

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

**MINUTES
March 16, 2018
PFT Conference Room**

Membership

*Romaneir Johnson, VC Finance & 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
Adil Ahmed, Interim Budget Director
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 Researcher
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:

Romaneir Johnson, VC Finance & Administration (PBC Chair/Presiding)
Donald Moore, Co-Chair,
Mario Rivas, Senate President
Jennifer Shanoski, President PFT
Tim Brice, Local 39 representative
Hayat Guessom, SEIU representative
Adil Ahmed, Interim Budget Director
Rowena Tomaneng, BCC President
Tammeil Gilkerson, Laney College President
Jason Cifra, BCC Vice President of Student Services
Shuntel Owens Rogers, Classified Senate Representative
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
Jason Cole, Director of Institutional Research

Guests:

Chungwai Chum, Interim Business Director, Laney College
Derek Pinto, VP of Administrative Services, Laney College
Dettie Del Rosio, Business Director, Merritt College
Jeff Sanceri, PFT Representative
Kenmond Pang, Staff Assistant
Marybeth Benvenuti, Business Director, College of Alameda
Ron Perez, Staff Services Specialist
Sui Song, Interim Budget Director, WDCE
Tim Karas, President, College of Alameda

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 9:05 am.</p> <p>Motion to adopt the Agenda with the meeting to be a working meeting on the Budget calendar.</p> <p>Motion passed.</p>
<p>c. Approval of Minutes from December 15, 2017</p>		<p>Minutes from the previous meeting will be presented at the next PBC meeting on March 30, 2018.</p>
<p>d. Public Comment</p>		<p>No comments from the public.</p>
<p>e. Sub Committee Reports</p>		<p>No subcommittee reports at the working meeting.</p>
<p>f. Co-Chair Reports</p>		<p>Romaneir Johnson, VC for Finance & Administration addressed the committee and provided a draft of the Budget and Finance Master Calendar. She requested that the PBC and colleges provide her and the Finance Department with what was needed for us to meet our deadlines for the District Tentative Budget.</p>
<p>g. Chancellor's Report and Dialogue</p>		<p>No report from the Chancellor at the working meeting.</p>

II. CARRY OVER & NEW ITEMS

- a. Working meeting to build Budget Calendar

The following was received from the general consensus as to what the PBC Budget Calendar would be and will entered on the Budget and Finance Master Calendar.

Aug. 2017 FY17-18

-Final budget review - during summit and/or special meeting of PBC

Dec. 2017 FY17-18

-Budget calendar goes to PBC for approval before going to BoT

Jan. 2018 FY17-18

-Quarterly budget presentation to BoT; to report actuals from October- December

Mar. 2018 FY17-18

-Program review APU's due at the colleges
-Budget assumptions are consolidated

Apr. 2018 FY17-18

-PBC approves/recommends planning calendar for following FY to PGC
-Quarterly budget presentation to BoT; to report actuals from January-March

May 2018 FY17-18

-Tentative Budget sent to PBC
-Review impacts of May revise

Jul. 2018 FY18-19

-Final quarterly budget presentation to the BoT,
to present actuals for April – June

Aug. 2018 FY18-19

-Budget Workshop in the August Summit
-Final budget review - during summit and/or special meeting
of PBC
-Evaluation of previous year -> identification of gaps done at
the college level

Sep. 2018 FY18-19

-Present Final Budget for the current fiscal year to Board for
approval

Oct. 2018 FY18-19

-Facilities and Technology prioritizations due at the colleges
-Faculty prioritizations are consolidated by the colleges and
sent to DASSC
-FTEF/FTES targets are to be sent to the PBC
-Budget building overview training dates to be
adjusted/flexible as needed by colleges
-Evaluation of spending - impact on strategic goals

Nov. 2018 FY18-19

-Faculty prioritizations are sent to the PBC from DASSC
-Classified and Management prioritizations are due at the
colleges

Dec. 2018 FY18-19

-Classified and Management prioritizations are sent to the
PBC

Jan. 2019 FY18-19

- Special Initiatives due to PBC
- Begin the process of budget information aggregation and collection
- Technology and Facilities prioritizations due to District Technology Committee/District Facilities Committee
- Quarterly budget presentation to BoT;
- to report actuals from October- December

Feb. 2019 FY18-19

- District Technology Committee/District Facilities Committee recommendations is sent to PBC

Mar. 2019 FY18-19

- Program review APU's due a the colleges
- Budget assumptions are consolidated

Apr. 2019 FY18-19

- PBC approves/recommends planning calendar for following FY to PGC
- Quarterly budget presentation to BoT; to report actuals from January – March

May 2019 FY18-19

- Tentative Budget sent to PBC
- Review impact of Governor's May Revise

Jun. 2019 FY18-19

- Tentative Budget goes to Board for approval

Note: Next PBC meeting agenda item will be to resubmit the PBC Budget Calendar.

		<p>Motion to adopt that Program Reviews will be submitted to the District in March. Approved unanimously.</p>
III. Adjournment		<p>Motion to extend the meeting by 5 minutes. Approved unanimously.</p> <p>Meeting adjourned at 12:10 pm.</p>
IV. Next Meeting		<p>Next regular meeting is March 30, 2018 from 9:00 am to 11:00 am.</p>