

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

**MINUTES  
December 16, 2016  
District Board Room**

**Present:** Rowena Tomaneng (BCC President), Pat Stanley (Laney President), Marie-Elaine Burns (Merritt President), Rick Greenspan (COA Faculty Rep), Barbara Des Rochers, (BCC Academic Senate Pres), Carolyn J. Martin (BCC Faculty Rep), Donald Moore (Laney Academic Senate Pres), Fred Bourgoin (Laney Faculty Rep), Mario Rivas (Merritt Academic Senate Pres), Daniel Lawson (Merritt Faculty Rep), Luis Pedraja (VC of Academic Affairs), Luther Aaberge (Budget Director), Timothy Brice (Local 39 Rep), Sylvia Espinosa (BCC Classified Rep), Brandi Howard (Laney Classified Rep), Samantha Kessler (Merritt Classified Rep), Mikael Orkin (DTC Committee Rep), Rochelle Olive (COA Academic Senate Pres.), Sadiq Ikhara (VC of DGS and DFC Committee Rep) , Mel King (AVC of WDCE), Sui Song (Budget Director, WDCE), Shatera Neff (Student Gov. Rep), Richard Ferreira, Interim Executive Assistant, Finance (Minutes)

**Guests:** Jeff Heyman (Executive Dir. of Public Info), Mary Clarke Miller, Louis Quindlen, Annette Dambrosio (District Accreditation)

**Absent:** Ronald Little (VC of Finance), Cleavon Smith (DAS President), Fran White (COA President), Abigail Brewer (Local 1021 Rep), Anna O’Neal (Alameda Classified Rep), Ed Jaramillo (PFT President), Dave Ivan Cruz (Student Gov. Rep), Joseph Bielanski, Jr., Phyllis Carter

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
Call to Order			11:02 am
I. Adoption of the Agenda			<ul style="list-style-type: none"> <li>• Student trustee introduction Shatera Neff (Terra). Welcome.</li> <li>• Suggest formal introduction subcommittee for next meeting.</li> <li>• Agenda adopted.</li> </ul>
II. Approval of Minutes Notes November 18, 2016			<ul style="list-style-type: none"> <li>• Notes from November 18, 2016 meeting were approved.</li> </ul>
III. Public Comment			<ul style="list-style-type: none"> <li>• None. Welcome public.</li> </ul>

IV. Chancellor's Report			<ul style="list-style-type: none"> <li>• Chancellor Laguerre congratulated the play that was written by Cleavon Smith. Would like to wish everyone a wonderful holiday break.</li> <li>• Board meeting recognized contributions Dr. White and Dr. Stanley.</li> <li>• Looking to replace both President positions.</li> </ul>
V. Selection of new CO-Chair (faculty)			<ul style="list-style-type: none"> <li>• Cleavon Smith will no longer be able to serve as co-chair.</li> <li>• Nominated: Daniel Lawson: Mr. Lawson accepted.</li> <li>• Unanimous Approval</li> </ul>
VI. Standing Reports a. Workforce Development & Continuing Education			<ul style="list-style-type: none"> <li>• Sui Song discussed WDCE successful Taskforce Retreat with approximately 30 people in attendance.</li> </ul>
b. DEC			<ul style="list-style-type: none"> <li>• Mary Clarke Miller stated this will be her last report. Dr. Orkin to put in an actual DEC Budget for next fiscal year. Spoke about the District's migration to Canvas. Canvas transition is moving along.</li> <li>• Dr. Luis Pedraja provided that DEC has 5 prioritized goals and now use a "functional" forum.</li> <li>• Might do a survey pertaining to diversity.</li> </ul>

<p>c. DFC (VC Ikharo)</p>			<ul style="list-style-type: none"> <li>• Steering Meeting to select vendors.</li> <li>• Facility Master Plan for each College, to include role of IT.</li> <li>• BCC energy reduction project complete for LED lighting.</li> <li>• Laney College projects moving forward now.</li> <li>• Approval to complete Library at Laney College \$400,000 cost.</li> <li>• Afterwards College of Alameda, Library Student trustee would like to mobilize students to be at those forums.</li> <li>• Projects on ventilation. Assessment calling for replacement.</li> <li>• Master plan line, equipment, procurement, fabrication to the existing units in the building.</li> <li>• Blue phones at Laney college not working concern.</li> <li>• 1. Physical replacement of blue phone and</li> <li>• 2 technology to an app emergency will go directly to dispatch office.</li> <li>• <b>DFC Deferred Maintenance and Scheduled Maintenance to PBC by February to know what is left over for this year before planning for next year.</b></li> <li>• <b>Share with PBC all funds sources available.</b></li> </ul>
<p>d. DTC (Director Mehouelly/VC Orkin)</p>			<ul style="list-style-type: none"> <li>• Meeting held on December 9, 2016 with Chancellor to discuss projects, sometime in January.</li> <li>• Antoine finishing contract at this time.</li> <li>• Roger Claque, IT consultant to provide an IT report soon.</li> <li>• District wide email protocol to be revised.</li> <li>• IT Steering Committee requests to add people.</li> <li>• BCC Canvas contract participation agreement voted on by all 4 colleges. For Spring, 2017 semester training opportunities. Project to include student service resources for online students.</li> <li>• Series25 is live the last few months dbase grew and roll date out is supposed to be Spring.</li> <li>• More training for the Fall, 2017, with a target date of February per Dr. Pedraja.</li> </ul>

<p>e. Accreditation Update (Dr. Dambrosio)</p> <p>ADD: C. Smith reported on the upcoming Academic Senate Accreditation Institute that will be held Feb. 17 and 18 in Napa</p>			<ul style="list-style-type: none"> <li>• Flex sessions January 18<sup>th</sup> 2:15 – 3:15 session: Q and A with VC Largent, VC Orkin, VC Little, VC Ikharo and facilitated by Chancellor Laguerre to highlight Accreditation projects such as BAM revision, HR Staffing Plan, Delineation of Function, TCO Guidelines, and new projects. Encourage information to go out to the Colleges.</li> <li>• ACCJC meets Jan. 11-13 to review our Follow-Up Reports submitted in October. They have 30 days to send us their ruling. In the meantime, we are preparing for the Midterm Reports due in March 2018.</li> </ul>
<p>VII. Task Force Reports</p> <p>a. Establish Chancellor’s PBIM Structure Review TF</p>			<ul style="list-style-type: none"> <li>• The purpose is to have representation from our PBIM Committees to review Chancellor’s recommendations for changes and offer feedback.</li> <li>• Thank you for nominating from DTC Bill Love, Marybeth Benvenuto, and Shirley Slaughter. DTC for Evelyn Lord, Michael Norris, and Antoine Mehouelly. DEC Mario Rivas, Joseph Bielanski and Yolani.</li> <li>• Volunteers from PBC: Brandi Howard and Barbara Des Rochers. Motion: Dr. Luis Pedraja Second: Mario Rivas Called for a vote: Approved</li> <li>• To meet as needed, possibly two meeting per month, maybe more.</li> <li>• Communications will be forthcoming.</li> </ul>

<p>b. Establish AP Task Force (Director Aaberge/VC Little)</p>			<ul style="list-style-type: none"> <li>• Last meeting submitted a request and proposal. Email sent out requesting membership. Received a healthy response. We have representation from all four campuses and several District departments.</li> <li>• Nick Shere and Luther Aaberge from AP, John Pang and Joanna Louie from BCC, MaryBeth Benvenuti and Ava lee-Pang from COA, Rosemary Vasquez from DGS, Hayat Guessoum from IT, Louie Martirez and Amy Marshall from Laney, Sadie Bradley and Ron Perez from Merritt and Shawnee Martinez and Jay Kendrix (alt), from Purchasing. Total 13 people with an alternate 14.</li> <li>• Next step to organize and schedule the meetings.</li> <li>• Possible faculty from BCC Barbara Des Rochers or Cleavon Smith. Barbara Des Rochers will email Luther Aaberge.</li> <li>• VC Little recommended that we reach out to more front line representation. Refer to Business Directors to reach out to more front line.</li> <li>• Motion to approve the AP Task Force and manage it to come. Motion: Daniel Lawson Second: Dr. Fran White Called for a vote: Approved</li> </ul>
<p>c. Strategic Plan Implementation Task Force Update</p>			<ul style="list-style-type: none"> <li>• Adhoc meeting request PBC to endorse with membership to come.</li> <li>• Include basic skills, CTB funding, SSSP, equity.</li> <li>• Four Colleges to move together. Recommend changing from Strategic Plan to Strategic Initiative. Request endorsement today.</li> <li>• Shatera Neff (Terra) (Student Gov. Rep) volunteers</li> <li>• Motion called for PBC to endorse Strategic Initiative. Motion: Cleavon Smith Second: Dr. Levy Called for a vote: Approved</li> <li>• Dr. Crawford acknowledges Shatera Neff (Terra) for her involvement in her first meeting.</li> </ul>

<p>d. Budget Allocation Model Task Force Update</p>			<ul style="list-style-type: none"> <li>• History of Task Force and six (6) recommendations being made.</li> <li>• Committee Members are Luther Aaberge, Adrien Abuyen, MaryBeth Benvenuti, Fred Bourgoin, Tim Brice, Phyllis Carter, Ronald Little, Mario Rivas, and Cleavon Smith.</li> <li>• Looking for official endorsement on discuss on how to go about this.</li> <li>• Recommendations were reviewed. Addition information provided:  Recommendation #1 how we budget and allocate our resources to the Colleges in the current model so that Colleges that have no senior staff are not penalized.  Recommendation #2 BCC keeps the allocation of fixed costs and recommend that all security services treated equally.  Recommendation #3 Flexibility for the Colleges. Decentralized the saving the Colleges receive.  Recommendation #4 CTE and other capped sources not disproportionate. Recommend no change to productivity.  Recommendation #5 reallocation staff based on need, refer to chart example, custodians to ensure appropriate level at each College.  Recommendation #6 Analysis of District support services and their cost and efficiencies. Probably should be a separate Task Force.</li> <li>• Current year’s budget compared to these and the disparity is reduced.</li> <li>• Approximate \$700,000 difference that needs to be addressed.</li> </ul>
			<ul style="list-style-type: none"> <li>• Total allocation versus model-- we are overspending at \$700,000.</li> <li>• The District has continued to rollover the expenditures and structured debt needs to be fixed.</li> <li>• We have worked with the current model for at least 3 years.</li> <li>• Possibly encourage Budget Committees at every College to invite the BAM Task Force to schedule Q and A. Those available will attend.</li> <li>• Richard Ferreira, Executive Assistant to College Business Directors at the Colleges, provide them with the information and invite them to attend the BAM task force meeting. All were in favor of reaching out to the Colleges. Unanimously agreed.</li> </ul>
<p><i>Break for Holiday Potluck</i></p>			<ul style="list-style-type: none"> <li>• Reconvene at 12:55 pm.</li> </ul>

<p>VIII. Adoption of Committee's Goals for 2016-2017 (&amp; review of 2015-16 Accomplishments)</p>			<ul style="list-style-type: none"> <li>• Documentation: 2016-17 Goals &amp; Objectives</li> <li>• Included as a reference the 2015-16 Accomplishments documents.</li> <li>• Discussion and outline of Committee's Goals.</li> <li>• BAM Full Model to be developed no later than May, 2017.</li> <li>• Form a Task Force to review District support services and efficiencies. Ongoing work to be presented at the PBIM Summit.</li> <li>• Standing Items for our committee is planning to get the minutes back into this group.</li> <li>• Accreditation is ongoing as a standing item.</li> <li>• Call for motion to adopt PBC Committee's Goals for 2016-2017. Motion: Dr. Stanley Second: Dr. Orkin Call for a vote: Motion approved.</li> </ul>
<p>IX. Communication and the Role of PBC Members</p>			<ul style="list-style-type: none"> <li>• Discussion from what was shared last August from the Summit to individual's goals and responsibilities. Reviewed PBIM Operational Booklet in pages 4 through 6.</li> <li>• Position of the Recorder currently vacant to get communication out.</li> <li>• Discussion on members also having responsibilities and the roles of individuals outside the committee.</li> <li>• Cleavon Smith suggested that he and Tim Brice could begin by communicating together and then branching out to others in the group. Recommend to continue conversation possibly as part of the retreat.</li> <li>• The next meeting Friday, January 27, 2017 possibly from 9:00 to 1:30 with 2 hours of retreat and present an agenda.</li> <li>• PBC has 2 Student trustees assigned.</li> </ul>
<p>X. Snapshot of the 2017-18 PBIM Calendar: A Look Ahead</p>			<ul style="list-style-type: none"> <li>• Reviewed and discussed PBIM Calendar Snapshot documentation.</li> <li>• Purpose to the PBC is to integrate planning, budgeting and address resource allocation. Purpose of the PBIM Calendar is to organize and complete the PBC processes throughout the budget year.</li> <li>• In December, the Colleges and District Offices should be finishing their Program Reviews and Program Improvement Objectives (PIOs)/Resource requests. PIOs to be submitted in January. Merritt College used as an example.</li> <li>• VC Largent expressed to the College Presidents that the prioritization of</li> </ul>

			<p>new faculty hires need to be submitted to her by the end of Friday, December 16, 2016 (today). Cabinet will review the prioritizations and bring them back the PBC at the January meeting.</p> <ul style="list-style-type: none"> <li>• In January, the Colleges and District Office divisions will submit their completed Program Reviews and PIOs to the PBC by January 30, 2017.</li> <li>• The Governor will release the state FY18 State Budget Proposal, which will be shared by VC Little with the Colleges, Cabinet, and the Trustees in January and February.</li> <li>• Cabinet will review faculty hires and submit the recommendation to the Chancellor. Distribution of the Position Control spreadsheets by the Budget Director to the College Business Directors and Cost Center Managers will begin in January to review and update positions in preparations for the FY18 Budget.</li> <li>• February, PBC will prioritize the PIO's submitted by the colleges.</li> </ul>
<p>XI. Board Policy &amp; Administrative Procedures Review</p>			<ul style="list-style-type: none"> <li>• Documentation: Board Policies.</li> <li>• Most changes to Board Policies are related to the latest update. Change to BP are for Non-Discrimination are for Title 2. Change to DFEH is a reference update. Showers for the homeless students to be in place by 1/1/2017. Physical Management 6300 regarding dissatisfied office finance Federal Fund used by the District. All District shall comply with the unified cost principles and the references. Bit and contracts is a reference update. Recruitment and hiring is a reference update added the word discipline Discipline of academic employee is a reference update.</li> <li>• Motion called to endorse the edits to the Board Policies. Motion: Dr. Stanley Second: Dr. Orkin Called for a vote: Approved.</li> <li>• Note: Conflict of interest new positions needs to be referenced in the charts and will come in January. Additional progress of harassment reference added. Important to document again that policies are being reviewed.</li> </ul>

			<ul style="list-style-type: none"> <li>Documentation: Administrative Policies update.</li> </ul> <p>AP3435 Council will come in January. Graduation requirement in pages 3 and 4 states may accept coursework from regionally and nationally accredited institution prompted by ITT closure. Does not apply to CSU or UC. They will not accept course work. Local certificate or AA degree we can accept.</p> <p>Military experience statement.</p> <p>BA degree comment that if completed no requirement to complete general education because it was completed already <del>done so</del>. Some programs may require courses under an AA degree and will not allow waiving.</p> <p>4230 Grading academic symbol SP that can be used in non-credit courses. Before used in pass or no pass.</p> <p>Instructional service agreements and Merritt has them. State Chancellors guidelines.</p> <p>Admissions confer High School students to look at statements regarding employment.</p> <p>International Students 5012 International Department requesting language on the mandatory Health Insurance fee.</p> <p>5030 student fees regarding the language of the health insurance fee.</p> <p>Designated shower facility COA, Laney and Merritt did. BCC does not have shower facility entered as an exception. Does not say that a student cannot access shower from other campuses. Possibly another procedure change. Request homeless students as part of the priority group.</p> <p>Suggest that a liaison be made available at the Colleges for the homeless students to go to. That is the current updated Administrative Procedure.</p> <ul style="list-style-type: none"> <li>Motion called to endorse the Administrative Procedures shared with us. Motion: Dr. Orkin Second: Cleavon Smith Called for a vote: Approved.</li> </ul>
XII. Adjournment			Meeting adjourned at 1:52 pm.
Next meeting			Scheduled for Thursday, January 27, 2017.