

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

**MINUTES
January 27, 2017
District Board Room**

Present: Anna O’Neal (Alameda Classified Rep), Brandi Howard (Laney Classified Rep), Daniel Lawson (Merritt Faculty Rep), Tim Karas (COA President), Fred Bourgoin (Laney Faculty Rep), 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), Mikael Orkin (DTC Committee Rep), Audre Levy (Interim Laney President), Rick Greenspan (COA Faculty Rep), Rochelle Olive (COA Academic Senate Pres.), Ronald Little (VC of Finance), Rowena Tomaneng (BCC President), Sadiq Ikharo (VC of DGS), Shatera Neff (Student Gov. Rep), Tim Brice (Local 39 Rep), Richard Ferreira, Interim Executive Assistant, Finance (Minutes)

Guests: Dr. Jowel Laguerre (Chancellor), Dr. Yashica Crawford (Chief of Staff), Dr. Annette Dambrosio (District Accreditation), Laura McCarty (Director of Capital Projects), Jeff Heyman (Executive Dir. of Public Info)

Absent: Abigail Brewer (Local 1021 Rep), Barbara Des Rochers, (BCC Academic Senate Pres), Carolyn J. Martin (BCC Faculty Rep), Cleavon Smith (DAS President), Dave Ivan Cruz (Student Gov. Rep), Donald Moore (Laney Academic Senate Pres), Ed Jaramillo (PFT President), Mel King (AVC of WDCE), Phyllis Carter (Business Director, Laney), Samantha Kessler (Merritt Classified Rep), Sylvia Espinosa (BCC Classified Rep)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
Call to Order			9:06 am
I. Adoption of the Agenda			<ul style="list-style-type: none"> • Agenda adopted. Approved unanimously.
II. Approval of Minutes			<ul style="list-style-type: none"> • Minutes from December 16, 2016 were approved with the following changes. Corrections: Dr. Ikharo reports that some blue phones are functioning in varying degrees at the college campuses. Amend the minutes to state that blue phones across all colleges is a concern. • Minutes approved with that amendment. • Dr. Joseph Bielanski moved to the ‘present’ category. • Minutes are approved with amendments. Approved unanimously.

<p>III. Public Comment</p>			<ul style="list-style-type: none"> • Welcome any comments from the public. No comments.
<p>IV. Chancellor’s Report</p>			<ul style="list-style-type: none"> • Thank PBC for establishing the structures to move projects forward in support of our students and all Colleges. • Asking for more time at the next meeting to go over positions we would like to advertise. • Terra Neff requests support to multicultural leadership opportunity for sensitivity training in Orlando, Florida.
<p>V. Retreat (Goal Setting and Communication)</p>			<ul style="list-style-type: none"> • Dr. Yashica Crawford presented the members with a well received activity called Zoom to discuss communication and working together. Very informative discussion on creating structures on communication, identifying goals, and working together to reach the shared goals.
<p>VI. Standing Reports</p> <p>a. Workforce Development & Continuing Education</p> <p>b. DEC – Distance Ed</p> <p>c. DFC</p> <p>d. DTC</p> <p>e. Accreditation Update</p>			<ul style="list-style-type: none"> • a. Workforce Development. – not in attendance • b. Distance Ed – recommend to move from this agenda into the DEC. Next meeting February 13, 2017. • c. DFC - Chose 3 volunteers for the Chancellor’s Review Committee for PBC by Marybeth Benvenuti from COA, Dr. Love from Merritt College, and Shirley Slaughter from BCC. Board of Trustees approved the Facilities Master Plan. Dr. Ikharo provided information on RFP for the facilities at each College looking at the Education Master Plan, a sustainability update including COA Library and Laney College Library, Access Control Projects including infrared light equipment, and scheduled maintenance which is ongoing, Facility Assessment Condition Reports from CCLC, ongoing revision of and ongoing implementation of PCCD’s Total Cost of Ownership Plan, each College gave a report to the Facilities Committee. Next meeting February 3, 2017. Next month, PBC will receive an update on Scheduled Maintenance projects. • d. DTC Reported that Live 25 scheduling software will be launching which

			<p>automates scheduling processes and report to be created to determine scheduling patters. Canvas kick off begin February 1, 2017. Next DTC meeting will be on February 10, 2017 review of another student schedule project.</p> <ul style="list-style-type: none"> e. Accreditation Update Dr. Dambrosio will be looking at updating the PBIM Website and noted that some PBIM Committee agenda and minutes are not being posted. Contact her to get the information updated. Would like to update the PBIM website asap.
			<ul style="list-style-type: none"> • Copy of Integrated planning calendar provided. • January, 2017 Program review and recruitment objectives discussion and updates due by February 20, 2017. Governor released his 2017-18 State Budget Proposal. VC Little provided overview of Planning and Budget guidelines. • February, 2017 guidance from Chancellor on Annual Priorities for Fiscal Year planning including new faculty hires. Colleges’ prioritize PIOs requests including those requiring additional resources by end of February. District Office team will do the same with resource request. February PBC meeting: VC Little/team reviews budget assumptions for discussion. Community Budget Forums are being hosted at the Colleges. • March, 2017 PBIM tasked with reviewing prioritized resource requests and making recommendation including classified staffing requests that impact the general fund. Review all prioritization requests. • VC Little stated that we are currently into stability. We may be in an out of stability for some time, however, we cannot take advantage of the growth funds until we exceed 19,500 FTES. Recommends communicating with legislature in Sacramento for more unrestricted funding. Concerned on how we identify additional need of resources

			<p>required without being able to identify funding for them. Employee Contracts still in negotiations.</p> <ul style="list-style-type: none"> • April, 2017 PBC will receive and review prioritization request and the Budget worksheet review. PBC collectively creates their own recommendation to be forwarded to the Chancellor. • May, 2017 Budget revisions. VC Little/team will share the Governor’s revise and how it may impact the budget. Tentative 2017-18 budget and additional community forums to take place at Colleges. • June, 2017 tentative budget 2017-18 is presented to the Board of Trustees for approval. State legislature adopts final California no later than June 30, 2017. • July/August, 2017 Finance Team will provide final changes to District Budget given the adopted final state budget. • September, 2017 Board of Trustees reviews and approves the final District Budget for 2017-18. <p>Approve Agenda Items IV and V adopted by the Committee. No objections. Approved unanimously.</p>
<p>VII. Task Force Reports</p> <p>a. AP Task Force</p>			<ul style="list-style-type: none"> • Director Luther Aaberge reported that the AP Task Force met on Monday, January 23, 2017 and had a healthy discussion about possibility of goals. Main idea needed is need for additional training and communications. • Increased its membership by adding Natalia Fedorova on the Faculty side. • Organized Accounts Payables and the rollout is going out to the Colleges. • Meeting 2nd and 4th Monday from now till the end of April to resolve the identified goals and present the initial findings to the PBC in May.

<p>b. PBIM Assessment Task Force Update</p>			<ul style="list-style-type: none"> • Dr. Dambrosio commends the PBIM Assessment Task Force and appreciates the hardworking group. • Created one draft Survey that was sent electronically to PBC and hard copy is available. • Requests feedback from the PBC members by Monday, February 13, 2017. Ideally we will launch the Survey in late March 2017. No formal process required: PBC Committee members may write on the written copy and submit to Annette or to Chancellor's Office Staff who will forward to her OR send comments electronically to Annette, Samantha Kessler, or any of the PBIM Assessment Task Force members. The Task Force will meet prior to the next PBC meeting and would like to make any adjustments beforehand and would really appreciate the input from the PBC. • Q&A Recommendation from Co-Chair Lawson Inquired that Goal #1 to continue to evaluate the BAM Model was not included in the agenda and recommends it be added. Request to have BAM Task Force provide status update.
<p>VIII. Update on Facilities Master Planning</p>			<ul style="list-style-type: none"> • Powerpoint and hand out provided by Director Laura McCarty with an update on Facilities Master Planning to begin at all Colleges. • Key to developing the Plan is being accessible. Survey, webpage, campus workshop and information through flyers and mailboxes. Much work will be done with the shared governance committees.
<p>IX. Update on 2015-16 Audits.</p>			<ul style="list-style-type: none"> • Overall it was a good review from the Audit Team. • There were six (6) findings. • Two (2) were regarding Financial Aid missing reporting deadlines. • One (1) finding regarding closing the fiscal books. • One (1) finding very high student receivables balance. • One (1) finding reporting regarding active enrollment and FTES. Grades were used to prove enrollment reducing the fine to \$12,000. • One (1) finding on how we calculate student contact hours.

X. Governor's Budget Proposal for 2017-18			<ul style="list-style-type: none"> Budget presentation was provided to members to review.
XI. Administrative Procedures Review			<ul style="list-style-type: none"> Documentation: AP review by Joseph Bielanski for AP 2710, AP 3435, AP 5001, and AP 6340 <p>Administrative Procedures adopted by the Committee. No objections. Approved unanimously.</p>
XII. Adjournment			Meeting adjourned at 11:47 am.
Next meeting			Scheduled for Friday, February 24, 2017, Special Time: 10:45am - 1:45 pm.