

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



**October 16, 2020 9:00 am to 11:00 am
Meeting Location: Zoom Video Conference ID: 769-987-656**

*Co-Chair: Adil Ahmed, Interim Vice Chancellor for Finance & Admin.
Co-Chair: Thomas Renbarger, Academic Senate President*

PBC Membership

Adil Ahmed, Co-Chair, Interim Vice Chancellor of Finance & Admin.	Don Miller, Acting President, College of Alameda
Thomas Renbarger, Co-Chair, Merritt Academic Senate President	Tina Vasconcellos, Vice President of Student Services, COA
Donald Moore, DAS President	(Vacant), Student Representative
Matthew Freeman, Faculty, BCC	Helen Ku, 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, Co-Chair, Interim Vice Chancellor of Finance & Admin. Thomas Renbarger, Co-Chair, Merritt Academic Senate President Donald Moore, DAS President Jennifer Shanoski, PFT President Scott Barringer, Local 39 Representative Don Miller, Acting President, College of Alameda Kawanna S. Rollins, SEIU Representative David Johnson, President, Merritt College Richard Ferreira, Executive Assistant, District, Note taker Matthew Freeman, Faculty, BCC Stacey Shear, Vice President of Student Services, BCC (Proxy)</p> <p>Absent:</p> <p>Tina Vasconcellos, Vice President of Student Services, COA Helen Ku, Institutional Research Designee</p>	<p>Guests:</p> <p>Tami Taylor, District Senior Accountant, District Fareha Bakre, Principal Budget & Finance Analyst, District Derek Pinto, Vice President of Administrative Services, Laney Jamille Teer, Vice President SEIU 1021 Peralta Chapter Siri Brown, Vice Chancellor of Academic Affairs Steven Chan, Senior Applications Software Kim Bridges, Faculty, Laney Lowell Bennett, Faculty, Merritt Richard Thoele, President SEIU 1021 Peralta Chapter Chungwai Chum, Business Director, COA</p>
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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 9:05 am and quorum was met.		
B. Adoption of the Agenda			Motion and seconded to accept the Agenda with the following change to add/seperate item discussion B. BAM Taskforce and move other items down. Motion approved unanimously.		
C. Approval of Minutes from the last meeting(s)			Motion and seconded to accept the Minutes 08/28/2020 and 09/18/2020 with the following changes: Tom Rodenberger add location Merritt Add Matthew Freeman, BCC Academic Senate President Motion approved unanimously.		
D. Report of Action Taken			The Parcel Tax Report from four (4) colleges submitted. Approved the Adopted Budget by the PBC and PGC.		
E. Public Comments			There was no public comments to report.		

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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 the Richard Ferreira, the note taker to discuss vacant members:</p> <p>Items addresses/members: Kawanna Rollins, Appointed SEIU Representative to replace Jamille Teer. Thank you Jamille for your service.</p> <p>Add Matthew Freeman, Faculty, BCC.</p> <p>Steven Chan volunteered for this meeting to be the Intuitional Research Designee and it was not needed for quorum. Helen Ku was designated by Siri Brown.</p> <p>Student Representative position is vacant and will be checked by Richard Ferreira who will contact Brandon Christian for a nomination.</p> <p>Clarification documented in the minutes. It was thought at the meeting that there are three (3) vacant positions. The correct number is there are two (2) vacant positions:</p> <p>Student Trustee Budget Director*</p> <p>*There needs to always be at least two (2) representatives from the District Finance Department and Matthew Freeman replaced Fred Brougoin.</p>		

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<p>B. BAM Taskforce</p>			<p>New agenda item. BAM Taskforce</p> <p>Jennifer Shanoski said she is on the BAM Taskforce and was not contacted. She will volunteer to look up what is going on with the BAM and forward the information to VC Ahmed. She will compile a summary of where the BAM Taskforce is by Monday.</p> <p>It was stated that Taskforce that met and the notes (minutes) are existing.</p> <p>Motion that Tom and Adil be charged with determining who is on the BAM Taskforce and utilizing previous discussion from the notes provided by Jennifer Shanoski. Motion approved unanimously.</p>		
<p>C. Adopted Budget Update</p>		<p>E.3 — Fiscal Oversight</p>	<p>Co-Chair and Interim Vice Chancellor Ahmed provided a copy of the updated FY 2020/21 Adopted Budget and informed the committee that we have a balanced budget and that PCCD is in good shape.</p> <p>He discussed that the Board of Trustees received a second review on October 13, 2020 and that Finance will present the Adopted Budget for approved to the October 27, 2020.</p> <p>The State is still paying. Any apportionment will be for a future date. PCCD has a good cash flow. Currently, \$24 million with healthy cashflow. PCCD applied to the state for deferrals to be prepared. In May, there may be a \$9 million deficit but there will be a quick turn around.</p>		

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			<p>There was a concern that on the Adopted Budget draft the Fund 01 District wide positions are not matching with the colleges position control. The response was that the position control was added and that items should match. The Executive Cabinet approved additional positions. Colleges eliminated position. Any additional information requests may be sent directly to VC Ahmed for clarification.</p> <p>Money may be borrowed under the Tax and Revenue Anticipation Notes (TRANS) through the use of the Community College League of California TRANS Program if we encounter a cashflow problem, but if we do borrow it is important to note that the District will need to pay interest.</p>		
C. Budget Development Calendar		E.3 — Fiscal Oversight	<p>Co-Chair Ahmed informed the committee that the Finance Department will work to update the Budget Development Calendar with the colleges and then present it to the PBC for approval.</p> <p>The Presidents will have their own Budget presentation for 2020/21 to the PBC.</p>		
E. PBC Bylaws and PBIM Charge		E.3 — Fiscal Oversight	<p>Co-Chair Renbarger discussed the PBC Bylaws and PBIM Charge.</p> <p>PBIM Charge Noted items:</p> <ol style="list-style-type: none"> 1. There was nothing to identify or spell out the membership of the committee. 2. Duties of the Chair and Co-Chair not included. 		

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			<p>PBIM Bylaws Noted Items:</p> <ol style="list-style-type: none"> 1. There was no clarification on the proxy or substitution. 2. The Bylaws are a bit thin. <p>PBIM Manual shared by Richard Theole.</p> <p>Process for updating or amendmend the Manual not clarified. PGC has a subcommittee that should review the structure.</p> <p>Co-Chair recommended that the Bylaws need work.</p> <p>Motion and seconded that Co-Chair Renbarger present to the PBC some kind of a draft or suggestions of what changes need to be made to the Bylaws and/or Manual. Motion approved unanimously.</p>																
III. Next meeting			<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">November 20, 2020</td> <td style="width: 40%;">9:00 am – 11:00 am</td> </tr> <tr> <td>December 11, 2020</td> <td>9:00 am – 11:00 am</td> </tr> <tr> <td>February 19, 2021</td> <td>9:00 am – 11:00 am</td> </tr> <tr> <td>March 19, 2021</td> <td>9:00 am – 11:00 am</td> </tr> <tr> <td>April 23, 2021</td> <td>9:00 am – 11:00 am</td> </tr> <tr> <td>May 14, 2021</td> <td>9:00 am – 11:00 am</td> </tr> <tr> <td>May 28, 2021* Review May Revise</td> <td>9:00 am – 11:00 am</td> </tr> </table>	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		
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IV. Adjournment			The PBC meeting was adjourned at 10:27 am.																