

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

**MINUTES
December 10 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
Scott Barringer, Local 39 Representative
Jamille Teer, SEIU Representative
Adil Ahmed, Interim Budget Director
Marie-Elaine Burns, Merritt College President
Tim Karas, College of Alameda President
Kawanna S. Rollins, Classified Senate Representative
*Vacant, Vice President of Student Services or Instruction
*Vacant, Student Representative
*Vacant, Institutional Researcher, Designee
(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 Bourgoin, Senate President, Co-Chair
Donald Moore, DAS President
Mario Rivas, Senate President
Scott Barringer, Local 39 Representative
Jamille Teer, SEIU Representative
Adil Ahmed, Interim Budget Director
Marie-Elaine Burns, Merritt College President
Tim Karas, College of Alameda President
Kawanna S. Rollins, Classified Senate Representative

Richard Ferreira, PBC note taker (non-voting)

Absent:

Jennifer Shanoski, President PFT

Guests:

Kelle McMahon, Interim Director of Capital Projects
Chanelle Whittaker, Interim VC of Human Resources/Benefits
Victoria Menzies, Busines Director, Merritt College
Sadiq Ikharo, Vice Chancellor of General Services
Joseph Bielanski, Articulation Officer
Dr. Francis White, Special Assistant to the Chancellor
Derek Pinto, Vice President of Administrative Services
Rudy Besikof, Vice President of Instruction, Laney College
Stacey Shears, Vice President of Student Services, BCC
Kuni Hay, Vice President of Instruction, BCC
Don Miller, Vice President of Instruction, COA
Jeff Sancer

Agenda Item	Committee Goal	Strategic Goal	Outcome/Action
I. A. Call to Order			<p>Meeting was called to order at 9:38 am. Quorum met.</p>
B. Adoption of the Agenda			<p>The agenda items were discussed. Amend agenda item B. BCC Library to be removed per email request to next meeting.</p> <p>Motioned and seconded to adopt the amended Agenda. Motion approved unanimously.</p>
C. Approval of Minutes November 30, 2018	<p>The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.</p>		<p>Motioned and seconded that the minutes are approved with no changes. Motion approved unanimously.</p>
D. Committee Members appointment(s)			<p>Presiding Chairperson Johnson and the committee welcomed and thanked Scott Barringer for joining the PBC Committee. No other new members.</p> <p>Recommendation again that Jason Cifra be reached out to provide the PBC committee with a VPSS of VPI recommendation.</p>

<p>II. DISCUSSION/ APPROVAL ITEMS</p> <p>A. PBC Future Meetings</p> <p>1. Request to move meeting from March 15, 2019 to March 29, 2019. Additional time for Program Review</p>			<p>A. Future meetings to include back-to-back meetings with the PGC. A revised calendar will be sent out. PBC should be first. The revised calendar to be sent before determining the postponement of meeting date March 15, 2019 with an ongoing partnership.</p> <p>Recommendation made that a coordinated Districtwide planning approach to assist colleges more specifically. Efficiency and consistency of data collection is needed.</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 section C. Target.</p>
<p>B. Motions from PBC – Response from the Chancellor request for more information</p>			<p>The following are the motions sent to the PGC and the Chancellor and the Chancellor’s responses.</p> <p>Motion 1: The PBC opposes the position of Interim Director of Facilities and Operations and supports an extension of the Interim Director of Capital Projects and Facilities until June 30, 2019.</p> <p>Comments: The PBC requests an immediate response from Chancellor Laguerre regarding this motion. The PBC does not recognize the need for another interim administrator when a perfectly capable one is already in place.</p>

			<p>Before responding to the PBC motion, I would like to have more clarity about PBC's role in the management of personnel.</p> <p>Motion 2: The PBC approves the draft plan presented at its meeting on November 30, 2018 (with PBC and PGC meeting dates) to address the ACCJC letter from November 20, 2018.</p> <p>Comments: The updated draft presented by Dr. Fran White on December 3, 2018 was not reviewed by the PBC.</p> <p>I appreciate PBC's approval of the concept presented on November 30th.</p> <p>Motion 3: The PBC requests (1) a moratorium on administrative positions and ICCs that impact the General Fund (Fund 01), and (2) that any party wishing to make an exception to the moratorium bring their proposal before the PBC, effective immediately and until May 1, 2019.</p> <p>Comments: The PGC requests an immediate response from Chancellor Laguerre regarding this motion. While the District imposed a hiring freeze, it itself continues to create new administrative positions and/or hire interim administrators and independent contractors and consultants. This continued practice is partly to blame for the ACCJC's findings as detailed in its November 20, 2018 letter.</p> <p>Before accepting the recommendation, I would like to have an explanation to how PBC came up with the motion. What is the background of the recommendation? What effect will it have on our operations?</p>
--	--	--	--

			<p>Would the moratorium include the Colleges? If so, have the Colleges been consulted on the request for the moratorium? Does the moratorium include restricted positions? Why is the moratorium focused solely on administrative positions and ICC? What is the moratorium trying to accomplish? Would the moratorium apply to positions that are currently in recruitment? Does the moratorium seek to expand on the number of administrative vacant positions?</p> <p>Please acknowledge receipt of this memo and respond as requested.</p> <p>I hereby acknowledge receipt of the motions and look forward to receiving the requested information.</p> <p>For clarification, the PBC does not make decisions on management and personnel. The purpose of the committee is to make recommendations to management.</p> <p>There are process in place and when moving forward we need to be aware that there may be cuts in the future. Management needs to be able to make decisions and Presidents will be responsible for changes at their colleges and budgets. The District needs to have expenditures within the budgeted outlines.</p> <p>At this time, it was recommended and consensus agreed that Shared Governance table the moratorium and response to the questions on the motions from the Chancellor. It may be addressed at the next PBC meeting after a response from PGC and allow the motions to stand. Donald Moore is the Co-Chair and will include it.</p>
--	--	--	---

			<p>PBC Goals</p> <ol style="list-style-type: none"> 1. Review the Budget Development process. 2. BAM Taskforce present the Student Center Funding formula to determine how we will reallocate. 3. Adopt a budget at the PBC regarding all funds. <p>Motion and seconded to adopt the three (3) PBC goals. Motion approved unanimously.</p>
<p>D. ACCREDITATION /WORKGROUPS</p> <p>1. ACCJC</p>			<p>Dr. Francis White provided a brief history of her experience. She discussed what the strategy or plan is for the District in regards to the Accreditation. We need to response with a complete answer when a letter is sent. The Board of Trustees and college Presidents must also approve the letter.</p> <p>The letter must include a five (5) year plan and we are requesting an extension. Also, we are requesting FCMAT for assistance. The District recognizes that we could benefit from professional assistance.</p> <p>The concern is that ACCJC could sanction us. They meet in January and in June. In January they will have our letter with our plan. An extension may or not be granted with or without placing the District on Warning or Probation. Or they may just place us on Probabtion. They will respond to us by the end of January to let us know where we stand.</p>

<p>2. Workgroups</p>			<p>The college Presidents will all be responding with their own letters and will be consistent in what is said to ACCJC. It is important that PGC is communicating well.</p> <p>The workgroups are meeting as of last week and members determined. All of the college Presidents are on some workgroup. Others are welcome to join. A report will be presented at the next PGC meeting.</p>
<p>III. Next Meeting</p>			<p>Next meeting is (re)scheduled for January 25, 2019 from 9:00 am to 11:00 am.</p>
<p>IV. Adjournment</p>			<p>Meeting adjourned at 11:27 am.</p>