

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

MINUTES

May 26, 2017

District Board Room

Present: Abigail Brewer (Local 1021 Rep), Barbara Des Rochers (BCC Academic Senate Pres), Brandi Howard (Laney Classified Rep), Cleavon Smith, Christine Williams (Acting VC of Finance), Daniel Lawson (Merritt Faculty Rep), Donald Moore (Laney Academic Senate Pres), Fred Bourgoïn (Laney Faculty Rep), Jason Cole (VC of Information Technology), Joseph Bielanski, Jr. (Articulation Officer), Kelly Pernell, 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), Phyllis Carter (Business Director Laney), Richard Ferreira (Executive Assistant, Finance/Minutes), Roberto Gonzalez (BCC Classified Senate/President), Rowena Tomaneng (BCC President), Sadiq Ikhara (VC of DGS and DFC Committee Rep), Samantha Kessler (Merritt Classified Rep), Sylvia Espinosa (BCC Classified Rep), Tammeil Gilkerson (Laney College Pres.),

Guests: Jowel Laguerre (Chancellor), Yashica Crawford (Chief of Staff), Melvina King, (VC of WDCE), Sui Song, (Interim Budget Director WDCE); Tim Brice (Interim Maintenance and Operations), Annette Dambrosio (District Accreditation), Louie Martinez (District Budget Analyst)

Absent: Anna O’Neal (Alameda Classified Rep), Carolyn J. Martin (BCC Faculty Rep), Dave Ivan Cruz (Student Gov. Rep), Ed Jaramillo (PFT President), Rick Greenspan (COA Faculty Rep), Rochelle Olive (COA Academic Senate Pres.), Shatera Neff (Student Gov. Rep), Tim Karas (COA President),

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
Call to Order			10:50 am
I. Adoption of the Agenda			Motion to approve Agenda with the following correction: Item IV. Chancellor’s Report does not include the First Draft of PBIM User Manual and it is to be listed only under VI. Task Force Reports. Approved unanimously.
II. Approval of Minutes April 28, 2017			Motion to approve Minutes from April 28, 2017 with corrections. Samantha Kessler, Roberto Gonzalez, and Barbara Des Rochers changed to present members. Kelly Pernell should be included as member and was present. Approved unanimously.

III. Public Comment			<ul style="list-style-type: none"> Welcome any comments from the public. No comments.
IV. Chancellor's Report and Dialogue	Goal V. Evaluate the continuous improvement of the District's PBIM process.	D. Strengthen Accountability, Innovation, and Collaboration D.2 Institutional Leadership and Governance D.3 Institutional Effectiveness	<ul style="list-style-type: none"> Chancellor Laguerre thanked Dr. Luis Pedraja on behalf of the District for his contributions and congratulated him in accepting his new position as President at Quinsigamond Community College. We are in the process of completing the Tentative Budget and would like to acknowledge the Finance Department as well as the Business Directors from the colleges for their contributions. Staffing changes and searches. Vice Chancellor for Education Services and Executive Vice Chancellor position eliminated for the coming year. Searches continues for the Vice Chancellor of Academic Affairs and plan to have the position filled by July 1, 2017. Vice Chancellor of Student Services eliminated and replaced with a Registrar was shared before. Associate Vice Chancellor of WDCE and Budget Director of WDCE continue and search in Fall, 2017. Chief of Staff position filled and will continue to be filled and take on some Student Services. Interim position in the Vice Chancellor for Finance & Administration. Reviewing how to improve Facilities, Maintenance and Operations. Director of International Students department position to be filled soon. Request made that the information for the Vice Chancellor of Academic Affairs forum distributed to Faculty and everyone as soon as possible and the Chancellor agreed. Time commitment and timeline to review the Tentative Budget would be available within 4 days by VC Williams. Staff or Faculty to review the budget.

<p>b. DEC (con't)</p>			<ul style="list-style-type: none"> • There were concerns discussed whether the PBC could vote on the three (3) requests for District funding presented to the PBC without DEC approval. • The committee discussed the importance of more cross communication and dialogue between the District and colleges regarding information that comes out of the meetings. Suggestion from Mario Rivas that in order for PBIM to be effective everyone needs to be involved throughout the year and more cross communication/dialogue with the colleges. • It was concluded that since the three (3) District funding requests were not voted on and passed by the DEC it could not be presented and voted on. Therefore, the requests could only be moved to vote, in order to ask the Chancellor to review and be made aware of what is being requested. • Cleavon Smith presented three (3) requests for District funding of one year to be considered, and possibly, for additional time. Currently, the Senate receive .5 reassigned out of the college's General Fund. This request is for the District to augment. • 1) Request for District funding of .4 FTEF reassignment for colleges (not for the Senate specifically). This is a two year promise that was not fulfilled. This would go from zero (0) to a total of 1.6 FTEF. • 2) Request for District funding 1.2 FTEF reassignment per District College for the Senate (not specifically for the Senate President) acknowledging the increasing responsibilities. This would change from 2.0 to a total of 4.8 FTEF. • 3) Request for District funding 1.0 FTEF reassignment for the Academic Senate President. Received .4 from the Academic State Senate. This would change from .6 FTEF to a total of 1.0 FTEF.
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<p>c. DFC</p>			<p>Motion and seconded for the three (3) requests for District funding to be moved forward only to ask the Chancellor to review. The motion was approved unanimously, and will be forwarded to Chancellor Laguerre.</p> <ul style="list-style-type: none"> • Mario Rivas discussed that OER is to infuse low cost to no cost resources to Online Educational Resources into the classroom. For example, BCC and Merritt College receive a small grant of \$20,000, however, the grant will end. • It was stated that the State Chancellor’s Office provides money for Part-Time Faculty office hours, Peralta did not apply for those funds last year (meaning 15-16). This year the application is due by June 1st. It was noted that the application is being submitted this year and it is in the process of being completed. • c. Dr. Ikharo stated at their last meeting there were three goals for the DFC. 1) Strengthen Accountability, Innovation and Collaboration. Preventative maintenance to implement the total cost of ownership. 2) Continue to reduce energy use as part of Sustainability. 3) Facilities Condition Assessment. The three goals were met. • A decision for the Five year planning for the Peralta District was made not to do the IPP this year because we are currently working on the Facility Master Plan is being completed which incorporates Facilities and Technologies. Therefore, completing a separate five year plan would be redundant and not necessary. • Integration of the Educational Master Planning referred to a committee where there may be concerns regarding DFC and DTC.
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<p>d. DTC</p> <p>e. Accreditation Update</p>			<ul style="list-style-type: none"> d. VC Cole reported on upgrading PeopleSoft and the network. Approved to cancel the server temperature control project as we are planning to migrate to the cloud. Approved IT purchase with some amendments to ensure there is some overview and oversight in technology purchases to align with District and College’s architecture. Enforced its support of the program review priorities. e. Annette Dambrosio acknowledged that everyone is working very hard with four mid term reports, one per college, with the District doing its due diligence on its eight recommendations. Accreditation is ongoing.
<p>VI. Task Force Reports</p> <p>a. Chancellor’s PBIM Review Task Force</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. Crawford wanted to acknowledge the committee’s outstanding work and specifically name individuals who participated in the PBIM Review Committee; MaryBeth Benvenuti, Shirley Slaughter, Evelyn Lord, Antoine Mehouelly, Joseph Bielanski, Barbara Des Rochers, Brandi Howard, Mario Rivas, and Annette Dambrosio. Purpose of the committee was to review the Chancellor’s recommendations for enhancements for 2017 PBIM. The committee sought to review the models from 2009 and revised in 2014 to come up with a robust process not only acknowledging the work that was previously done, but how we could enhance and improve. PBIM draft manual received by PBC that will be the primary training document for the August Summit. Please take time to review. For the Summer, submitted a proposal for the PBIM Review Committee to form a Summer Work Group. <p>Motion and seconded to move forward with the PBIM Review Committee Summer Work Group. The motion was approved unanimously, and will be forwarded to Chancellor Laguerre.</p>

<p>b. PBIM Assessment Task Force Update</p> <p>c. AP Task Force</p> <p>d. BAM TF Update</p>			<ul style="list-style-type: none"> • b. Samantha Kessler reported the need to clarify processes. In general, communication and feedback. • c. Luther Aaberge discussed final commentary on the documents working with. The AP requirements were discussed including object code guidelines that would be helpful for people working with chart strings. Offered an up to date contact list. • Lastly, is an example of a form that may be used at the colleges to help maintain tracking of an open account invoice. More information is on the website. Training session will be scheduled for next year and it will be continuous. Goal is to get the documentation and training out there for people to benefit from and use to improve on payment processing. • Statement was made that the District needs to hire an A/P person for each college to pay checks would be beneficial. • VC Williams reiterated the importance of transparency and brining more people in. College Business Directors and staff will be trained. • d. Co-chair Lawson discussed BAM TF Committee. Did not hear back from the constituent groups that would be naming a Student Representative, College Business Directors (2), College Faculty Senate Representatives (2), District Representative, District Classified Senate and Local 39 SEIU Representative. • VC of Finance and Budget Director were named on the committee. Communication will go out to name individuals to be on this committee.
			<ul style="list-style-type: none"> • Five (5) minutes break.

<p>VII. Assessment of 2016-2017 Goals</p>	<p>Goal IV: Evaluate the continuous assessment of PBIM</p>	<p>D. Strengthen Accountability, Innovation, and Collaboration</p>	<ul style="list-style-type: none"> • Dr. Crawford discussed the established PBC goals established in September 2016 and the progress made. Goals were set and achieved. • 1) Continue to evaluate the Budget Allocation Model (BAM) and District Office efficiencies and consider recommendations for full implementation of new model. • 2) Improve efficiency of the accounts payable processes. • 3) Oversee strategic planning and improvement of the District Education Committee to increase service delivery to grow enrollment. • 4) Review and Revise District’s Board Policies and Administrative Procedures. • 5) Evaluate the continuous improvement of the District’s PBIM Process. • 6) Review monthly progress reports on the resolution of any District accreditation recommendations.
<p>VIII. College/ District Resource Priorities: Technology</p>	<p>Goal III as above</p>	<p>E. Develop and manage Resources to Advance Our Mission</p>	<ul style="list-style-type: none"> • Co-chair Lawson informed the PBC that VC Cole presented the priority items at the last meeting and did not have any changes.
<p>IX. College/ District Resource Priorities: Facilities</p>			<ul style="list-style-type: none"> • VC Ikhara discussed priorities, for example, Mechanical/Electrical Planning (MEP’s). Would like to have three (3) more engineers hired for electrical, plumbing and HVAC. Other items included a request for a Manager for Maintenance and Operations and Staff Services Specialist.

<p>X. 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"> • Co-chair Lawson stated that the Chancellor is requesting two (2) faculty and two (2) staff members for the Budget Group. Discussion on who would like to volunteer and determine the four individuals. <p>Motion and seconded to move forward with the three individuals Cleavon Smith, Abigail Brewer, Sylvia Espinosa and Fred Bourgoin from the PBC to be represented on the Budget Group. The motion was approved unanimously, and will be forwarded to Chancellor Laguerre.</p>
<p>XI. Board Policy & Academic Policy Updates</p>			<ul style="list-style-type: none"> • Dr. Joseph Bielanski's presented the updates for: • BP 2340, 2345, 3430, 3820, 4106, 7330, and 7340 • AP 3300, 3570, 4050, 4105, 4225, and 4240 <p>Motion moved and seconded to endorse the changes for BP and AP updates. The motion was approved unanimously, and will be forwarded to Chancellor Laguerre.</p> <p>Note: Sui Song took a close the look of AP 5030 from the last meeting and students may use a PO Box. She will work with IT to develop a query to determine residency.</p>
<p>XII. Adjournment</p>			<p>Meeting adjourned at 1:26 pm.</p>