

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

**MINUTES
October 27, 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:

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
Yashica Crawford, Chief of Staff
Hayat Guessom, SEIU Representative
Rowena Tomaneng, BCC President
Tammeil Gilkerson, Laney College President
Jason Cole, Director of Institutional Research
Shuntel Owens Roger, Classified Senate Representative
Richard Ferreira, PBC note taker (non-voting)

Absent:

Michael Grey, Student Representative
Christine Williams, Vice Chancellor of Finance and Administration (PBC Chair/Presiding)
Dominique Benavides, SEIU representative
Jason Cifra, BCC Vice President of Student Services

Guests:

Dr. Joseph Bielanski, Policy & Procedure Coordinator
Brandi Howard, Legal Coordinator
Chungwai Chum, Interim Business Director, Laney College
Anna O'Neal, Tutorial Services Assistant, SEIU Member
Fred Bourgoin, District Academic Senate Representative

Agenda Item	Committee Goal	Strategic Plan	Outcome/Action
Call to Order: V. C. Williams			9:07 am
I. Adoption of the Agenda			Motion to approve Agenda approved, with two corrections. Item 2d into two separate Ad Hoc committees. Approved unanimously.
II. Approval of Minutes September 22, 2017			Motion to approve September 22, 2017 Minutes. Correction of attendance Donald Moore and Rowena Tomaneng were absent. Name missing District Classified Senate. Shuntel Owens Rogers moved to member. Approved unanimously.
III. Public Comment			Joseph Bielanski public comment District going into the reserve.
IV. Chancellor's Report and Dialogue		D. Strengthen Accountability, Innovation, and Collaboration D.2 Institutional Leadership and Governance	No Chancellor's report given.

		D.3 Institutional Effectiveness	
V. Standing Committee Reports		D. Strengthen Accountability , Innovation, and Collaboration	No Standing Reports given.
a. Workforce Development & Continuing Education		D.2 Institutional Leadership and Governance	
b. DFC		D.3 Institutional Effectiveness	
c. DTC		E. Develop and manage Resources to Advance Our Mission	
d. Other		E.4 Support Quality Instruction	

<p>CARRY OVER AND NEW ITEMS</p> <p>A. Election of faculty Co-Chair</p> <p>B. PGC Recommendations</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration.</p> <p>D.3. Institutional Effectiveness.</p>	<p>Thank you to Daniel Lawson for your contributions as the Co-Chair.</p> <p>Motion Daniel Lawson stepping down from Co-Chair. Nominations called for Donald Moore as Co-Chair. Approved unanimously.</p> <p>PGC First item PBIM called. Legislative updates second item. Language on how to gather information.</p>
<p>C. District Accreditation Work</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</p> <p>D.3 Institutional Effectiveness</p>	<p>Yashica report visit to Merritt College and discussed Integrated planning. District visit to see improvements on HR plan. Should find out more. Lot of acknowledgement and congratulations to everyone.</p> <p>We expect to receive a formal letter by January/February. Visit to both Merritt and Laney. Follow up District was cleared of all eight items.</p> <p>Luther completed a Budget Workshop at Laney College.</p> <p>New info regarding District Budget needs to be present in the meeting. Presentation should be across all colleges.</p> <p>Laney Budget requesting the District Budget Committee to address issues.</p>

<p>D. Report on Ad Hoc Committee for District Budget, to include BAM</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</p> <p>E. Develop and manage Resources to Advance Our Mission</p> <p>E.3 Fiscal Oversight</p>	<p>Moving forward with requests Monday. Goal of Budget Committee should be may need further clarification. Reviewing real budget information.</p> <p>Part of what needs to happen is the Adhoc committee and invite some of that information. Needs an Adhoc request now. Adhoc committee template is available. A 10 minute break was put together to complete an Adhoc Committee request.</p> <p>Review and discussion of Ad Hoc email sent by Yashica Crawford.</p> <p>Motion to Approve Ad Hoc document. Daniel Lawson motioned and Donald Moore seconded. Approved unanimously.</p>
<p>E. Review of 2016-2017 Budget actuals</p>			
<p>F. Review of draft PBC goals for 2017-2018</p>		<p>E. Develop and manage Resources to Advance Our Mission</p> <p>E.3 Fiscal Oversight</p>	<p>PBC 2016-17 Goals presented.</p> <p>Discussion and recommendation</p> <p>Goal 1. And what we just voted on developing an Ad Hoc committee to review and share detailed information.</p> <p>Concern Ad Hoc committee. Maybe review the actual budget in addition to planning on the budget, participate that we are working on the budget. Goals do not include Budget.</p> <p>Need a budget workshop or review so that we can know what we are doing. Possibly determine if BAM is working well. Understand how the Budget Calendar is create and works. Goals should be how we may fulfill out duties.</p>

			<p>Delineation issue. District Finance should be presented a workshop to PBC. Lack within goals.</p> <p>Proposed goal from Jason. Develop a methodology to coordinate district wide planning approach and recommend a prioritization of plans across subject areas and the four colleges.</p> <p>1. Goal for PBC Recommend a coordinated, district-wide planning methodology and calendar.</p> <p>Dedicate the agenda to the goal.</p> <p>There was a question to what are the principles of the Methodology.</p>
<p>G. Adoption of Planning and Budgeting Calendar for 2017-2018</p>			<p>Luther received feedback into the Budget Calendar to be sent out when it is done. Jason volunteered to Chancellor from the PBIM. Possibly a meeting next week? Frustration over number of times requested. Other priorities included a Year End close.</p> <p>August Summit. Clarify by what date it will be available. Possible of calendar draft in July. Concern regarding the Office of Finance and response from the Department. Silence and that the Budget Director does not run the Department.</p> <p>Motion PBC communicates to PGC an inability to task due to lack of response from the Finance Department on the Planning & Budgeting Calendar since July 2017. Integrating the two calendars.</p> <p>Second Jennifer Shanoski.</p> <p>Noes Tim Brice and Jason Cole.</p> <p>Motion approved by majority.</p>

			<p>Other Item to extend the meeting.</p> <p>Motion to extend the meeting to 11:05 am. Motion approved unanimously.</p>
<p>H. Board Policies & Administrative Procedures</p> <p>BP 2015 BP 3250 BP 5030 BP 6340 BP 7800 AP 2710 AP 3250 AP 3435 AP 3570 AP 5020 AP 5030 AP 5055 AP 6340 AP 7122 AP 7123 AP 7124 AP 7125 AP 7336 AP 7800</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</p>	<p>Dr. Bielanski reviewed and discussed all BP and AP revisions.</p> <p>Motion to forward all BP and AP revisions to PGC. Approved unanimously.</p>
<p>III. Adjournment</p>			<p>Meeting adjourned at 11:05 am.</p>
<p>IV. Next Meeting</p>			<p>Next meeting is November 24, 2017: 1:00 pm to 3:00 pm.</p>