

PERALTA COMMUNITY COLLEGE DISTRICT
Planning and Budgeting Council (PBC)

MINUTES
February 23, 2018
District Board Room

Membership

Christine Williams, Interim Vice Chancellor Finance and Administration (PBC Chair/Presiding)
Donald Moore, Co-Chair,
Cleavon Smith, DAS President
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Tim Brice, Local 39 representative
Hayat Guessom, SEIU representative
Romaneir Johnson, VC Finance & Administration
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 Rogers, 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
Romaneir Johnson, VC Finance & Administration
Cleavon Smith, DAS President
Jennifer Shanoski, President PFT
Tammeil Gilkerson, Laney College President
Hayat Guessom, SEIU Representative
Jason Cole, Director of Institutional Research
Shuntel Owens Rogers, Classified Senate Representative
Tim Brice, Local 39 representative
Mario Rivas, Academic Senate President (Merritt College)
Richard Ferreira, PBC note taker (non-voting)
Annette Dambrosio, Consultant for District Accreditation –advisory (non-voting)

Absent:

Cleavon Smith, DAS President
Michael Grey, Student Representative
Rowena Tomaneng, BCC President
Jason Cifra, BCC Vice President of Student Services

Guests:

Jowel Laguerre, Chancellor
Marybeth Benvenuti, Business Director, College of Alameda
Dettie Del Rosio, Business Director, Merritt College
Sui Song, Interim Budget Director, WDCE
Joyce Brown-Willis, System Analyst - Student Financial Applications
Siri Brown, Vice Chancellor of Academic Affairs
Sadiq Ikhara, Vice Chancellor of District General Services
Kelle Lynch-McMahan, Interim Director of Capital Projects and Facilities
Drew Gephart, International Services Manager
Corey Hollis, Student Trustee
Mary Clarke-Miller, CTE Liaison BCC
Marie Amboy, Director of Academic Affairs/Strong Workforce
Chris Weidenbach, Laney English Faculty
Joseph Bielanski, BCC Faculty

Agenda Item	PBC Goal	Outcome/Action
<p>I. STANDING ITEMS</p> <p>a. Call to Order</p> <p>b. Adoption of the Agenda</p>	<p>The PBC adopted a single goal that the Committee recommend a coordinated, district-wide planning methodology and calendar.</p>	<p>Meeting was called to order at 9:08 am.</p> <p>Motion to adopt the Agenda with addition of DAASSC Internal Goals (Action Item). Suggestion that the Agenda be posted following the same rules under the Brown Act. Hayat Guessam, Against Jennifer Shanoski, Abstained Motion passed.</p> <p>Motion was to request a description for deadlines or changes to the agenda and the submission process and procedures formalized. Forgo the motion.</p>
<p>c. Approval of Minutes from December 15, 2017</p>		<p>Motion to approve the minutes from the December 15, 2017 meeting with the following corrections: Jason Cole should include his title in the agenda and minutes and Annette Dambrosio discussed items to be sent to the note taker. Tim Brice, Abstained Motion passed with corrections noted.</p> <p>Noted that often Minutes do not reflect the Agenda.</p>
<p>d. Public Comment</p>		<p>No comments from the public.</p>
<p>e. Sub Committee Reports</p>		<p>No subcommittee reports.</p>
<p>f. Co-Chair Reports</p>		<p>No reports from the Co-Chairs.</p>
<p>g. Chancellor's Report and Dialogue</p>		<p>Chancellor will give a report on IIB.</p>

<p>II. CARRY OVER & NEW ITEMS</p> <p>a. Presentation ACI-Virtual Collection Agency</p>		<p>VC Williams provided a presentation. Option for students to set up payment plans for the outstanding debt. Discussion on the viability of this product being offered. Collection processes are more aggressive. Has been reviewed again for other benchmark processes. Day to day operations to collect outstanding debt. Less aggressive approach than COTOP and if this form of collection is not effective to turn it over to a more aggressive collection agency. For outstanding debt, not for current students. Payment through ACH, credit card and debit card. We currently utilize Official Payments for credit card and payment transactions throughout the District.</p> <p>There is a focus on three groups of students. One: former students where we want to both utilize COTOP and focus on collections for resident former students. Two: focus on collections for non-resident students through ACI. Three: current students to be dropped for non-payment unless they have an agreement with a 3rd party agency.</p> <p>The three solutions may be provided by Official Payments and would be for both existing, current and former students. The concern is that we have considerable outstanding bad debt from former and current students.</p>
<p>b. Budget Committee</p> <p>(1) Recommendation for one Budget Committee</p> <p>(2) Change schedule</p> <p>(3) Expectations</p>		<p>Chancellor discussed his Budget Reform proposal, and PBC members <u>should have</u> received copies of the Budget Reform proposal (for some reason, members did not receive copies). Copies made and distributed at the PBC meeting to request and establish one Ad Hoc Budget committee of PBC to meet regularly. But because PBC members did not have the document in advance, it was proposed that there might be a</p>

		special meeting to discuss the proposal. In the meantime, bring the proposal to PGC.
c. District Accreditation update		<p>Annette Dambrosio stated that all four Colleges will be presenting Midterm Reports to the Governing Board on Feb. 27. ALL PBIM Committees/Councils must post adopted Minutes and Agenda each month to ensure shared governance transparency and to improve institutional memory. Although some PBIM Committees/Councils may be posting in dropboxes, Teamworks, etc., we must <u>all post online on the District Web</u> to enhance communications. Proposed that adopted Minutes/Agendas be sent to Annette and she will forward to Aaron Harbour to assure that they are posted. Some PBIM Committees/Councils are behind in posting.</p>
d. Present Updated Budget presentation and Budget Calendar		<p>General statement is that the goal is to bring stability. Provided a Budget Calendar to the Committee with a detailed handout for explanation. Developing a tentative budget for March. Suggestion that next month we focus the agenda on the tentative budget and provide a draft of the tentative budget to the Chancellor in April. Will provided detailed information at the next PBC meeting.</p> <p>Recommend changes to the following two items:</p> <p>In October, recommend <i>enrollment targets</i>. September is too late to recommend Faculty hires for January. Prioritize position <i>much earlier</i> so that in January faculty jobs may be posted.</p> <p>Each College is doing <i>Program Reviews</i> differently which is not advisable. The District Budget calendar should align with the College calendars; it will be presented to the BOT in February, 2018 and is a starting place for the discussion.</p>

		<p>Recommendations that the PBC schedule an additional meeting next month with the date and time to be determined.</p> <p>Motion (Moore/Cole) to have two meetings in March which will add one additional meeting. Co-Chairs are to send out a date for the next available Friday. Next regular meeting is March 30, 2018. Motion approved unanimously.</p> <p>Note: VC Romaneir Johnson agreed to remove the Planning Calendar from the Board of Trustees meeting on February 23, 2018.</p>
<p>e. An updated report on BAM Ad Hoc Committee</p>		<p>The volunteers for the BAM Ad Hoc Committee are Marybeth Benvenuti, Shirley Slaughter, Shuntel Owens Rogers, Siri Brown, and Tim Brice.</p>
<p>f. Audit request for Measure B and General Funds</p>		<p>Chris Weidenbach, Laney English Faculty, provided a handout with a proposal for an audit of the auditors.</p> <p>Motion to accept the proposal to request an audit of the auditors results for the Measure B and general funds.</p> <p>Discussion included that the District completed an audit at the end of December. Recommendation that another audit would have to be approved by the Board of Trustees and not for this committee to approve. Weidenbach stated a concern that the auditors are the same (switch from partner to partner every five years), but that they have been employed by the District for the last 20 years. It was noted that the third party audit agency is reputable. Question: Do we have sufficient understanding of the audit to know if we should question the auditors.</p>

		<p>Motion amended that the PBC be provided with additional time to consider the current auditor’s recommendations in more detail. 4 Approved. 5 Against. None Abstained. Motion did not pass.</p> <p>Motion to extend the meeting for an additional 5 minutes. Motion approved unanimously.</p> <p>Amended Motion to request a presentation on the audit. Jennifer Shanoski Abstained. Motion passed.</p> <p>Motion for the meeting to adjourn. 3 Approved. 6 Against. None Abstained. Motion did not pass.</p> <p>Motion to extend the meeting for 10 minutes. Motion approved unanimously.</p>
<p>g. Review and update of PBC goal</p>		<p>Item removed from the agenda.</p> <p>Motion approved to remove Item g. Review and update of PBC goal and Table Item h. Commercial Card by California Bank and Trust; Jennifer Shanoski, against. Motion passed.</p>

<p>h. Commercial Card by California Bank and Trust</p>		<p>Item tabled.</p>
<p>i. Board Policies & Administrative Procedures</p>		<p>Joseph Bielanski discussed the BP and AP policies to be submitted to the February 23, 2018 Board of Trustees meeting. District is pulling AP 6250 and AP 3720 policies from the next Board meeting.</p> <p>Motion to approve and adapt the BP and AP items. Jennifer Shanoski abstained (absent). Motion passed.</p>
<p>j. Presentation from District CE Committee</p> <p>k. International Goals (ADDED)--tabled.</p>		<p>Siri Brown District CE Committee Mary Clarke-Miller discussed the resolution approved back in November to request that the PBC adopt to reallocate funds. Marie Amboy also discussed the process of filling the position. Concern that 50% of the funds be allocated back. It was done last year.</p> <p>Motion to support the District CE Committee resolution to reallocate funds. Jennifer Shanoski abstained (absent). Motion passed.</p> <p>V.C. Brown requested that International Goals (ACTION) by placed at the beginning of the March agenda.</p>
<p>III. Adjournment</p>		<p>Meeting adjourned at 11:28 am.</p> <p>-</p>
<p>IV. Next Meeting</p>		<p>Next regular meeting is March 30, 2018 from 9:00 am to 11:00 am.</p>