

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

**MINUTES
February 24, 2017
District Board Room**

Present: Abigail Brewer (Local 1021 Rep), Anna O’Neal (Alameda Classified Rep), Audre Levy (Interim Laney President), Barbara Des Rochers, (BCC Academic Senate Pres), Cleavon Smith (DAS President), Daniel Lawson (Merritt Faculty Rep), Donald Moore (Laney Academic Senate Pres), Tim Karas (COA President), Fred Bourgoïn (Laney Faculty Rep), Jason Cole (VC of Information Technology), Joseph Bielanski, Jr., (Articulation Officer), Luis Pedraja (VC of Academic Affairs), Luther Aaberge (Budget Director), Marie-Elaine Burns (Merritt President), Mario Rivas (Merritt Academic Senate Pres), Rick Greenspan (COA Faculty Rep), Roberto Gonzalez (BCC Classified Senate/President), Ronald Little (VC of Finance), Rowena Tomaneng (BCC President), Sadiq Ikharo (VC of DGS and DFC Committee Rep), Sylvia Espinosa (BCC Classified Rep), Richard Ferreira, Interim Executive Assistant, Finance (Minutes)

Guests: Charles Neal, Sui Song, Tim Brice, Annette Dambrosio (District Accreditation), Jeff Heyman (Executive Dir. of Public Info), Mel King (AVC of WDCE), Sui Song (Budget Director, WDCE),

Absent: Brandi Howard (Laney Classified Rep), Carolyn J. Martin (BCC Faculty Rep), Dave Ivan Cruz (Student Gov. Rep), Ed Jaramillo (PFT President), Mikael Orkin (DTC Committee Rep), Phyllis Carter (Business Director, Laney), Rochelle Olive (COA Academic Senate Pres.), Samantha Kessler (Merritt Classified Rep), Shatera Neff (Student Gov. Rep),

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
Call to Order			10:54 am
I. Adoption of the Agenda			Motion to approve Agenda as amended. Time was yielded to Item IV, Program Review, in lieu of Chancellor Laguerre’s report. Approved.
II. Approval of Minutes January 27, 2017			Motion to approve Minutes from January 27, 2017 with no changes. Minutes were approved with no corrections. Approved.

<p>III. Public Comment</p>			<ul style="list-style-type: none"> • Welcome any comments from the public. No comments.
<p>IV. College Program Review Discussion</p> <p>College of Alameda</p> <p>Laney College</p> <p>Merritt College</p> <p>Berkeley City College</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"> • Documents provided. Suggested that we allow the Presidents to present first and then discuss the process. Action is to forward to the relevant PBIM Committees. • Dr. Karas, President of College of Alameda - priorities are outlined in the Program Reviews for the College. • Dr. Levy, Interim President of Laney College - Main priorities are for Staff to maintain the facilities, custodial outreach, smart classrooms for students, technology replacements in labs and classroom, video cameras for Culinary Arts Program. Facilities need special attention. • Marie-Elaine Burns, Interim President of Merritt College – In the process of prioritizing. Use this as a basis and there is a need for Facilities, as well as, additional Faculty. One concern is about space and the need for another building. • Rowena Tomaneng, President of Berkeley City College - Last year began a three (3) year program review. Priorities for Faculty and developed for Classified Staff needs some revision. Similar to last, however, didn't update some positions. Identified a need for a Dean of Enrollment. Enrollment is a priority. Technology same. There is a need for funding for students in computer replacement, classroom equipment, and new printers.

			<ul style="list-style-type: none"> • Dr. Dambrosio stated that last Spring she thought that there was a template provided for all requests and it would be preferred to receive the reviews in the same format. Going forward, we would provide templates at the August Summit. She also recommended that we should develop alternative planning that addresses how to refine our PCCD planning process when we do not have additional funding. • Dr. Ikharo stated that some facilities items are scheduled to be completed this year. For example, Laney’s elevators and swimming pool are on the list. • Subsequent discussion on how we can improve our processes may be placed on the agenda for future meetings. <p>Motion to forward the relevant requests to the relevant PBIM subcommittees. The staffing requests to the RATF-CS, technology request to the DTC, and facilities requests to the DFC.</p> <p>Approved.</p>
<p>V. Standing Reports</p> <p>a. Workforce Development & Continuing Education</p> <p>b. DEC</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>	<ul style="list-style-type: none"> • a. Workforce Development & Continuing Education - Working to support Colleges to reach the goal of 200 FTES, see supporting documents. Second part of the process is to ask the Academic Senate to make recommendations as to what is the best way to support the faculty. • b. DEC– no quorum at the last meeting today, February 24, 2017. Missing representatives from COA and need representation from all the Colleges. Discussed several items and presentation regarding Distant Education. Requested feedback and received a report from CTE and report on Accreditation recommending that we keep an eye on the number of DE courses offered (more than 50% in a Program requires a Substantive Change Report).

			<p>(demonstrating improvements), to include the collection of pertinent evidence.</p> <p>Dr. Dambrosio attended a statewide Academic Senate Accreditation Institute where there was clearly a great amount of involvement. Of note was the presence of Interim ACCJC President Richard Winn and VP Norv Wellsfry. Much useful information was presented and if anyone would like to get involved in contributing to PCCD Report writing, please speak up.</p>
<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. 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"> • Dr. Crawford informed us that the PBIM Review Task Force has been meeting consistently. Reviewed 2014 model with the DEC and how it might work into the Chancellors’ proposal. Discussed a possible Chancellors’ Enrollment Management Committee because enrollment is a high priority for the District. Additional existing PBIM Committees were discussed. • Dr. Dambrosio provided a PBIM Survey draft at the last meeting with a request if there are any suggestions or changes recommended. Very few changes were made and it will be sent out in April, 2017. The PBC should get it back in April to discuss before the May meeting. Thank you for participating. • Handout provided by VC Little with a model of what the District and College Budgets would look like with and without the BAM TF recommendations. Current Budget approved by the Board in September versus the same Budget with the BAM TF recommendations. <p>Motion is to move forward with all BAM TF six Recommendations except #4. The committee asked that more work be done with respect to Recommendation #4.</p> <p>Motion by Cleavon Smith. Second by Fred Bourgoin. AYAS 19</p>

<p>d. RATF-CS appointments</p>			<p>NAYS 1 ABSTAIN 1</p> <p>Approved.</p> <ul style="list-style-type: none"> • Invitations going out for members. Looking for support and appointing individuals to fill the positions.
<p>VII. Update on Schedule Maintenance Projects</p>		<p>D. Strengthen Accountability, Innovation, and Collaboration</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"> • Discussion on Scheduled Maintenance projects and concerns related to expending funds within three years. For example, the deadline for vendors to submit bids for the blue phones and for Laney College and Merritt College elevators. This is different from the work orders that the college maintenance complete.
<p>VIII. Sustainability Master Planning</p>			<ul style="list-style-type: none"> • Charles Neal introduced the individuals presenting on Sustainability for the District. • From Cynergistic, Mr. Bob Wells discussed a proposal on energy, education, conservation campaign Districtwide. • From Opterra, Mr. Greg Coxson and Ms. Caren Perlmutter discussed energy infrastructure upgrade Districtwide. • Rincon & Associates was not able to present due to time constraints.

<p>IX. Budget Development for 2017-18</p>	<p>Goal V as above</p>	<p>D. Strengthen Accountability, Innovation, and Collaboration</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"> • VC Little shared the Budget assumptions with the PBC for discussion based on Governor’s January proposal and District’s historic trends. General assumptions, usually first assumption the General Fund will be balanced. That may not be the case this coming year, although we project adequate reserve levels. • Given the Governor’s Budget, our internal fiscal assumptions, etc., at this point it appears that we will deficit spend, i.e. - our General Fund expenditures will exceed our revenues. VC Little stated that any district may strategically deficit spend once or twice, but if it turns into a structural deficit, then that creates a potential challenge to overcome. • Revenue assumptions are driven by enrollment. The District is projected to fall in and out of stability. We are looking into capitalizing on non-credit revenues. • State will be offering funds for enrollment growth and the District is not anticipating that we will receive any. We would have to exceed our base of 19,500 FTES to be eligible for growth funds. • COLA is factored in at 1.48% on unrestricted revenues and specific limited-categorical programs. • Budget Assumptions will be further refined after the Governor’s May Revise.
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X. AP / BP Update			<ul style="list-style-type: none"> Documentation: AP / BP review by Joseph Bielanski for AP 5030, and BP 5020, AP 6200 number change only to 6250. <p>Motion to adopt Administrative Procedures and Board Procedures by the committee.</p> <p>Approved.</p>
XI. Adjournment			Meeting adjourned at 1:28 pm.
Next meeting			Scheduled for Friday, March 24, 2017, 9:00 am to 12:00 pm.