

PERALTA COMMUNITY COLLEGE DISTRICT
Planning and Budgeting Council (PBC)

MINUTES
March 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), Brandi Howard (Laney Classified Rep), Cleavon Smith (DAS President), Daniel Lawson (Merritt Faculty Rep), Donald Moore (Laney Academic Senate Pres), Tim Karas (COA President), Fred Bourgoin (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). [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), Mel King (AVC of WDCE)

Absent: 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.), Shatera Neff (Student Gov. Rep)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
Call to Order			9:05 am
I. Adoption of the Agenda			Motion to approve Agenda. Note: Quorum established at 9:32 am and approved as written.
II. Approval of Minutes February 24, 2017			Motion to approve Minutes from February 24, 2017 with the following changes. Item 4 should read as College Program Review. Item 5 should read as District Academic Senate. Item 6 Task Force Reports the word Ayas should be spelled Ayes. Sui Song entered twice as a guest. Note: Quorum established at 9:32 am and approved as amended.

<p>III. Public Comment</p>			<ul style="list-style-type: none"> Welcome any comments from the public. No comments.
<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"> Announcement of a search for positions to be filled: Vice Chancellor for Academic Affairs, and Assistant Vice Chancellor Enrollment Management. Extended Interim position Associate Vice Chancellor for WFDC and Interim Director for Business Services. Omitted position of Vice Chancellor for Student Affairs.
<p>V. Standing Reports</p> <p>a. Workforce Development & Continuing Education</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>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>	<ul style="list-style-type: none"> a. Dr. Mel King distributed the draft non-credit application for admission for online and paper document. She clarified that there will not be fees for non-credit courses and the development will be guided by policy and working group recommendations. <p>Dr. King will follow up on designations on the application, including sex/gender. There were also questions regarding process with how decisions are vetted. Given the current structure of the PBIM model, In light of DEC not having quorum, VC Little cited that PBC can endorse the forms, and will be forwarded to the Chancellor for recommended approval.</p>

<p>b. DEC</p>	<p>Goal VI. Review monthly reports on the resolution of any District Accreditation recommendations</p>	<p>E.4 Support Quality Instruction</p>	<ul style="list-style-type: none"> • b. Dr. Mario Rivas distributed a written report. There was no quorum, as there was not representation from one of the Colleges. <p>There was feedback for the PBIM Review Committee related to the Academic Affairs and Student Services Committee.</p> <p>There was also discussion of committee goals, and had continued discussion on integrating the goals into action.</p> <p>In addition, there was discussion regarding faculty hires and the need for constituents to follow up with their College President. This will include refining the prioritization process for advertising.</p> <p>Motion moved by VC Cole and seconded by Dr. Rivas to endorse the non-credit application presented by the Non-Credit Working Group.</p> <p>The motion was approved unanimously, and will be forwarded to Chancellor Laguerre.</p>
<p>c. DFC</p>			<ul style="list-style-type: none"> • c. DFC <p>Director Tim Brice shared information regarding an issue with card readers at the Colleges. There was a resolution put forth regarding faculty access to classrooms to do away with the card readers due to continued challenges with gaining access.</p> <p>Dr. Dambrosio added that the recommendation from the resolution was to work with IT to resolve this issue. There was also discussion regarding card reader usage being a potential training issue. Director Brice confirmed that this issue will have continued discussion. PBC encouraged continued discussion on this issue as there are varying experiences among the Colleges.</p> <p>VC Ikharo will be asked to share updates related to operations and security concerns at the next PBC meeting.</p>

<p>d. DTC</p>			<ul style="list-style-type: none"> d. DTC VC Cole shared that DTC met on March 10th. Enterprise Services Team discussed the non-credit platform and PeopleSoft enhancements. The COA wireless rollout and Office 365 projects are starting. There was also discussion of smart classrooms, and installing a prototype classroom at Laney. <p>There was discussion of distance education and Canvas migration rollout, and how to develop standards for class quality in distance education. This will be an ongoing discussion with DAS and the DE Coordinators, which will also include student services support that will be provided.</p> <p>There was an update from the PBIM Taskforce related to updates on the structure enhancements. In terms of prioritization lists from the Colleges, the DTC cited an inability to prioritize the lists for the Colleges, and they were sent back to the College Technology Committee at each College for continued review.</p> <p>Planning for Smart Classrooms timeline? Engage in setting up a prototype room within the next month.</p>
<p>e. Accreditation Update</p>			<ul style="list-style-type: none"> e. Accreditation Update Dr. Dambrosio shared the work for the Follow-Up Report that is taking place at Laney, including a Petite Retreat on Planning and Assessment held at the Laney Bistro on March 17. She cited the great amount of work that has taken place despite changes in leadership. <p>In addition, there is continued work with the District leads; the Midterm Report (due in March 2018) will document the progress that has taken place since the 2015 Self-study report. In terms of continued dialogue, she cited the need to continue to refine our processes, and she encouraged honesty in assessment if processes are sometimes not working efficiently and effectively.</p>

			<p>Ms. Howard shared her appreciations for Dr. Dambrosio’s work and included President Karas presentation at Laney’s Petite Retreat, as he was able to provide an overview of the work that took place at COA.</p> <p>Dr. Dambrosio attended a statewide Academic Senate Accreditation Institute where there was clearly a great amount of participation. Of note was the presence of Interim ACCJC President Richard Winn and ACCJC 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>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"> • a. Dr. Bielanski, Dr. Des Rochers and Dr. Dambrosio shared an overview of the work of the Committee, to include ideas as to how the work of the District includes work from the Colleges. The proposal will be shared with each of the governance committees, and will be presented at the April meeting. • b. Samantha Kessler reported that there has been discussion of systematizing the assessment process, and would like PBC to lead the effort to distribute the new survey in April so that results can be provided in May. Stefanie Harding asked that the survey be extended to previous members. • Dr. Dambrosio added that there is a need to assess this year, and to ensure the perspective is specific to this year. In addition, there will be additional opportunities for feedback related to the comprehensive PBC Assessment. Also, the presentation of the revised PBIM structure will be shared at the shared governance meetings in April and will also allow for engagement with constituents.

<p>c. RATF-CS appointments</p>			<p>Chair Lawson affirmed the recommendation that he will send the link to PBC members.</p> <ul style="list-style-type: none"> c. Brandi Howard reviewed that the RATF-CS met and reviewed how the Program Review processes are handled at the Colleges and noted some inconsistencies. <p>There was discussion related to categorical funds and need to include accompanying staffing support. Roberto Gonzalez also shared his perspective and recommendation that the RATF-CS be allowed to continue with edits related to the recommendations to move forward as this is an ongoing process. Dr. Crawford shared a review of the recommendations requested for consideration from the RATF-CS and requested action from PBC. VC Little shared that there is a Grants Administrative Team manual that is currently being implemented.</p> <p>There was continued discussion related to utilizing resources for permanent part time and full time positions.</p> <p>VC Little suggested adding that he requested action from PBC: to include how to analyze additional funds at the District as we are building the budget. At the May revise, ensure that a percentage of general funds that becomes available be allocated to support classified staffing.</p>
<p>d. BAM TF Update</p>			<ul style="list-style-type: none"> d. Chair Lawson reviewed the recommendations that were previously approved by PBC, noting that Recommendation 4 was not moved forward. The recommendations was presented to form a taskforce to review efficacy of District and college process. Fred Bourgoin shared perspectives from Laney College related to faculty salaries and potential challenges with addressing the issues related to the BAM recommendations. He cited an opportunity to be provided greater detail with how information will be implemented.

			<p>VC Little shared that we should move forward with implementing the model, and continuing to make improvements. He also shared that there is continued work in the implementation processes. In terms of FTEF allocations, these are based on our target of 19,000 divided by the productivity of 17.5. The College target is based on the BAM percentage over 3 years. The BAM model speaks to faculty hiring and fulltime faculty hires, but does not include information on release time, part time faculty and other matters. Much of how these funds are allocated are College decisions.</p> <p>Recommending to form a new BAM Task Force with the goal to review and assess the BAM Model, and to make enhancements for next year's model.</p>
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"> The Update on the District Wide Sustainability Master Plan will be presented at the next PBC meeting.
VIII. Update on 2016-17 FTES and Enrollment Management strategies 2017-18	Goal V as above	D. Strengthen Accountability, Innovation, and Collaboration	<ul style="list-style-type: none"> Assistant Vice Chancellor of Enrollment Management, Tamika Brown, provided a presentation on Enrollment Management. In terms of headcount, we are currently at 24,954, with a majority of our students being working adults. For Spring 2017, our ethnic student population has the largest being Latino, Asian and African American. AVC Brown distributed an enrollment chart which highlighted productivity numbers for the District. <p>The District is currently on stability, as we did not meet our enrollment targets. Some of our colleges have done well in meeting their target goals. Our productivity for the District in Spring, 2017 is 15, and reached 90.1% of target resident FTES. A separate designation for dual enrollment along with positive attendance will be included in an</p>

			<p>upcoming description.</p> <p>This year's target was 18,500. Our 2017-18 FTES target is 19,000, and we will not have additional funding beyond the BAM for the District.</p> <p>VC Little shared that by increasing our target to 19,000, this will include an increase of funds to support.</p> <p>Today, Laney is at 38%, BCC 21.5%, COA at 18.5% and Merritt at 21.3%. For 2017-18, there will be a little more allocation to achieve enhanced targets for 2017-18, and the Vice Presidents have different strategies for how they will achieve these targets.</p> <p>AVC Brown shared the discussions that have taken place with the Vice Presidents related to promising practices, and there was a commitment to assuring that classes offered at 20 students or below is kept at no more than 12% of the sections offered. Live25 will enable the maximizing of space, working across Colleges to schedule appropriately, increase cap sizes, and afford opportunities for faculty to teach across Colleges.</p> <p>There was an Enrollment Management Summit held in March 3rd, and there was consensus that the District should provide support for helping to coordinate scheduling to eliminate overlap, more variety in when courses are offered, with the goal of implementing changes to the schedule for Spring, 2018. Planning activities will include development of a strategic enrollment management plan, working groups, training on the application and enrollment process, District-wide master calendar and enhancements to the Admissions & Records processes. There was additional information presented related to dual enrollment increases with the District, and the ongoing efforts with the Peralta Promise Program.</p> <p>There was discussion related to ensuring links to the College Enrollment Management Plans, and ensuring support from Financial Aid departments.</p>
--	--	--	---

<p>IX. College/ District Resource Priorities: Classified Staffing</p>		<p>E. Develop and manage Resources to Advance Our Mission</p>	<ul style="list-style-type: none"> • Dr. Crawford shared a review of the recommendations requested for consideration from the RATF-CS and requested action from PBC. VC Little shared that there is a Grants Administrative Team manual that is currently being implemented. <p>There was continued discussion related to utilizing resources for permanent part time and full time positions.</p> <p>VC Little suggested adding the he requested action from PBC: to include how to analyze additional funds at the District as we are building the budget. At the May revise, ensure that a percentage of general funds that becomes available be allocated to support classified staffing.</p> <p>Motion as amended: To approve adopting the recommendations under Section IV, and add item C to evaluate the impact of recommendations on an annual basis. Also included as a recommendation, if there is funds made available through the May revise, a percentage of the funds be allocated to support the hiring of part-time permanent and full time classified staff.</p> <p>Motion approved unanimously, and will be summarized and forwarded to Chancellor Laguerre.</p>
<p>X. College/ District Resource Priorities: Technology</p>			<ul style="list-style-type: none"> • VC Cole reported that the District Technology Committee recommended providing resources to fund College and District priorities. Richard Greenspan and Sylvia Espinosa shared the need to identify where the funds are coming from and potential for instituting a technology fee to support continued IT support. <p>There was a recommendation to review ways to increase revenue through an increase in student fees to support through the District Technology Committee. VC Little and/or Director Aaberge will participate in the DTC meeting for this discussion.</p>

<p>XI. College/ District Resource Priorities: Facilities</p>	<p>Goal III as above</p>		<ul style="list-style-type: none"> VC Ikharo reported that the District Facilities Committee reviewed the total cost of ownership rubric, along with staffing needs related to HVAC engineers. The Facilities priorities requests will be presented at the next PBC meeting, as this will be discussed along with scheduled maintenance, where funds may be available with the May budget revise.
<p>XII. Next Steps in Integrated Planning and Budget Development</p>	<p>Goal III as above</p>	<p>E.3 Fiscal Oversight</p> <p>D. Strengthen Accountability, Innovation, and Collaboration</p>	<ul style="list-style-type: none"> Director Aaberge provided an update for the 2017-18 budget. There have been initial meetings with the Business Directors at the Colleges and how to continue to be integrated in the planning with each other. The goal is to support the Colleges with understanding the processes at the District level. <p>The position control spreadsheets have been distributed to the Colleges and will be reviewed and updated. There will be another distribution of spreadsheets with included changes. There is also finalizing of medical costs that are projected, and finalizing the discretionary budget at the District Office level. The goal is to distribute the discretionary fund budgets by the end of the month.</p> <ul style="list-style-type: none"> Brandi Howard shared that Laney President-Elect Tammiel Gilkerson’s email is now available and important documents can now be submitted to her for review (copy Maisha Jameson). The Update on the District Wide Sustainability Master Plan will be presented at the next PBC meeting.
<p>XIII. Adjournment</p>			<ul style="list-style-type: none"> Meeting adjourned at 11:54 pm.