

**Peralta Community College District
PCCD Planning and Budgeting Council (May 2016)**

Date of Meeting: May 27, 2016

Present: Luther Aaberge, Norma Ambriz-Galaviz, Fred Bourgoin, Timothy Brice, Lisa Cook, Barbara Des Rochers, Rick Greenspan, Stefanie Harding, Brandi Howard, Sadiq Ikharo, Daniel Lawson, Jennifer Lenahan, Carolyn J. Martin, Mario Rivas, Patricia Stanley, Fran White

Chair/Co-Chair: Ronald Little, Cleavon Smith

Guests: Annette Dambrosio, Venesse Metcalf, Audrey Trotter, Elnora Webb, May Chen, Tom Wong, Bruce Shapiro, Mary Beth Benvenuti, Helena Lengel, Cody Pelletier, Inger Stark, Louis Quindlen

Facilitator/Recorder: Linda Sanford, Joseph Bielanski

Absent: Adrian Abuyen, Sylvia Espinosa, Justin Hyche, Ed Jaramillo, Anna O’Neal, Mike Orkin, Rochelle Olive

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: 8:35 AM		
1. Agenda Review (Facilitator)			Postpone items #3 and #4 until the Presenter arrives.		
2. Review of Minutes: March 18, 2016 (Facilitator)					Motion (Stanley, Little) To approve the April 29, 2016 meeting minutes.

<p>3. Facilities Projects Update (VC Ikharo)</p>	<p>6. Develop and monitor Progress in the Integrated Planning and Budgeting Calendar</p>	<p>D. Strengthen Accountability, Innovation and Collaboration D.2. Institutional Leadership and Governance: D. 3 Institutional Effectiveness</p>	<p>Documents will be distributed electronically.</p> <p>The big spreadsheet shows the status of the 2014/15 and 2015/16 projects. During the 2014/15 fiscal year, approximately \$1.9 million was budgeted for scheduled maintenance. The projects in blue have been completed and the projects in black are still being done and anticipated to be completed by December 2016, although the State Chancellor’s Office gave us a deadline to complete these projects by June 30, 2017.</p> <p>The biggest ticket item is the blue emergency phones. It is a district-wide project. We went out to bid. However, the Board of Trustees asked us to stop that project and take a more comprehensive approach to look at how in emergency situations we will be able to reach our stakeholders by using technology. We setup a committee that includes IT staff. The new IT Director made some suggestions such as a phone app that can communicate directly with the Sheriff’s Office. We went to each College to conduct a new survey and asked where they would like the blue phones to be placed. In June we will meet with each College Business Director as part of the survey to indicate where they want the phones to be placed. The new blue phones will</p>	<p>Motion (Cook, Bourgoin) that since there’s already a 1% received from the State for Scheduled Maintenance, that we provide the additional 0.5% per the recommendation to move the projects along and explore the impact of possibility for hiring additional staffing (Project Manager via one-time fund).. Given that it seems there is a space in the current budget under Mandate Claim reimbursement from which that can come. APPROVED Abstain: 3</p>
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			<p>include a camera and have speakers.</p> <p>For fiscal year 2015-16, the PBC sent a recommendation in January to the Chancellor to approve \$1.9 million for life safety projects. The listing is mostly for elevators. We are looking at September for the Laney Tower building elevator bids. Then COA and Merritt will follow.</p> <p>Note: The \$1.9 million referenced was the one-time scheduled maintenance allocation from the State.</p> <p>When the DFC resolution for 1.5% of the General Fund was presented to the PBC, there was a need for \$8.9 million. If we were to allocate 1.5% every year from the General Fund, in six years we will be able to address all \$8.9 million.</p> <p>Per VC Little, deferred maintenance and scheduled maintenance from his experience are typically used to address systems, i.e., HVAC, roofing, flooring, plumbing, electrical, and mechanical systems, etc. In looking at the 1% General Fund funds, in K12 we call it routine regular maintenance. What does it take to keep things running and the District alive? In the Tentative Budget, he stated he was charged with bringing two budgets: one with the current level of funding and the other for the 1% items. The suggestion to this group is to</p>		
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			look at another additional 0.5%, about \$650,000. We need to figure out where funding for routine maintenance would come from.	
4. Accreditation Reports (VC Ikharo – TCO) (Venesse Metcalf – Staffing Plan) (Annette Dambrosio – District Accreditation Responses to ACCJC Recommendations) College Representatives – BCC, COA, Laney, and Merritt)	7. Review monthly progress reports on resolution of the eight District accreditation recommendations and review periodic progress reports from the colleges in resolution of the colleges’ accreditation recommendations.	D. Strengthen Accountability, Innovation and Collaboration D.2. Institutional Leadership and Governance:	<p>HR Director Metcalf presented the updated Staffing Plan. The Staffing Plan was designed to identify and prioritize our staffing needs aligned to our four year Strategic Plan. The Staffing Plan will be implemented in 2016-17 and to be updated in two years as the District transitions to a new plan in 2018-19. We would like to create a staffing matrix with gap analysis. Please send ideas, comments to VC Largent, Director Metcalf, and Dr. Dambrosio.</p> <p>The Total Cost of Ownership District Guidelines was presented. It includes draft IT guidelines. Please send all comments to Dr. Dambrosio and VC Ikharo. We will continue to work to refine the document to meet PCCD’s needs.</p> <p>We also have the PBIM survey to evaluate. Dr. Dambrosio will continue to meet with the accreditation leads (two from each college) this summer. We will have all four College Report drafts at Flex Day.</p> <p>Dr. Chen (BCC):</p> <ol style="list-style-type: none"> 1. ACCJC wants us to publish our integrative planning with process 	<p>Motion (Greenspan, Bourgoin) Any documents or PowerPoints that will be presented has to be submitted to the facilitator by Tuesday night for a Friday meeting to be distributed along with the agenda. APPROVED Abstain: 7</p>

			<p>assessment (see handout). We are continuing to update our integrated planning (on website). We have provided a detailed process, timeline and assessment.</p> <p>2. SLOs:</p> <ul style="list-style-type: none"> a. Increase the frequency of the SLO assessment. We developed an up-to-date assessment cycle. In the past we assessed every six years, now we assess every three years. b. Make sure all course syllabi include SLOs. <p>Director Benvenuti—for VP Karas (COA). COA submitted a Report that shows our Follow-Up Report timeline (page 2) that depicts where we are in the process. We have our Blue Print of Excellence. Published documents are available on COA’s accreditation webpage.</p> <p>Dr. Stanley (Laney):</p> <ul style="list-style-type: none"> 1. Assessment 2. Integrated planning <p>Committees are meeting regularly and will continue to work over the summer. We are making good progress. Next Tuesday, we will incorporate additions to Laney’s integrated planning at our retreat.</p> <p>Dr. Trotter (Merritt): PowerPoint slides. The intent is an overview of Merritt’s</p>		
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			<p>timeline. The past 10 months was spent on preparing our response. We have teams working on all nine Recommendations. This 18 month planning period began last July as soon as the action letter was received. The action period started in September. The initial draft was completed in December. In the fall we identified four critical issues and ten in the spring. At the check-in yesterday, we have accomplished at least six of them. We also included our deadline dates for this process. The Board approval date is September 13th and submission to the ACCJC is by September 30th (Oct. 1 deadline).</p> <p>Co-Chair Smith reminded College Presidents that over the summer, they need to support their Senate Presidents that are involved in the accreditation report process.</p> <p>Concerns were expressed in regard to receiving late documents for review. Documents should be submitted to the PBC at least three days in advance of the PBC meetings. Council members need time to review these documents in order to make informed decisions and ask questions. There is a need to change the current culture.</p>	<p>Co-Chair Smith will email the changes in College Academic Senate Presidents to Dr. Dambrosio.</p>	
5. District 2016 – 2019 Equal Opportunity		D. Strengthen Accountability,	HR Director Metcalf presented the updated Equal Opportunity Employment		Motion (White, Little) to endorse

<p>Employment Plan (Venesse Metcalf)</p>		<p>Innovation and Collaboration</p> <p>D.2. Institutional Leadership and Governance:</p>	<p>(EEO) Plan. She thanked Mr. Pelletier for pulling the statistics for the EEO Plan. HR needs to submit the Plan to the Chancellor’s Office in Sacramento. The Plan is designed to reflect our commitment to EEO. There are some areas of improvement from 2013 to 2016.</p> <p>Highlight: Page 18: From 2013 to 2016 the District increased its permanent workforce by 129 employees.</p> <p>EEO demographics that declined: Caucasian Administrators, African American Classified, Caucasian Classified, and male Classified. There are areas where we can increase our diversity in all areas of underrepresentation.</p> <p>Chanelle Whittaker is Peralta’s Director of EEO.</p> <p>Co-Chair Smith informed the Council that we receive EEO allocation from the State based on performance. There are some criteria that we have to meet in order to get all the allocation.</p> <p>Per Ms. Metcalf, our allocation from the State is \$8,000.</p> <p>Dr. Webb commended VC Largent. Peralta is one of the few community</p>	<p>the updated EEO Plan. APPROVED</p>
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			college districts that have consistently submitted our EEO plan to the State Chancellor's Office.		
6. 2016-17 Tentative Budget (VC Little)	6. Develop and monitor Progress in the Integrated Planning and Budgeting Calendar	<p>E. Develop and Manage Resources to Advance Our Mission</p> <p>E.3 Fiscal Oversight: Prudently manage all fiscal resources; general fund, bonds, benefits, OPEB, and other long-term liabilities. Resolve all outstanding audit findings</p>	<p>The Tentative Budget is in draft form and is based on the Governor's May Revise. Finance will be taking the Tentative Budget to the June Board meeting for approval. Generally, we are looking at a breakeven budget for next year based on fiscal assumptions.</p> <p>The Governor allocated more funding (2%) across the system state-wide to support growth. For Peralta that is about \$1.5 to \$1.8 million if we grow, but we are not. Last fiscal year, we borrowed 1,000 FTES from the summer. We did not reach 19,507 FTES this year. In order for us to stay at the 19,507 FTES funding level, we have to go into stability next year and borrow all of this summer. We can fall in and out of stability by borrowing from the subsequent summer. Our average FTES is 18,600 per year. That is why there is 0% in enrollment growth.</p> <p>This budget includes \$3.75 million of the instructional material and deferred maintenance and \$1.88 million in one-time funding. We had to use 1/3 of the \$1.88 million to balance the budget. That means, instead of budgeting for \$1.88 million in expenditures, we only budgeted \$1.2 million. The other</p>	We will invite VC Orkin to come to our September meeting to present on strategic enrollment management.	

			<p>\$600,000 was used to balance the budget.</p> <p>Part of Prop 30 will be sun setting. That will decrease our funding by \$1.7 million. The Governor plans to hold school districts harmless. PERS and STRS will increase in 2017-18 by \$3.25 million more.</p> <p>Request was made by Dr. Ambriz-Galaviz to outline what portion of expenses is going to each College and District Admin. Center.</p>		
<p>7. Task Force Reports: (Luther Aaberge – Purchasing Task Force) (Cleavon Smith – BAM Task Force) (Yashica Crawford – RATF)</p>	<p>1. Evaluate the Budget Allocation Model (BAM), consider recommendations with respect to improvements, and create a three-year plan for full implementation.</p> <p>2. Update Purchasing Guidelines</p>	<p>D. Strengthen Accountability, Innovation and Collaboration</p> <p>D. 3 Institutional Effectiveness</p> <p>E. Develop and Manage Resources to Advance Our Mission</p> <p>E.3 Fiscal Oversight: Prudently manage all fiscal resources;</p>	<p>Director Aaberge (Purchasing Task Force): The Purchasing TF was tasked with reviewing the procurement process and make suggestions to streamline and improve the process.</p> <p>In the assessment role, we reviewed the ICC process (internal control and bid thresholds). We looked at reducing time, the number of ICCs, and our carbon footprint. We are replacing the ICC with a Master Service Agreement (MSA) to create stronger contract language.</p> <p>In the recommendation section, we have decided to:</p> <ol style="list-style-type: none"> 1. Increase the ICC requirement threshold from \$600 to \$2,501. The increased amount to \$2,500 would save a lot of time and labor to process ICCs. The 		<p>Motion (Harding, Howard) to endorse the streamlined contract process. APPROVED</p>

		<p>general fund, bonds, benefits, OPEB, and other long-term liabilities. Resolve all outstanding audit findings</p>	<p>requirements of the purchase order through a requisition will continue.</p> <ol style="list-style-type: none"> 2. Eliminating the ICC form with Master Service Agreement. The idea is the MSA could be used by multiple users across all Colleges. The scope of work is an addition to the MSA if there is a major change in the SOW. It will be reworded to be more compliant with Federal compliance and legal language. The MSA will require the College President and/or the Chancellor's signature in addition to the vendor's signature. 3. Service requisitions below \$2,501 will only require two approvals: the requestor and the cost center manager. <p>Note: Services over \$25,000 will follow the current process.</p> <p>The \$2,500 threshold was selected because it does not require three quotes.</p> <p>Please ask vendors to contact VC Little or Director Aaberge regarding any payment issues.</p> <p>Co-Chair Smith (BAM Task Force): Recommendation 1: To remove all full-time faculty salary from the allocation.</p>		
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			<p>The task force demystified some myths that were disproven. Salary and benefit costs of older faculty do not disadvantage certain Colleges.</p> <p>Recommendation 2: On March 15th, we have concluded that CTE courses have no significant disproportionate impact on College productivity levels.</p> <p>Recommendation 3: To setup a separate TF to look at staffing levels. We will continue work in the summer. How to build accountability in the BAM model? Where and when do we ask for an endorsement on all recommendations? We will look at other Districts' models and compare: San Diego, Los Rios, Contra Costa and Los Angeles.</p> <p>Ms. Howard (Resource Allocation Task Force): The RATF met yesterday and created a draft rubric based on rubrics from the Colleges. The Task Force found similarities as to how each College prioritizes their staffing needs. The rubric will be compared to the Faculty Senate's rubric that is being used to see if they overlap. The draft rubric will be presented at the PBC Summit in August. Once the rubric is adopted by all four Colleges and the District, it will be used in the resource allocation process to determine district-wide staffing needs.</p>		
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			RATF members: Stefanie Harding, Abigail Brewer, Ron Little, Stefanie Harding, Carrie Burdick, Cleavon Smith, Joi Blake, Brandi Howard, and Tim Brice.	
8. District Academic Senate Recommendations: (Cleavon Smith)	5. Evaluate Continuous Improvement of the PBIM Process	D. Strengthen Accountability, Innovation and Collaboration D. 3 Institutional Effectiveness	<p>Ms. Stark presented the resolution from Distance Ed Committee (a subcommittee of the DEC). Format: The last “WHEREAS” was added by the DEC to address equitable deliverables of Distance Ed. The last “BE IT RESOLVED” was added by the District Academic Senate. This was developed in February and passed by the DEC subcommittee on February 22nd. The DEC passed it on February 26th. The DAS passed it on March 1st. The DTC passed it on May 13th. Chancellor Laguerre has seen this resolution and he expects the PBC to endorse it.</p> <p>Request was made that the Chancellor reports back in the fall in terms of the actions that he will take to address the need expressed by the Colleges and District.</p> <p>Request was made by Mr. Greenspan for the document to be revised and send back to the PBC with the cost and funding source. In addition, any future proposals coming to the PBC that require funding will indicate the dollar figure associated with the request.</p>	<p>Motion (Ambriz-Galaviz, ?) endorsed the Distance Education resolution with the suggestion made by Rick (a revised document needs to come back to us with how much it will cost and where the funding is coming from) that it not have any financial consequences on the colleges’ proposed budget. Abstain: 1</p> <p>Motion (Lawson, Rivas) to endorse the DAS recommendation that an Institutional Researcher at the District be assigned</p>

					immediately to work with Nathan Pellegrin in order to transition as the lead researcher associated with common assessment. Abstain: 2
9. Annual Program Update Template for the Colleges (Program Review Task Force)	6. Develop and monitor Progress in the Integrated Planning and Budgeting Calendar	E. Develop and Manage Resources to Advance Our Mission E.3 Fiscal Oversight: Prudently manage all fiscal resources; general fund, bonds, benefits, OPEB, and other long-term liabilities. Resolve all outstanding audit findings	The Annual Program Update is a reflection of the program reviews and see where we are now, progress, and any challenges that we still see. The APU is a qualitative vs. quantitative reflection. It was reviewed by Program Co-Chairs and different people on the assessment committee. The APU is a document in development. Note: This is an ACCJC and State requirement every year. Dr. Ambriz-Galaviz requested a timeline or expectation that the data be made available by the start of the fall term. Faculty need advance notice so they know it's on their plate for the Fall. We want to achieve 100%, but it is challenging to achieve when faculty don't have a starting point when they should. This was a primary concern in the survey. It is a big item for the DAS to address next year. Mr. Quindlen recommends providing professional development to address		Motion (Rivas, Smith) to endorse the Annual Program Update template for the colleges. APPROVED Motion (Ambriz-Galaviz, Smith) In light of approving this template, ask that the guideline and timeline be establish in June for implementation in August including the data. APPROVED

			these issues at the Program level.		
10. Administrative Procedures (Joseph Bielanski)	2. Review and Recommend Board Policies and Administrative Procedures	D. Strengthen Accountability, Innovation and Collaboration D.2. Institutional Leadership and Governance:	<p>AP 3100 Organizational Structure</p> <ul style="list-style-type: none"> An addition of three positions into the organizational chart: Executive Vice Chancellor, Vice Chancellor of Academic Affairs, Associate Vice Chancellor/Workforce Development and Continuing Education. The removal of the General Counsel position because it is no longer a permanent position. <p>AP 3435 Discrimination and Harassment</p> <ul style="list-style-type: none"> We reviewed the document on January 29th and came to realize it needs further consultation. AP 3435 went to the Peralta Federation of Teachers (PFT) for review and input. It is my understanding that it has been signed off, except for an added a sentence on page 9 “Participation of faculty in such training is strongly encouraged, but is not mandatory, except when required by law”. <p>AP 5011 Admission: Special Admission and Enrollment of High School and Other Students</p> <ul style="list-style-type: none"> Students enrolled in 6.5 to 11 		Motion (Lenahan) to approve AP3100 Organizational Structure, AP 3435 Discrimination and Harassment Complaints and Investigations, AP 5011 Admission: Special Admission and Enrollment of High School and Other Students, and AP 5030 Student Fees. APPROVED

			<p>units must obtain permission (signature) from the VPSS on the special enrollment form.</p> <p>AP 5030 Student Fees</p> <ul style="list-style-type: none"> • There are two changes being made. <ol style="list-style-type: none"> 1. Information about the AC Transit Easy Pass contract has been renegotiated with a change from 9 units to 6 units. There is a different price for 2016-2017, 2017-2018, 2018-2019, and 2019-2020. Exemption: students enroll in the Nelson Mandela Cypress Training Center. 2. Students voted on a Student Representation Fee. At this point in time, Legal Counsel reviewed this and said the language proposed does comply with Ed Code. 		
3. Self-Evaluation of the PBC 2015-16 Goals (Facilitator)				Please send responses to the PBC goals by Wednesday, June 1 st . Ms. Sanford will send the final document.	
4. Dialogue with the Chancellor			The proposal sent to refine PBIM is not to be effective in Fall 2016, rather it is		

(Dr. Laguerre)			<p>something we can discuss and probably spring 2017 is the earliest to implement changes. PCCD needs:</p> <ol style="list-style-type: none"> 1. To allow time to digest and share the information with faculty, staff, and students as well as time to provide your feedback. 2. To attend to our Accreditation Reports and visit. <p>The Chancellor emphasized the need for the Chancellor’s Office to have a chance to respond to recommendations and resolutions passed at the previous meeting. Otherwise PBC members might become discouraged. The Chancellor asked for one change for the fall: The Chancellor or the Chief of Staff will have a special place on the agenda to report on prior resolutions and recommendations that were passed. The other thing is for the Chancellor or Chief of Staff to attend the meeting and communicate to the PBC in a formal way.</p> <p>Per Ms. Sanford, at the last meeting, the PBC approved changes to the process by adding a signature line and for VC Little to report to the Chancellor.</p> <p>The how and when (action and timeline) the PBC would like to be responded to need to be worked out.</p>		
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			<p>The Chancellor would like to add an Enrollment Management Committee. Looking at our enrollment, it lacks movement and it is catching up to us. Dean Hotep recently resigned and the Chancellor would like to replace him with an Enrollment Management position. Decisions will be communicated in the C-Direct.</p> <p>Institutional Effectiveness Partnership Initiative (IEPI) owes us \$100,000. We can take some of the funds and possibly invest in enrollment management. Currently the only institution who received IPEI funding and is spending it is BCC.</p> <p>We finally created an interest card, which is the basic part of enrollment management. We need to establish an office at each College so that students can be directed to the right person for help.</p> <p>There would be discussion on the new organizational structure at the PBIM Summit and then the Chancellor will take it back to the Colleges and work groups for discussion. In November, we can have a formal vote or resolution to move it forward with a timeline for implementation.</p>		
5. Adjournment			12:32 PM		

Minutes taken by: Sui Song

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/>

***Next Meeting: September 30, 2016 9:00 a.m. – 12:00pm**