

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

**MINUTES
November 30, 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 Fin. & Admin., PBC Chair/Presiding
Fred Bourgoïn, Senate President, Co-Chair
Donald Moore, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Jamilie Teer, SEIU Representative
Marie-Elaine Burns, Merritt College President
Kawanna S. Rollins, Classified Senate Representative

Richard Ferreira, Executive Assistant, (non-voting)

Absent:

*Vacant, Local 39 Representative
Adil Ahmed, Interim Budget Director
Tim Karas, College of Alameda President
*Vacant, Vice President of Student Services or Instruction
*Vacant, Student Representative
*Vacant, Institutional Researcher, Designee

Guests:

Chanelle Whittaker, Interim VC of Human Resources/Benefits
Sui Song, Interim Budget Analyst
Joseph Bielanski, Articulation Officer
Siri Brown, Vice Chancellor of Academic Affairs
Richard Thoele, Local 1021 President
Sadiq Ikharo, Vice Chancellor of General Services
Derek Pinto,
Rudy Besikof
Blake Johnson
Scott Barbinger, Stationary Engineer, District

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
I. A. Call to Order			<p>Meeting was called to order at 11:47 am. Quorum met.</p>
B. Adoption of the Agenda			<p>The agenda items were discussed. Make Workgroups (ACCJC) as the first agenda item (A) and the Budget Calendar as the second item (B).</p> <p>Motion and seconded to adopt the Agenda. Motion passed unanimously.</p>
C. Approval of Minutes October 19, 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 for October 19, 2018 and adopted without changes.</p> <p>Motion and seconded that the minutes are approved as presented. Motion passed unanimously.</p>
D. Committee Members appointment(s)			<p>There were no appointments or changes to the committee members. Members were encourage to reach out and find individuals to fill the vacant positions.</p>

**II. DISCUSSION/
APPROVAL
ITEMS**

A. ACCJC

Fran White, Special Assistant to the Chancellor, provided and Outline of Response to ACCJC (Draft 11/30/18). She was asked to assist in helping to develop a response to the Accrediting Commissions requirement allowing a Financial Plan. A letter was received from the Commission on November 20, 2018 and it was circulated. Commission sited PCCD negative concerns.

Declining fund balances every year. Including that PCCD had the lowest score of operating surplus in 114 community colleges in addition to other items that the ACCJC is requiring a response from the District.

The handout provides a timeline to complete a comprehensive financial plan that will bring PCCD into solvency. Propped plan is from the PGC meeting which includes inclusive workgroups to meet twice a month.

Commision meets twice a year in January and in June. We have to submit something. Will be requesting an extension to the response due to the importance of accurate information. The extension may be approved to May 1st or not and they may decide to go to Warning, Probation or Show Cause are their options.

District has already achieved #1 and #2 components of the Proposed Five Year Financial Plan. We will request assistance from the State Chancellor's Office. They will be able to provide fiscal analysis and recommendations.

			<p>Motion and seconded a requested that the PBC oppose the position of the (Interim) Director of Facilities and Operations and that the committee support an extension of Interim Director of Capital Projects and Facilities, Kelle Lynch-McMahan, until June 30, 2019. Motion passed unanimously.</p> <p>The Co-Chair recommended next week an email be drafted with the language of the resolution (motion) that was passed to the PGC Co-Chairs and the Chancellor requesting that the PGC Co-Chairs agree with the resolution and a request an immediate reponse from the Chancellor.</p> <p>Recommendation made that the committees Co-Chairs should be empowered to communicate the consensus of the committees to the Chancellor.</p> <p>Motion and seconded to accept the ACCJC draft of the response and the dates inscribed with the PBC and PGC. To also include the list of these committees in the areas. Also, make a strong recommendation to place a moratorium on any position until such time that we have better clarity.</p> <p>Motion and seconded to amend the motion that the moratorium is only for administrative positions.</p> <p>Motion and seconded to separate the two main points and accept the ACCJC draft of the response and the dates inscribed with the PBC and PGC. Motion passed unanimously.</p>
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			<p>Motion and seconded as a physical body we make a statement on a moratorium on positions.</p> <p>Motion and seconded to Amend the motion that the PBC make a statement on a moratorium on administrative positions and ICC's with impact to the General Fund (01) and that any parties that wish to make an exception to the moratorium may bring their proposal before the PBC until May 1, 2019. Amended Motion passed unanimously.</p> <p>Recommendation made that Accreditation should be a standing item for the PBC to address at each meeting.</p>
B. Budget Calendar			<p>Romaneir Johnson requested that before we adopt the Budget Calendar she asked that everyone review it before our next meeting and that we need to include all the Accreditation items (timeline) that impacts us and needs to go through a process. The importance is for continuous documentation regarding Accreditation.</p> <p>Finance will present an Ammended Budget to the Board of Trustees in January with accurate numbers. The PBC will review the amendment beforehand.</p>
C. BAM Taskforce			<p>BAM is suppose to be meeting on the 2nd and 4th Fridays of the month from 2 to 4 pm. Confirmation was requested.</p> <p>Recommendation made that we still use a similar model and then a more deliberate process to provide the District with more time to come up with that process. A similar formula incorporating the District as a cost center by percentages.</p>

			<p>Motion and seconded to adopt the recommendation made that we still use a similar model and then a more deliberate process to provide the District with more time to come up with that process. A similar formula incorporating the District as a cost center by percentages. Motion passed unanimously.</p>
III. Next Meeting			<p>Next meeting is scheduled for December 10, 2018 from 9:30 am to 11:30 am.</p>
IV. Adjournment			<p>Meeting adjourned at 1:14 pm.</p>