

**PERALTA COMMUNITY COLLEGE DISTRICT
PARCEL TAX OVERSIGHT COMMITTEE MEETING
MEETING MINUTES**

Wednesday, April 29, 2020
Meeting Time: 1:30 pm to 3:00 pm
Location: Zoom Video Conference
Meeting ID: 972-1409-8235

Committee Members (Present):

Debra Weintraub, Chair
Oscar F. Porter, Vice Chair
Bernard Ayanruoh
Zac Unger
Monica Henestroza

Committee Members (Absent):

Aisha K.L. Jordan

PCCD Staff Present:

Dr. Carla Walter, Vice Chancellor for Finance & Administration
Mark Johnson, Interim Executive Director of Public Information
Adil Ahmed, Executive Fiscal Director
Richard Ferreira, Executive Assistant, Finance (Minutes)

Guests:

Jennifer Shanowski, President PFT
Shirley Coaston Retired Faculty, COA Librarian

Minutes Recorded by: Richard Ferreira, Executive Assistant, Finance & Administration

1. Call to Order and Introductions – Chair Weintraub

Meeting was called to order at 1:31 p.m. by Debra Weintraub with the quorum.

2. Review of Agenda – Chair Weintraub

Motion and seconded to approve the Agenda with no changes.

Motion approved unanimous.

3. Public Comment – Chair Weintraub

Mark Johnson stated the changes the official start date for the terms. Terms through June 30th and the start dates for July 1st. Introduction of all members and guests.

4. Approval of Minutes from January 27, 2020 Meeting – Chair Weintraub

Motion and seconded for the committee to accept the minutes from the January 27, 2020 meeting with no changes.

Motion approved unanimously.

5. Brief Update on District and COVID-19 – particularly as it pertains to COC Concerns

Requested someone from the District to discuss the COVID-19 situation. Mark Johnson stated all campuses closed in response to Alameda County extending through the end of May, 2020. Faculty and Staff doing an amazing job shifting in place. Most classes able to shift. The District ordered 9,000 Chrome Books and distributed them to the colleges. Website safe.peralta.edu for updates on the COVID-19 status is available. We are undeterred by the Shelter in Place order. Students are about to graduate and the work continues.

VC Walter stated we are working to ensure students are taken care of and that we are in compliance with Federal and State orders. We are keeping up with the State Chancellor's Office and will all be happy when we are on the other side of the pandemic.

Enrollment open registration started April 17. We understood that the Shelter in place order may continue and this may continue into the Fall semester. We know the financial impact that the demand for higher education will increase and we are attempting to position ourselves for the demand.

Parcel Tax fund allocation has not changed because of the Shelter in Place or COVID-19. Nothing other than what has already been allocated as usage. No additional changes to be more clear on this subject.

The 9,000 Chrome Books were provided as we worked with VC Sata and the expenditure is fundamental for teaching at the District. Therefore, Bond Funds were utilized and not Parcel Tax.

6. Presentation of Draft Document of Gathering and Reporting of Information to COC

Focus is on consistent format for both receiving and reporting information. Also, a consistent set of information from the District when communicating to the community. Oscar and Bernard placed together the document regarding the set of questions.

Oscar Porter began by thanked Debra Weintraub for the conversation and Richard Ferreira for sending a set of questions from the January 27, 2020 meeting. Also for Bernard for coming through particularly regarding the funding and accounting aspect. Referred to the Data Request Discussion document and briefly discussed the role of the Oversight Committee as well as the other questions.

Reviewed the two page narrative document and then the excel sheet. Information should be presented in a manner that is useful to the voters, in other words, a lay person who is not familiar with the language of higher education, but wants to understand what happened.

There was a sense that there should be a place or a repository of where the information underlies the committees work. This should be able to be located by anyone with the types of information in that one place. More specifically to be able to answer some how or why questions and there are six basic questions regarding

policy and philosophy. This is more about goals, where the monies were spent and how the impact was assessed. How the outcomes relate to student success and how that is measured at the each institution. This information would be supplemented in several ways. Committee is interested in engaging directly with campus faculty, administrators, staff, students, and community members to get comments on the application and usage of funds. Basically, up close and personal.

The committee may want to collect information through surveys on the colleges regarding issues related to the Parcel Tax. This is not to be intrusive as to upset the activities of the colleges, but is important to the committee to have a better sense. Some specific areas regarding movement and allocation of funds. Suggested a flow chart to illustrate the process for visual mapping of the Parcel Tax. The committee would also like to see a break down from the colleges.

Bernard Ayanruoh discussed possibly provide tables that show the program expenditures and identify in broad categories what the funds were used for. Looking to see if a breakdown is possible based on subsidiary entries and seeing the details behind the Fund 12 Report provided in the past to verify if they corroborate the use of the Parcel Tax.

Oscar Porter then provided a format on an Excel document on how the information on the reports from the District should be received. He then discussed the reason for the formatting and outlines.

The draft of the four (4) types of reports were as follows in the supporting documents:

CAMPUS PARCEL TAX EXPENDITURE BY USE
CAMPUS REPORT-CLASSROOM
CAMPUS REPORT-NON-CLASSROOM
CAMPUS REPORT-STUDENT OUTCOMES

With the two documents the committee will be able to get a sense and a picture of how the funds were used and the impact on the students that were effected. The drafts were provided to the Committee for review, comments and their consideration. This was discussed with the other inquires on the document provided.

Debra Weintraub, Chair thanked Oscar Porter and Bernard Ayanruoh for their work. Thank you to Peralta, including Administration, Classified, Faculty and the Librarians for the information. It is possible the language may be modified.

It was pointed out that Student Outcomes including the number of sections on information requested from the District.

It is believed that the overall task is to gather information in a way that the committee will understand. Possibly an adhoc committee may be set up to work through the details of what can be collected, could be, or should be collected. The narrative is that it should be straight forward. Oscar and Bernard volunteered to meet with District employees, if needed.

This year will certainly be different because we are living through a pandemic and it will be reflected in everything that we see and taken into account somehow. This is a big job that the committee has to take on.

Motion and seconded that the committee accepts the two (2) drafts of the documents, as the working documents to be a framework, the committee will have to provide direction so it may pursue how the data is to be received from the District. Motion approved unanimously.

Chair Weintraub clarified that yes, these documents may change but will be used as framework in order to request data from the District.

VC Walter stated she appreciated the information from the committee and will work with them to provide the data in the format requested. Will take the template back the Finance Department and believes it is doable. The question is frequency.

Believe annually or possibly twice year and the committee generally meets four (4) times a year.

The Chancellor would like the Presidents to be involved with the committee.

The Chair, Debra Weintraub and Monica Henestroza to work with VC Walter more on the narrative from the April 29, 2020 meeting.

7. Selecting Next Meeting Date and Time

Wednesday July 29, 2020 from 1:30 to 3:00 pm

8. Announcements

None.

9. Closing Remarks and Adjournment

There were no other closing remarks.

The meeting adjourned at 3:06 p.m.