

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

**MINUTES**  
**April 28, 2017**  
**District Board Room**

**Present:** Abigail Brewer (Local 1021 Rep), Anna O’Neal (Alameda Classified Rep), Brandi Howard (Laney Classified Rep), Christine Williams (Acting VC of Finance), Daniel Lawson (Merritt Faculty Rep), Fred Bourgoin (Laney Faculty Rep), Jason Cole (VC of Information Technology), Luis Pedraja (VC of Academic Affairs), Mario Rivas (Merritt Academic Senate Pres), Mikael Orkin (DTC Committee Rep), Sadiq Ikhara (VC of DGS and DFC Committee Rep), Sylvia Espinosa (BCC Classified Rep), Richard Ferreira, (Interim Executive Assistant, Finance/Minutes), [Samantha Kessler \(Merritt Classified Rep\)](#),

**Guests:** Charles Neal (Director, Sustainability); Sui Song, (Interim Budget Director WDCE); Tim Brice (Interim Maintenance and Operations), Annette Dambrosio (District Accreditation), Kelly Pernell, Louie Martirez (Budget Analyst)

**Absent:** Barbara Des Rochers, (BCC Academic Senate Pres), Carolyn J. Martin (BCC Faculty Rep), Dave Ivan Cruz (Student Gov. Rep), Donald Moore (Laney Academic Senate Pres), Tim Karas (COA President), Ed Jaramillo (PFT President), Joseph Bielanski, Jr., (Articulation Officer), Luther Aaberge (Budget Director), Marie-Elaine Burns (Merritt President), Phyllis Carter (Business Director, Laney), Rick Greenspan (COA Faculty Rep), Roberto Gonzalez (BCC Classified Senate/President), Rowena Tomaneng (BCC President), Rochelle Olive (COA Academic Senate Pres.), Ronald Little (VC of Finance), Shatera Neff (Student Gov. Rep), Tammeil Gilkerson, (Laney College Pres.)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
Call to Order			10:48 am
I. Adoption of the Agenda			Motion to approve Agenda with changes to move item XI Board Policies and Academic Policies Updates up to item V to allow for scheduling and then all other items to continue in order. Approved unanimously.
II. Approval of Minutes February 24, 2017			Motion to approve Minutes from April 28, 2017 with the change that Samantha Kessler should be included in the present list of attendees. Approved unanimously.
III. Public Comment			<ul style="list-style-type: none"> <li>• Welcome any comments from the public. No comments.</li> </ul>

<p>IV. Chancellor's Report and Dialogue</p>	<p>Goal V. Evaluate the continuous improvement of the District's PBIM process.</p>	<p>D. Strengthen Accountability, Innovation, and Collaboration</p> <p>D.2 Institutional Leadership and Governance</p> <p>D.3 Institutional Effectiveness</p>	<ul style="list-style-type: none"> <li>• Dr. Yashica Crawford speaking for the Chancellor and assisting in the Co-Chair for the Committee.</li> <li>• Introductions provided for Louie Martirez and Christine Williams.</li> <li>• Vice Chancellor Christine Williams to step in as the Acting Vice Chancellor for Finance and Administration.</li> <li>• Annette Dambrosio provided an overview on the Planning and Budget Integration Model handout with proposed revisions from the PBIM Committee dated April, 2017. Goals realign the existing structure and improvement. Continuous evaluation and consider realignment is important to increase clarity and processes between the District and Colleges. Action items are documented and maintained to show progress and broaden dialogue.</li> <li>• Particular interest where both Technology and Facilities Conference Committee could function at time when needed on matters where they intersect. Example what technology may be needed for that building during the planning stage.</li> <li>• Regarding the PBC to have the District much more informed of revenue and services. Encourage the committee to participate. Emphasis on Financials to the District on how the budget works and reexamining different needs at the colleges and the District.</li> <li>• Districtwide Participatory Governing Council to serve as the Primary advisory review pertaining to major issues. Looking more at goals and following up. It is still in the discussion stage.</li> <li>• Next steps include revise PBIM chart, enhance Bylaw &amp; Governance Manual, District and Colleges open forums, and Participatory Governance Handbook.</li> </ul>
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<p>V. Standing Reports</p> <p>a. Workforce Development &amp; Continuing Education</p> <p>b. DEC</p> <p>c. DFC</p> <p>d. DTC</p> <p>e. Accreditation Update</p>	<p>Goal V. Evaluate the continuous improvement of the District's PBIM process.</p> <p>Goal III. Oversee strategic planning and improvement of the District Education Committee to increase service delivery to grow enrollment.</p> <p>Goal VI. Review monthly reports on the resolution of any District Accreditation recommendations</p>	<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>	<ul style="list-style-type: none"> <li>• a. Sui Song reported that WD&amp;CE is busy working with the IT group regarding the non-credit courses. Concern regarding the online application being set up. Attending a conference in Sacramento and will provide a follow up.</li> <li>• b. Dr. Pedraja reported that the DEC met and approved the reports. Items include move forward with Starfish with a contingency from DAS. Looked more closely at the CTE Report and Distance Ed Report with a recommendation regarding more information on budget and plans. There was also discussion on the Strong Workforce position moving forward, in addition to, some presentations on the PBIM model to receive feedback on.</li> <li>• c. Dr. Ikhara noted that the handout date be changed to April 28, 2017 and discussed the resulted from the last DFC meeting.</li> <li>• In the meeting a resolution passed that the PBC proposed scheduled maintenance budget. Safety is their number one priority.</li> <li>• d. VC Cole reported that there are two working groups at this time. Policy and Standards working group that is coordinating on new set standards for end user licenses. The Standards first group will be a discussion/research and the second a strategy on the goals.</li> <li>• e. Annette Dambrosio the District will respond as part of the mid term report and plan to have it done by March, 2018.</li> </ul>
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<p>VI. Task Force Reports</p> <p>a. Chancellor’s PBIM Review Task Force</p> <p>b. PBIM Assessment Task Force Update</p> <p>c. AP Task Force</p> <p>d. BAM TF Update</p>	<p>Goal V. as above</p> <p>-and-</p> <p>Goal II. Improve efficiency of the Accounts Payable processes</p>	<p>Same as above</p> <p>-and-</p> <p>E.3 Fiscal Oversight</p>	<ul style="list-style-type: none"> <li>• a. Dr. Crawford reported the Task Force will be meeting a few times in May to have a rough draft and a first draft of the PBIM User Manual.</li> <li>• Welcomes everyone to attend a road shows. Merritt’s will be on May 2nd, COA’s on May 3rd, District’s on May 4<sup>th</sup>, BCC’s on May 5<sup>th</sup>, Laney’s on May 8<sup>th</sup>. Announcements and updates to locations on C-Direct. There will also be a robust roundtable discussion with other members present and refreshments.</li> <li>• b. Samantha Kessler reported Assessment survey was sent out and had pretty good responses.</li> <li>• c. VC Williams reported that the District is actively working with Business Directors at the colleges to ensure we execute the closing on time. Business Directors requested additional transparency and involvement on the upcoming budget and will have an active role on loading their own college’s budgets. Training will be provided for the colleges to upload their budgets and we are on target with meeting our goals for the current year.</li> <li>• d. Chair Lawson discussed BAM TF Committee membership and provided a handout. Part of the previous motion included some analysis. Change the date to April 28, 2017. Committee composition is meant to be similar to the previous BAM TF and with a good distribution across the colleges. If approved, appointments will be needed by next month.</li> <li>• Suggestion to add one member from SEIU or Local 1039. The number would then be ten (10) members on the BAM Task Force.</li> </ul>
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			<p>Motion from Abigail Brewer and seconded by Fred Bourgoin to mend the report to have an additional member from SEIU or Local 1039 to the proposed BAM Task Force Committee. Approved unanimously.</p> <p>Another Motion proposed to approve the BAM Task Force Ad Hoc committee with its proposed new member. Approved unanimously.</p> <ul style="list-style-type: none"> <li>An important suggestion was discussed and made that once a recommendation is passed and forwarded to the Chancellor, that the PBC receive a formal response, and it be distributed to the colleges.</li> </ul>
			<ul style="list-style-type: none"> <li>Break for lunch.</li> </ul>
VII. Update on District wide Sustainability Master Planning	Goal III as above	E. Develop and manage Resources to Advance Our Mission	<ul style="list-style-type: none"> <li>Charles Neal presentation on Sustainability Master Plan is different but overlaps the Facilities and Technology Master Plan. The Sustainability Master Plan looks at the same things as the Facilities and Technologies Master Plan, in addition, it looks at the processes, including procurement, transportation, etc. Need data from the colleges and surveys will be going out.</li> <li>Three phases, data inventive, establish goals/priorities and take inventory with a goal of November to complete these deadlines. Requests members input if solicited and it is greatly appreciated.</li> </ul>
VIII. College/ District Resource Priorities: Technology	Goal III as above	E. Develop and manage Resources to Advance Our Mission	<ul style="list-style-type: none"> <li>Vice Chancellor Cole provided a handout with information including the upgrade of PeopleSoft. The upgrade to 9.2 will provide additional functionality and be the last large improvement for staff, as well as, students. Improvements afterwards will be incremental with most modules providing support from PeopleSoft and Oracle. The PeopleSoft concern is now part of the upgrade solution.</li> </ul>

			<ul style="list-style-type: none"> <li>College Technology Priorities List includes requesting two positions, Business Process Analyst and the User Experience Designer. The Core infrastructure network at Merritt. Negotiating a plan with the State for an integrated Network with the colleges and the District.</li> <li>The District Technology Resources Priorities was created from the lists provided by the colleges and the top priorities were selected.</li> </ul> <p>Technologies Priorities list was revisited and a motion (amended) was made and seconded that we approve the priorities list as stated to the Chancellor with the opportunity for DTC to provide an amended list at the next PBC meeting. Approved unanimously with one (1) abstained.</p>
IX. College/ District Resource Priorities: Facilities			<ul style="list-style-type: none"> <li>Noted: Deferred costs total for COA should be \$30,000 under the 30 Day Projects and that BCC heading is at the top of each page should be removed (printing concern).</li> </ul> <p>Motion (amended) and seconded that both reports be forwarded to the Chancellor for review and determine which items on the lists are priorities for life safety to be completed during the upcoming school year (if necessary to include the use of one time funds and bond monies that may be available and college specific). Vote was called. Ayes: 7 Nays: 1 Abstain: 6 Motion passed.</p>
X. Next Steps in Integrated Planning and Budget Development	Goal III as above	E.3 Fiscal Oversight  D. Strengthen Accountability, Innovation, and Collaboration	<ul style="list-style-type: none"> <li>VC Williams stated that one of our goals is to close fiscally on time, the District's financial books no later than Friday, September 8, 2017. Deadlines will be posted and Business Directors will be working closely with the Finance Department.</li> </ul>

<p>XI. Board Policy &amp; Academic Policy Updates</p>			<ul style="list-style-type: none"> <li>• Sui Song spoke on Dr. Joseph Bielanski’s behalf to present the updates.</li> <li>• AP 5030 Student Fees.</li> <li>• AP 5015 Non-credit apportionment, non-credit courses.</li> </ul> <p>Motion moved and seconded to endorse the changes for AP 5030 and AP 5015 with a request that if there is need for further investigation and need for a Post Office box that it comes back to this body.</p> <p>The motion was approved unanimously, and will be forwarded to Chancellor Laguerre.</p>
<p>XII. Adjournment</p>			<p>Meeting adjourned at 2:06 pm.</p>