

Peralta Community College District

PCCD Planning and Budgeting Council

Date of Meeting: May 22, 2015

Present: Fred Bourgoin, Timothy Brice, Debbie Budd, Paula Coil, Lisa Cook, Matthew Goldstein, Rick Greenspan, Stefanie Harding, Brandi Howard, Sadiq Ikharo, Jennifer Lenahan, Mike Orkin, Tae-Soon Park, Cleavon Smith, Sui Song, Elnora Webb

Chair/Co-Chair: Susan Rinne, Karolyn van Putten

Guests: Elmer Bugg, Indra Thadani, Mary Beth Benvenu, Marie Hampton

Facilitator/Recorder: Linda Sanford, Joseph Bielanski

Absent: Norma Ambriz-Galaviz, James Blake, Joi Lin Blake, Drew Gephart, Calvin Madlock, Carolyn Martin, Anna O’Neal, Rochelle Olive, Carl Oliver, Jeramy Rolley, Jennifer Shanoski

Agenda Item	PBC 2014-15 Committee Goal	PCCD 2014-15 Strategic Planning Goal and/or Institutional Objective	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order			Start: 9:07AM		
1. Agenda Review (Facilitator)			Motion (Webb) APPROVED		
2. Review of Minutes: April 27, 2015 (Facilitator)		D. 3 Institutional Effectiveness	Motion (Dr. Webb, VC Rinne) APPROVED		
3. Data Requests: • # of full-time faculty per campus for the past 5 years • # of classified staff per campus for the past 5 years • Amount of budget		D. 3 Institutional Effectiveness	(see handout) HR went into PeopleSoft to get information given in handout. Band allocation needed. Four year budget allocation report. Obligation compliance, no update to projected numbers. We are on track to meet the obligations, but faculty must be teaching in	Drop box needed for extra handouts. Starting Fall start using drop box for agenda and a few handouts.	

<p>allocation for faculty per campus for the past 5 years</p> <ul style="list-style-type: none"> • Amount of base discretionary funds expended per campus for the past 5 years • FON number for the past 5 years <p>(VC Rinne and VC Orkin)</p>			<p>Fall in order to be counted.</p> <p>Number of classified is for anyone and any position, this counts anyone who is in the HR system as current, does not count vacant.</p> <p>In Fall it will be the priority to look at BAM model to make changes.</p> <p>Need to define what the changes needed.</p> <p>Other costs must be accounted for (building costs, other non-employee costs)</p> <p>Tuitions need to be accounted for outside of the BAM model.</p> <p>Full time faculty is not even throughout the campuses; different needs at different campuses should be accounted for. Classified is not being hired while faculty is growing. Classified needs to be included in growth.</p> <p>Budget for nonresident students should be accounted.</p> <p>Motions- PBC facilitator to work with chancellor justification and numbers come to PBC before approved. Stay consistent with budget develop calendar (to be added).</p> <p>BAM needs to have grant funded areas noted.</p>	<p>Workgroup to be formed to address the BAM issues.</p>	
<p>4. Report of Progress in Setting College Institutional Effectiveness Goals for 2015 – 16. (College Presidents)</p>	<p>6. Monitor Progress in the Integrated Planning and Budgeting Calendar</p>	<p>D. 3 Institutional Effectiveness</p> <p>E.3 Fiscal Oversight</p>	<p>COA handout- IFI.</p> <p>BCC- 64.5% for master plan, hope to be at 77% focus on math.</p> <p>Laney- no numbers yet, retreat to finalize.</p> <p>Merritt-numbers on chancellor website are consistent. Retreat to finalize before due date.</p>		
<p>5. Draft 5-year Construction Plan (VC Ikharo)</p>	<p>6. Monitor Progress in the Integrated Planning and Budgeting Calendar</p>	<p>D. 3 Institutional Effectiveness</p> <p>E.3 Fiscal Oversight</p>	<p>Data found on fusion but more info can be found on the state chance office website or cccfusion.org</p> <p>Movement-Faculty involvement is needed in documentation, check box by rep or someone who is in charge, signed for accountability.</p>		
<p>6. Preliminary 2015-16</p>	<p>6. Monitor</p>	<p>D. 3</p>	<p>CDCP have not been used in past, will start to</p>	<p>Written opav</p>	

<p>Budget (VC Rinne)</p>	<p>Progress in the Integrated Planning and Budgeting Calendar</p>	<p>Institutional Effectiveness E.3 Fiscal Oversight</p>	<p>use next year. Operating costs are unrestrictive but there are "hints" FTF may be prorated by FTES. The multiyear project will be changed depending on various factors; the form hasn't been updated yet (as stated on document). Parcel tax is not included in the MYP doc. Retro checks out to be sent out possibly in June (built in).</p>	<p>language doc sent out.</p>	
<p>7. Board Policies and Administrative Procedures (Dr. Bielanski)</p>	<p>3. Review and Recommend Board Policies and Administrative Procedures</p>	<p>D. 2 Institutional Leadership and Governance</p>	<p>Inventory of property and equipment maintenance document has been updated. Asset tag only for pieces over \$500, tags are not named but they are in inventory list. It is up to the admin to track the item using the tag number. Scanning tag will take you to the PO# where more information can be found. Tags are really only used for items that can "walk away". Inventory reports can only be requested by the warehouse. Motion to approve draft #6551- Ikhara second Orkin Discussion: The procedure is not adequate for tracking items. Too many disconnects. Auditors are requesting that the procedure be finalized. The last 5 years the district hasn't clearly itemized what the tax payer's money is spent on. Staff training is needed for campus about how to implement assist tags for items that are delivered to the campus and that doesn't go through warehouse. District warehouse is the only area that can provide the tags. Fix asset inventory-not always available at campus. Should be available to anyone on campus not only purchasing. Need to meet the</p>	<p>Committee needs to be reviewed, send report after filling out</p>	

			<p>auditor requirement ASAP, changes can be added later. PeopleSoft is only for \$5k or more not \$500 which is what tags are for. If approved a baseline list will be needed along with final approval of final document. Refer to the admin pro per CCLC update: Must be approved, but some language could be changed.</p> <p>Motion to approve #25- Approved Smith/Bud Vice president to approve before going to A&R keep as it is and #4231 can be changed -4231 being pulled-</p> <p>Approve #2430 the yellow highlighted-Moved</p> <p>BP 5010 &5011- change title to special admission (greater clarity when going to government) Moved and second-approved Management employee transfer and reassignment came from president Norma-moved to refer it to chancellor cabinet to come back in the fall-approved</p>		
8. Assessment of PBC 2014-15 Goals (Facilitator)	5. Evaluate Continuous Improvement of the PBIM Process	D.2 Institutional Leadership and Governance D. 3 Institutional Effectiveness			
9. Other Business					
10. Adjournment			11:59 am		

Minutes taken by: Kirsten Clover

Attachments: All documents and/or handouts for this meeting can be found at:
<http://web.peralta.edu/pbi/planning-and-budgeting-council/pbc-documents/>
<http://web.peralta.edu/pbi/planning-and-budgeting-council/minutes/>