

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

**MINUTES
October 19, 2018
District Board Room**

Membership

*Romaneir Johnson, VC Finance & Administration, PBC Chair/Presiding
Fred Bourgoin, Senate President, Co-Chair
Donald Moore, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
*Vacant, Local 39 Representative
Jamille Teer, SEIU Representative
Adil Ahmed, Interim Budget Director
Marie-Elaine Burns, Merritt College President
Tim Karas, College of Alameda President
*Vacant, Vice President of Student Services or Instruction
*Vacant, Student Representative
*Vacant, Institutional Researcher, Designee
Kawanna S. Rollins, Classified Senate Representative
(14 members total—Quorum is 8)*

Richard Ferreira, Executive Assistant, Finance and Administration, PBC note taker (non-voting)

PBC Attendance**Present:**

Romaneir Johnson, VC Finance & Admin. (PBC Chair/Presiding)
Donald Moore, Co-Chair, District Academic Senate President
Fred Bourgoin, DAS President (New Co-Chair)
Mario Rivas, Senate President
Jamille Teer, SEIU Representative
Adil Ahmed, Interim Budget Director
Marie-Elaine Burns, President, Merritt College
Jennifer Shanoski, President PFT

Richard Ferreira, Executive Assistant, (non-voting)

Absent:

Timothy Karas, President, COA
*Vacant, Vice President of Student Services or Instruction
*Vacant, Student Representative
*Vacant, Institutional Researcher, Designee
*Vacant, Classified Senate Representative
*Vacant, Classified Senate BCC
*Vacant, Local 39 Representative

Guests:

Kelle McMahon, Interim Director of Capital Projects
Chanelle Whittaker, Interim VC of Human Resources/Benefits
Scott Barbinger, Stationary Engineer, District
Victoria Menzies, Busines Director, Merritt College
Siri Brown, Vice Chancellor of Academic Affairs
Sadiq Ikharo, Vice Chancellor of General Services
Sui Song, Interim Budget Analyst
Joseph Bielanski, Articulation Officer
Eva Hannan, Journalist at Laney College

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
I. A. Call to Order			<p>Meeting was called to order at 9:43 am. Quorum met.</p>
B. Adoption of the Agenda			<p>The agenda items were discussed. Add Budget Development Calendar under Discussion Approval items letter H.</p> <p>Motioned and seconded to adopt the Agenda. Motion approved unanimously.</p>
C. Approval of Minutes July 23, 2018 August 31, 2018 September 21, 2018	<p>The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.</p>		<p>The minutes were reviewed. Note to ensure names of committee members are updated.</p> <p>July 23, 2018 August 31, 2018 September 21, 2018</p> <p>Motioned and seconded that the minutes are approved pending any changes to be submit to Richard Ferreira, the note taker, by the end of the day. Motion approved unanimously. No changes were received.</p>
II. DISCUSSION/ APPROVAL ITEMS A. Co-Chair and Committee Members appointment(s)			<p>Donald Moore, as DAS President, will no longer Co-Chair the PBC Committee. Recommended that we vote to elect Fred Bourgoin as the new Co-Chair for the next meeting. Nomination received by the committee. No other nominee.</p> <p>Motioned and seconded for the PBC Committee to elect Fred Bourgoin as Co-Chair. Motion approved unanimously.</p>

			<p>Other appointments include:</p> <p>Jamille Teer for the SEIU Representative.</p> <p>Local 39 - Scott Barringer volunteered and will request approval from the union.</p> <p>Recommendation that Jason Cifra provide the PBC with a Student Representative. Request made that Richard Ferreira contact student leaders to ask students if someone is interested and for the other vacant positions and Donald Moore offered to assist in this search.</p> <p>Institutional Researcher Researcher and Classified Senate representatives are pending.</p>
<p>B. Recommendations for 2018-19 Enrollment</p> <p>1. Recommend a coordinated Districtwide planning approach</p> <p>2. Efficiency of data collection</p>			<p>1. Recommend a coordinated Districtwide planning approach to assist colleges more specifically below.</p> <p>2. Efficiency of data collection</p> <p>The concerns are regarding the new Funding Formula and about the MIS data obtained. We need to ensure those items are accurate and within the context. The District Office needs to support the colleges in obtaining accurate data.</p> <p>The data/numbers are accurate while data clean up is happening from IR. Discussed more under D. Target.</p>

C. Increase in Budget Request –

Sadiq Ikharo, VC of DGS and Kelle Lynch-McMahan, Dir. of Capital Projects

A copy of the Budget Request for FY 2018-19 was distributed. Sadiq Ikharo requesting the PBC to support his request outside of the normal budget development period of funding. DGS is attempting to anticipate the costs to renew existing contracts, for example, elevator service. Some items are new including 30 day projects. Some of the work should be completed by the union employees during the summer within 30 days, however, not able to get to. Our budget situation this year did not account for it. Request is so that DGS needs addition monies to be in full compliance.

Some of the requests included Measure A and RDA funding. The PBC looks at General Fund requested items to cover expenses that need to go to the Board of Trustees for approval. Any recommendations may be approved by the PBC to then be forwarded to request the recommendation of the PGC, etc.

Measure A funds needs to be addressed with the colleges and their funding. RDA funds may be changing and possibly increasing, however, funding must first be reviewed in the department's budget and if not available submitted to the PBC for additional General Fund allocation requests.

Discussion on Facilities included a concern addressed of using up the General Funds when there are frozen vacant classified and faculty positions. However, agreed that facilities does need to be a priority.

			<p>Motioned and seconded for the PBC form a Working Group to come up with or looks at ways for the District to create a budget and determine priorities. Motion approved unanimously.</p> <p>Jennifer Shanoski volunteered to set up the Working Group under the PBC.</p>
<p>D. Target - Siri Brown, VC of Academic Affairs</p>			<p>Each college researcher can complete the same template and each college will know what their numbers are and what their goals are. Everyone will be able to see that at the colleges.</p> <p>BAM aspects will be built on Academic Affairs targets. Finance will report the numbers to the state, so colleges must be able to review and confirm the numbers are correct.</p> <p>Finance will need to know who at the colleges will be responsible for the numbers submitted. Be able to confirm the numbers and be able to move forward. The Recall (the census count) is due November 1st.</p> <p>Built a budget for 17/18 based on the reported numbers from 16/17 and this will impact our budget. The state was requested to provide us with additional time and it was denied. A budget ammendment will be completed in January and information provided.</p>

			<p>The Target for 2018-19 was provided by Siri Brown to the PBC and it will most likely be adjusted slightly in January, 2019. Three year averages were taken to set the BAM with 2016-17, 2017-18 , 2018-19 to set for 2019-20. Needs to be presented to the PBIM in October. Concern is that FTES are not available in October for 2018-19 so conservative but realistic projection was made. Which is why after Fall an adjustment may be needed or not.</p> <p>Last year's total was set at 17,100 so this year it was set at 17,000 because of the decline. The projected for this year was 16,667 and we may be higher than that.</p> <p>The productivity we are also lowering to 15.31 and may be adjusted in January. FTEF is looking about the same, but in January may shift down, but have the ability flex within those numbers. Numbers are shifting in favor of College of Alameda and Merritt College. Berkeley City and Laney College's enrollment is declining at high rates. BAM does matter greatly to our district because Merritt and CoA would have an increase from last year but Laney and BCC would have a significant decrease.</p> <p>Siri Brown is requesting that Budget Managers and Researcher use the new Funding Formulas. She will come and present an update in the PBC February meeting.</p> <p>We have not been able to meet our targets. It is believed that we can meet our targets, for example, Merritt has met their target and the same may be done at the other colleges. Concerns regarding Financial Aid were discussed.</p>
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**E. Budget Projections
for 2019-20**

Romaneir Johnson discussed that when completing the Budget Projections for 2019-20 she used the new formula from Siri Brown and the FY 2016-17 data including the 2% growth. Overall Budget would be increased for 2017-18. With 2018-19 base allocation if it drops by 5% and student success increases by 5%. For 2019-20 we go back to the actual FTEF count, and we may lose \$4.1 million dollars in the year after next.

In conclusion, if the numbers drop and student success rates drop, then our funding drops. And as a reminder, positions are frozen. We have to reduce the budget. The concern is that enrollment is not increasing enough to sustain us and decisions need to be made to cut costs.

Motioned and seconded that this (PBC) body research and identify a company that can come in and complete a comprehensive review of our District (to make a recommendation) of centralization or the structuralization for a sustainable District. Motion passed unanimously.

Jennifer Shanoski volunteered to complete preliminary research of the company and work.

Motioned and seconded to extend the meeting for 10 minutes. Motion passed unanimously.

F. OPEB Liability			(To be discussed more in the future.)
G. Renew BAM Model impacted by funding formula			(Addressed above with the Target.)
H. Budget Development Calendar			<p>Recommend for the PBC to make a motion to give the colleges the estimated percentage information for the Budget Development process and indicate that this year we are recommending to find cuts for an unspecified amount. Send that information out to the college (and District) so they could begin making recommendation on where they would propose the cuts.</p> <p>Suggestion made to gain enrollment is to advertise. Another suggestion made that we need a system in place addressing the deficit due to the limited resources. Suggestion made to place Budget Development this on the next agenda as a main item.</p> <p>(Happy Birthday Marie-Elaine Burns and thank you for coming to the meeting!)</p>
III. Next Meeting			Next meeting is scheduled for November 16, 2018 from 9:30 am to 11:30 am.
IV. Adjournment			Meeting adjourned at 11:45 am.