



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

*September 20, 2019 9:30 am to 11:30 am
Meeting Location: PCCD Board Room*

*Co-Chair: Albert J. Harrison, VC Fin. & Admin., PBC Chair/Presiding
Co-Chair: Fred Bourgoin, Senate President, Co-Chair*

PBC Membership

Albert J. Harrison, VC Fin. & Admin., PBC Chair/Presiding	Marie-Elaine Burns, Merritt College President
Fred Bourgoin, Senate President, Co-Chair	Tim Karas, College of Alameda President
Donald Moore, DAS President	Kawanna S. Rollins, Classified Senate Representative
<i>*Vacant, Senate President</i>	Tina Vasconcellos, Vice President of Student Services
Jennifer Shanoski, President PFT	Dominique Benavides, Institutional Researcher, Designee
Scott Barringer, Local 39 Representative	<i>*Vacant, Student Representative</i>
Jamille Teer, SEIU Representative	
Adil Ahmed, Budget Director	Richard Ferreira, Executive Assistant, Finance & Admin., (non-voting)

Total Number of Members is 14. Amount Needed for Quorum is 8

<p>In Attendance Present: Fred Bourgoin, Senate President, Co-Chair Donald Moore, DAS President Mario Rivas, Senate President Jennifer Shanoski, President PFT Scott Barringer, Local 39 Representative Jamille Teer, SEIU Representative Adil Ahmed, Budget Director Marie-Elaine Burns, Merritt College President Tim Karas, College of Alameda President Kawanna S. Rollins, Classified Senate Representative Tina Vasconcellos, Vice President of Student Services, Dominique Benavides, Institutional Researcher, Designee Richard Ferreira, Executive Assistant, Fin. & Admin., (minutes)</p> <p>Absent: Albert J. Harrison, VC Fin. & Admin., PBC Chair/Presiding</p>	<p>Guests: Chanelle Whittaker, Interim VC of Human Resources/Benefits Siri Brown, Vice Chancellor of Academic Affairs Joseph Bielanski, Institutional Effectiveness Coordinator Sui Song, Principal Financial Analyst, District Finance Chungwai Chum, (Acting) Business Director, COA Victoria Menzies, Business Director, Merritt Kelly Pernell, Faculty, BCC Scott Hoshida, Faculty, BCC Jeff Sanceri, Faculty, COA, PFT Grievance Officer</p>
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Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
Call to Order			Called to order at 9:30 am.		
Adoption of the Agenda			Adopt the agenda with the addition of Structural Deficit Discussion between B and C items. Add Report Back on Past Moton/Resolution as item E. Motion approved unanimously.	Motion to adopt the Agenda with the changes proposed.	
Approval of Minutes for Last Meeting 04/19/19 and Notes from 05/23/19			Adopt the last PBC meeting minutes from 04/19/19 as presented. Motion approved unanimously. Adopt the notes from the PBC meeting on 05/23/19 as presented. Motion approved unanimously.	Motion to adopt the minutes as presented. Motion to adopt the notes as presented.	
Public Comment			There was no public comment.		
Reports from Sub Committee			No Reports.		

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II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
A. Membership Update			<p>Co-Chair Bourgoin lead the discussion regarding the correct membership and vacant committee members on the PBC Committee.</p> <p>Brandon Christian was working with the Chancellor to fill these positions including the Student Representative and could be contacted.</p>	<p>Co-Chair Bourgoin will work with the Chancellor’s Office regarding the vacant committee members search. It was also noted that the PBC Chair position will be vacant as of September 30, 2019 per VC Harrison’s resignation.</p> <p>Steven Chan will be present at the next meeting as the Institutional Researcher.</p>	
B. 5-Year Fiscal Plan Update			<p>VC Brown provided an update that the Board of Trustees adopted the budget and she is working with VC Harrison to bring to the next meeting the updates. The updates are due to ACCJC by November, 2019.</p> <p>There was discussion on the 1.2 million savings and an inquiry on Spring reductions. Savings was based on numbers post reduction to Spring. Spring reduction is being handled differently by each college.</p>	<p>VC Brown will provide 5-Year Fiscal Plan updates at the next meeting and a timeline.</p> <p>Draft memo in November, 2019 for ACCJC.</p> <p>Update to ACCJC due by December 19, 2019.</p>	

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<p>C. Structural Deficit</p>			<p>Director Ahmed provided information to the Committee regarding the Structural Deficit. He stated that Vice Chancellor Harrison made a determination because there are discussions happening now between the Union and Human Resources. We need to be prepared if there are increases needed on salaries. If there are salary increase then yes the estimated deficit will occur, however, note that the amount is currently an estimation.</p>		
<p>D. BAM Task Force Reboot</p>			<p>Co-Chair Bourgoin lead the discussion that the Budget Allocation Model (BAM) Task Force was charged last year for a new BAM model to include all funds included restricted funds. Recommend that we Reboot the BAM Task Force.</p> <p>Concerns included we update the currently BAM model and include the District in the model. Recommendation that the group be small and the timeframe is BAM would need to produce a model by the end of November for the PBC.</p>	<p>BAM Membership should be one or both Co-Chairs of PBC, Budget Director, one rep from each college decided by the Presidents, one classified senate, from local 1021, 39, 1 PFT and 1 Senate Representative each. District Representation would be VC of Finance and Budget Director. Total is 12 people.</p>	

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<p>E. Budget Development Calendar</p>			<p>Director Ahmed deferred to Sui Song to provided a copy of the 2020-21 Budget Development Calendar for review and explain where we should be regarding the budget development timeline.</p> <p>There is a concern that the Finance Department may have a more detailed calendar. The calendar is restricted to fund 01.</p>		
<p>F. 2019-20 PBC Goals</p>			<p>Co-Chair Bourgoin lead the discussion on PBC Goals. Previously there was only one goal for the PBC.</p> <p>On December 1, 2018, the PBC approved three goals:</p> <ol style="list-style-type: none"> 1. Review the development process. 2. Have the BAM Taskforce present the model to determine how we allocate. 3. Adopt a Budget. 	<p>Co-Chair Bourgoin will send out a draft of the goals.</p>	
<p>III. Adjournment</p>			<p>Meeting adjourned at 11:30 am.</p>		
<p>IV. Next meeting</p>			<p>October 18, 2019 from 9:30 am to 11:30 am.</p>		