 Representative Jamille Teer, SEIU Representative Don Miller, Acting President, College of Alameda Kawanna S. Rollins, Classified Senate President David Johnson, President, Merritt College</p> <p>Richard Ferreira, Executive Assistant, District, Note taker (non-voting)</p> <p>Absent:</p> <p>Tina Vasconcellos, Vice President of Student Services, COA Joyce Wang, Student Representative</p>	<p>Guests:</p> <p>Carla Walter, Acting Chancellor Chanelle Whittaker, Interim VC of HR & ER Tami Taylor, District Senior Accountant, District Fareha Bakre, Principal Budget & Finance Analyst, District Diana Bajrami, Professional Development Co-Chair, COA Lowell Bennett, Faculty Pillar Lead, Merritt Lynne Williams, CARE Coordinator, Laney Matthew Goldstein, Communications Director, COA Momo Lim, Internal Auditor, District Finance Siri Brown, Vice Chancellor of Academic Affairs Mark Johnson, Acting Exec. Director of Public Affairs Anita Black, Faculty, Merritt</p>
---	--

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

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 9:02 am. Quorum was met.		
B. Adoption of the Agenda			Motion and seconded to accept the Agenda with no changes. Motion approved unanimously.		
C. Approval of Minutes from the last meeting			Motion and seconded to accept the Minutes with no changes. Motion approved unanimously.		
D. Report of Action Taken			There was no report of action taken from the last PBC meeting.	Requested that the Budget Development Calendar be submitted at the next PBC meeting.	
E. Public Comments			There was no public comment.		

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

II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
A. PBC Committee Membership		E.3 – Fiscal Oversight	<p>Co-Chair Ahmed requested with the permission of the PBC that Richard Ferreira assist in facilitating the meeting in the absence of a second Co-Chair. The PBC reviewed the committee member number is 14 and that there was currently three (3) vacant members. A request was made to discuss who may fill the positions.</p> <p>Helen Ku was nominated to volunteer as the Institutional Research Designee by VC Brown. She would like Helen to be invited to the next committee meeting. Thank you VC Brown for your recommendation and Helen Ku for her service.</p> <p>There was a request was made for anyone on the committee to nominate themselves or another member on the committee to be the second Co-Chair for the PBC. Thomas Renbarger was nominated by Jennifer Shanoski and he kindly accepted. There were no other nominations for the Co-Chair.</p> <p>The vacant committee member of Laney Faculty Senate President position may be pending. It was suggested that a representative from BCC may be invited and this will be discussed at a future meeting.</p> <p><i>Motion and seconded to accept Thomas Renbarger as the PBC Co-Chair. Motion approved unanimously.</i></p> <p>Thank you, Thomas Renbarger for your acceptance and volunteering to serve as the Co-Chair. He began after the vote.</p>		

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

			<p>The PBC Committee has two (2) members represented by the Finance Department to ensure continuous communication between the department and the PBC. It is possibly the Interim Budget Director position, when hired, may be the next member to join the PBC and will be discussed in the near future.</p>		
<p>B. Adopted Budget Update</p>			<p>Co-Chair Ahmed presented the Adopted Budget Fiscal Year 2020-21 Fund 01 & 02 Summary draft that is to be submitted to the Chancellor and Board of Trustees for the PBC Committee to review. He discussed each line item with the members and the impact of future funding on the colleges and district. Attached is a copy of the supporting document.</p> <p>There were two items to note for corrections on the Adopted Budget Fiscal Year 2020-21 Fund 01 & 02 Summary draft. First, Financial Aid should not be \$3,080,00 and will be removed. Second, the Reserve for Contingency should be \$3,080,000 for the 2019-20 Adopted Budget and \$1,007,803 for the 2020-21 Adopted Budget. These changes will be made before forwarding to the Chancellor and Board of Trustees and update on the Adopted Budget.</p> <p>The committee discussed concerns that our reserve is high above the state reserve. PCCD is in a good position compared to other colleges and districts. It was acknowledged and responded that we have to complete deferrals, and because of this, it is better to position ourselves in a more strategic capacity for the future for the time being.</p> <p>VC Brown informed the committee that FTES are at our lowest in years and we are still going down. The downward</p>		

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

		<p>movement is faster because of COVID and noticeable in the Fall Semester. She will be sending out a District-wide announcement after the census is completed for a more accurate update. She concluded that there is a lot of work to do and will be sending out an incentive to increase enrollment.</p> <p>Not much information is available regarding unemployment. Families in the area are Sheltering in Place due to COVID. Many factors that will prevent an upswing due to the current circumstances.</p> <p>There is a more rapid shift and an impact on who we are serving. It was noted that there appears to be an exodus from San Francisco to the East Bay and it may change our demographics.</p> <p><i>Motion and seconded to accept and forward the proposed Adopted Budget Fiscal Year 2020-21 Fund 01 & 02 Summary as a recommendation to the Chancellor and the Board of Trustees. Motion approved unanimously.</i></p>	<p><i>Adopted Budget Fiscal Year 2020-21 Fund 01 Summary to be submitted to the PGC for approval by Co-Chair Ahmed.</i></p>	
<p>III. Next meeting</p>		<p>September 18, 2020 9:00 am – 11:00 am October 16, 2020 9:00 am – 11:00 am November 20, 2020 9:00 am – 11:00 am December 11, 2020 9:00 am – 11:00 am February 19, 2021 9:00 am – 11:00 am March 19, 2021 9:00 am – 11:00 am April 23, 2021 9:00 am – 11:00 am May 14, 2021 9:00 am – 11:00 am May 28, 2021* Review May Revise 9:00 am – 11:00 am</p>		
<p>IV. Adjournment</p>		<p>The PBC meeting was adjourned at 10:07 am.</p>		

Unrestricted General Fund Detail (Funds 01 & 02) 2020/21 Final Budget

		2018/19 Audited Actuals	2019/20 Adopted Budget	2019/20 Estimated Unaudited Actuals	2020/21 Adopted Budget
Revenue					
	Federal Revenue	-	-	-	-
	State Revenue	64,006,532	68,077,817	66,444,240	69,689,847
	Local Revenue	73,457,731	75,298,147	69,947,187	75,127,953
	Other Financing Sources	9,496,623	9,650,000	-	-
	Revenue Total	146,960,886	153,025,964	136,391,427	144,817,800
Expenses					
	Full Time Academic	22,008,148	26,494,736	23,438,020	25,400,106
	Academic Admin	5,455,284	5,545,939	5,416,119	6,126,601
	Other Faculty	3,702,744	4,862,479	5,928,907	5,640,185
	Part Time Academic	19,154,438	10,083,450	14,794,280	9,022,432
	Classified Salary	26,053,294	29,131,772	26,851,212	29,833,067
	Fringe Benefits	45,762,426	47,030,588	38,154,464	39,892,236
	Books, Supplies, Services	12,298,836	22,169,082	18,542,947	23,725,738
	Equipment Cap Outlay	377,567	273,267	377,544	244,143
	Debt Service	4,899,297	4,334,000	-	2,046,604
	Other outgo	3,214,521	1,864,805	2,200,000	1,878,885
	Financial Aid	-	-	2,200	-
	Reserve for Contingency	-	3,080,000	-	1,007,803
	Total Expenses	142,926,555	154,870,118	135,705,692	144,817,800
Beginning Fund Balance					
		4,198,701	17,902,531	17,928,885	20,939,375
	Audit Adjustment	9,695,853	-	2,324,755	-
Ending Fund Balance	Net Increase (Decrease)	4,034,330	(1,844,154)	685,735	0
Ending Fund Balance %		17,928,885	16,058,377	20,939,375	20,939,375
		12.54%	10.37%	15.43%	14.46%