

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

**MINUTES
September 22, 2017
District Board Room**

Membership

Christine Williams, Vice Chancellor 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

Dominique Benavides, 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 notetaker (non-voting)

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

PBC Attendance

Present:

Christine Williams, Vice Chancellor Finance and Administration (PBC Chair/Presiding)
Daniel Lawson, Co-Chair
Cleavon Smith, DAS President
Daniel Lawson, Senate President
Jennifer Shanoski, President PFT
Tim Brice, Local 39 representative
Dominique Benavides, SEIU representative
Yashica Crawford, Chief of Staff
Tammeil Gilkerson, Laney College President
Shuntel Owens Roger, Classified Senate Representative
Richard Ferreira, PBC note taker (non-voting)
Annette Dambrosio, Consultant for District Accreditation –advisory (non-voting)

Absent:

Michael Grey, Student Representative
Rowena Tomaneng, BCC President
Donald Moore, Senate President
Jason Cole, Director of Institutional Research

Guests:

Dr. Joseph Bielanski, Policy & Procedure Coordinator
Luther Aaberge, Budget Director
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			9:05 am
I. Adoption of the Agenda			Motion to approve Agenda approved unanimously, with correction of spelling of Dominique Benavides. Approved unanimously.
II. Approval of Minutes May 26, 2017			Motion to approve May 26, 2017 Minutes without corrections. Approved unanimously.
III. Public Comment			Welcome any comments from the public. No comments.
IV. Chancellor's Report and Dialogue		D. Strengthen Accountability, Innovation, and Collaboration D.2 Institutional Leadership and Governance D.3 Institutional Effectiveness	No report given.

<p>V. Standing Committee Reports</p> <ul style="list-style-type: none"> a. Workforce Development & Continuing Education b. DFC c. DTC d. Other 		<p>D. Strengthen Accountability, Innovation, and Collaboration</p> <p>D.2 Institutional Leadership and Governance</p> <p>D.3 Institutional Effectiveness</p> <p>E. Develop and manage Resources to Advance Our Mission</p> <p>E.4 Support Quality Instruction</p>	<p>No Standing Reports given. Discussion regarding difference between Standing Committee and Sub Committees. Need to examine Standing Committee Reports in context of revised PBIM and shortened meeting. Suggestion made that DAASSC, DEMC, DTC, DFC will only provide reports as needed, e.g., to bring forward a resolution to PBC.</p>
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<p>CARRY OVER AND NEW ITEMS</p> <p>A. Election of faculty Co-Chair</p> <p>B. Overview of Enhanced PBIM: Common Goals, Bylaws, PBC Charge</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration.</p> <p>D.3. Institutional Effectiveness.</p>	<p>Motion to nominate of Daniel Lawson as Faculty Co-Chair Approved unanimously.</p> <p>Dr. Dambrosio reviewed general revisions to PBIM. Explained that PBIM is being piloted this academic year and we are noting suggestions for adjustments/revisions. In January PGC will conduct a Midterm evaluation to evaluation pilot year to date. Dambrosio reviewed common goals, bylaws, and PBC charge explaining that a major goal was to have action oriented meetings, more attention to representing one's constituency, wide communication, and broadened dialogue. PBIM will focus on more integrated planning between District and Colleges.</p> <p>Clarification was requested on whether or not committee members could have someone sub for them when emergencies prevented them from attending. Will refer to PGC.</p>
<p>C. District Accreditation Work</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</p> <p>D.3 Institutional Effectiveness</p>	<p>Dr. Dambrosio reported that both Laney and Merritt College will submit Follow-Up Reports to District by Oct. 1. ACCJC Visit is scheduled on Oct. 25: Laney and Merritt in morning and District in afternoon.</p>

<p>D. Recommendation to create an 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>V. C. Williams suggested to form an Ad Hoc Committee for District Budget, to include BAM. Discussion centered on need to continue BAM Task Force and form separate Ad Hoc Budget Committee as sufficient work existed to support both budget committees. Director Aaberge, Chair of BAM, will send out requests for volunteers to serve on 2017-2018 BAM Taskforce.</p> <p>Motion by Cleavon Smith and seconded by Yashica Crawford to form two separate Budget Ad Hoc Committees: 1) Ad Hoc District Budget Committee and 2) Ongoing BAM Task Force.</p> <p>Approved unanimously.</p>
<p>E. Review of 2016-2017 Budget actuals</p>		<p>E. Develop and manage Resources to Advance Our Mission</p> <p>E.3 Fiscal Oversight</p>	<p>DAS President Smith requested that PBC review 2016-2017 budget actuals. History of budget rollover. Recommendation from DAS that PBC formalize actuals, to include monthly review of budget breakdown Motion</p> <p>Discussion needed on what specific budget items would be reviewed and how much time this review might take. Concern regarding roll over every year; focus should be on need for budget allocations to be determined with enough lead time for Colleges to engage in planning.</p>
<p>F. DAS Senate resolution AP 6250</p>			<p>DAS President Smith presented Senate Resolution AP 6250 to request that faculty have a greater presence—inclusion- in budget development process.</p> <p>Motion by Jennifer Shanoski and seconded by Daniel Lawson to adopt DAS AP 6250.</p>

			<p>Approve 2 Opposed None 12 abstained* (abstentions recorded after original vote) Motion approved by majority.</p> <p>Discussion regarding whether motion should be overturned as many members did not understand the resolution. Also request for recording of number of abstentions.</p> <p>*Request that the number of abstentions called.</p> <p>Further discussion regarding voting. Are we using Majority vote? Are we calling for abstentions? Suggestion that PGC review PBIM voting protocol.</p>
<p>G. Board Policies & Administrative Procedures</p> <p>BP 4020 BP 4100</p> <p>AP 4020 AP 4022 AP 4100 AP 4230</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</p>	<p>Dr. Bielanski reviewed all BP and AP revisions.</p> <p>Motion to forward all BP and AP revisions to PGC. Approved unanimously.</p>
<p>H. PBC goals for 2017-2018</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</p>	<p>Discussion that PBC have 2 measurable goals. Discussion also to ensure that Committee members each determine the best way to communicate out to respective constituents and Colleges, e.g., forward draft minutes to College Counsels, Committees, etc.</p>

			<p>Review Evaluation of PBC 2016-2017 Goals (goals were formally evaluated in May 2017)</p> <p>President Gilkerson volunteered to review 2016-2017 and present two PBC draft goals at October meeting.</p> <p>Motion by Daniel Lawson and seconded by Yashica Crawford to delegate formation of draft goals to President Gilkerson.</p> <p>Approved unanimously.</p>
I. Review/recommend Planning and Budgeting Calendar for 2017-2018			<p>V.C. Williams stated that a draft Planning and Budgeting Calendar has been created and she would bring to October meeting for review, discussion.</p> <p>Item tabled</p>
J. Adjournment			<p>Meeting adjourned at 11:00 am.</p> <p>Next meeting is October 27, 2017: 9:00 am to 11:00 am.</p>

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