

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

**MINUTES
December 15, 2017
District Board Room**

Membership

Christine Williams, Vice Chancellor of Finance and Administration (PBC Chair/Presiding)

Daniel Lawson, Co-Chair,

Cleavon Smith, DAS President

Donald Moore, Senate President

Daniel Lawson, Senate President

Jennifer Shanoski, President PFT

Tim Brice, Local 39 representative

Hayat Guessom, SEIU representative

Yashica Crawford, Chief of Staff

Rowena Tomaneng, BCC President

Tammeil Gilkerson, Laney College President

Jason Cifra, BCC Vice President of Student Services

Michael Grey, Student Representative

Jason Cole, Director of Institutional Research

Shuntel Owens Roger, Classified Senate Representative

(14 members total—Quorum is 8)

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

Advisory: Annette Dambrosio, District Accreditation Consultant (non-voting)

PBC Attendance

Present:

Christine Williams, Vice Chancellor of Finance and Administration (PBC Chair/Presiding)
Donald Moore, Senate President
Cleavon Smith, DAS President
Jennifer Shanoski, President PFT
Tammeil Gilkerson, Laney College President
Yashica Crawford, Chief of Staff
Rowena Tomaneng, BCC President
Jason Cifra, BCC Vice President of Student Services
Hayat Guessom, SEIU Representative
Jason Cole, Director of Institutional Research
Shuntel Owens Rogers – (called in)
Richard Ferreira, PBC note taker (non-voting)
Annette Dambrosio, Consultant for District Accreditation –advisory (non-voting)

Absent:

Michael Grey, Student Representative
Daniel Lawson, Senate President
Tim Brice, Local 39 representative

Guests:

Luther Aaberge, Budget Director
Sui Song, Interim Budget Director, WDCE
Jeff Heyman, Executive Director Public Information, Communications & Media
Trudy Largent, Vice Chancellor of Human Resources & Employee Relations
Siri Brown, Vice Chancellor of Academic Affairs
Kelle Lynch-McMahon, Director of Capital Projects
Sadiq Ikharo, Vice Chancellor of General Services
Stephen Corlett, Laney Faculty

Agenda Item	Committee Goal	Strategic Plan	Outcome/Action
Call to Order			Meeting was called to order at 9:18 am.
I. Adoption of the Agenda			<p>Motion to adopt the Agenda. Approved agenda unanimously. Note: Jason Cole is the Director of Institutional Researcher.</p>
II. Approval of Minutes October 27, 201 and Notes from November 17, 2017			<p>Motion to review October 27, 2017 and November 17, 2017 minutes. Approved, with no corrections, unanimously.</p>
III. Public Comment			<p>Kelle Lynch-McMahon discussed resolution to recommend 2% be set aside in the General Funds for M&O. Will be discussed during the agenda item.</p>
IV. Chancellor's Report and Dialogue			<p>No Chancellor's report given.</p>
V. Standing Committee Reports a. Workforce Development & Continuing Education b. DFC			<p>a. Sui Song for WDCE on November 30, 2017 San Antonio College for a noncredit training went very well.</p> <p>b. Siri Brown discussed DEMC continues to work on goal achievement gap. Considering adding a subcommittee regarding noncredit. District Management Goal Strategic Enrollment and demonstration for next academic year.</p> <p>c. Jason Cole for DTC approved IT Service Portfolio which describes services the District provides. Focus at next meeting regarding standards.</p>

<p>c. DTC</p> <p>d. Other</p>			<p>d. Sadiq Ikhara for Facilities provided a handout and explained that DFC recognized the need for representation from all Colleges and added an additional member (from BCC). The new DFC member will join DFC in Spring 2018 semester.</p> <p>Discussed resolution to recommend 2% be set aside in the General Funds for M and O from DFC to PBC for emergencies and scheduled maintenance. 25 % of the fund to the District and 75% to the colleges divided by the BAM Taskforce Model. In the last meeting was this recommendation taken to the four colleges?</p> <p>Requests that the PBC Accept and approve the resolution 2% be set aside in the General Funds for M and O from DFC to PBC for emergencies and scheduled maintenance. 25 % of the fund to the District and 75% to the colleges divided by the BAM Taskforce Model.</p> <p>Yashica Crawford recommends that the item be brought back in February.</p> <p>Motion to amend consider this a first reading and to be considered in the February meeting with the fiscal impact. Motion approved unanimously.</p>
<p>VI. CARRY OVER AND NEW ITEMS</p> <p>a. Resolutions from the Laney College Budget Advisory Committee</p>			<p>Discussion on the two resolutions for Laney College. Handouts provided. Laney Budget Advisory Committee is the official college committee.</p> <p>1st Resolution regarding District Use of Equity Funds. Motion to move forward to PGC with an explanation in writing. Motion approved unanimously.</p>

			<p>2nd Resolution District Reserves, Institution Planning. Motion from Jason Cole Finance team present the results of the audit with items regarding the resolution and PBC take action. Motion approved unanimously.</p>
<p>b. 2017-18 Planning and Budgeting Calendar Reconstitute Resource Allocation Taskforce for Classified Staffing (RATF-CS)</p>			<p>Yashica Crawford provided an Ad Hoc Committee Discussion Template that was discussed at the last meeting. It was recommended that the committee include someone from Human Resources and a Confidential Representative as well.</p> <p>Motion to approve the 2017-2018 Planning and Budget Calendar with Revised targets and summary of amendments. October revised target added January BOT approval February summary. Motion approved unanimously. Recommendation made to add to BOT January item.</p>
<p>c. District Accreditation update</p>			<p>Annette Dambrosio provided a PBIM survey and requested that everyone complete the survey as a group (however, PBC deferred the item). As the assessment was needed for the PBIM Midterm Evaluation in January 18, Dambrosio asked that PBC members complete the survey and send to Dr. Crawford no later than Dec 19.</p>
<p>d. Job Description for the Executive Administrator to Retirement Board Authority</p>			<p>Trudy Largent discussed the needed Executive Administrator to Retirement Board job description that is associated with OPEB and funded by OPEB. Investment opportunities are great that provides a higher need for fiduciary responsibility. Knowing and investing the allocation and accounts and</p>

			<p>implement any updated policies needed. Oversight of OPEB and no duplication of the responsibilities. Salary Executive Level. OPEB trust of is specialized. No action required on this item.</p> <p>Motion to recommend that the job description be postponed. Vote: Approved 4 Against 2 Abstained 2 Motion passed.</p> <p>Motion to extend the meeting to 11:25 am. Approved unanimously.</p>
e. An updated report on BAM Ad Hoc Committee and adoption of the calendar			<p>Luther Aaberge provided an updated report on BAM Ad Hoc Committee (he sent an email to ask for volunteers to serve on BAM) and discussed adoption of the Budget calendar.</p>
f. ACI-Virtual Collection Agency			<p>VC Williams recommend that to collect on the bad debt the District utilize ACI-Virtual Collections agency because the charge is low at 10% of the amount collected.</p>
g. PBC goals for adoption for 2017-2018			<p>It was agreed by the committee that PBC should adopt a single goal from the October meeting.</p> <p>Motion to adopt a single goal that the PBC recommend a coordinated, district-wide planning methodology and calendar. Motion approved unanimously.</p>
h. DFC resolution to recommend 2% be set aside in the General Funds for M&O			<p>Debra Jones provided information and a handout on Social Justice and Workforce. Re-imagining Diversity, Inclusion and Ethics. Wished everyone Happy Holidays on the committee.</p>

<p>i. Commercial Card by California Bank and Trust</p>			<p>VC Williams recommends using a visa card where the District receives a percentage of the interest rate. The District may increase revenues by possibly \$140,000 per year.</p>
<p>j. Presenting the Program Management Office (PMO)</p>			<p>Jason Cole provided information regarding the PMO and funding. This item was presented to the committee at the last meeting.</p> <p>Motion for approval of recommending to the Chancellor PMO repurpose of the funds. Vote: Approved 5 Against 4 Abstained 1 Motion passed.</p>
<p>VII. Adjournment VIII. Next Meeting</p>			<p>Meeting adjourned at 11:37 am.</p> <p>Next meeting is February 23, 2018 from 9:00 am to 11:00 am.</p>