

**Peralta Community College District
Planning and Budgeting Council Meeting Minutes
March 23, 2012**

Present: Linda Berry, Tae-Soon Park, Ann Elliott, Fabian Banga, Jenny Lowood, Bob Grill, Debbie Budd, Matthew Goldstein, Rick Greenspan, Timothy Brice, Thuy Nguyen, Rebecca Kenney, Jennifer Lenahan, Eric Gravenberg, Elnora Webb, and Rich Copenhagen
 Chair/Co-Chair: Ronald Gerhard and Karolyn van Putten
 Guests: Jim Grivich, Mike Orkin
 Facilitator/Recorder: Linda Sanford and Joseph Bielanski
 Absent: James Blake

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	9:07 AM		
I. Agenda Review	Agenda: APPROVED		
II. Review of Minutes: February 24, 2012	Minutes: APPROVED		
IV. Committee Reports Dr. Linda Berry (DFC Reporter) Dr. Rebecca Kenney (DTC Reporter) Dr. Debbie Budd	Facilities Dr. Berry was not able to attend the last District Facilities Committee (DFC) meeting. Technology The District Technology Committee (DTC) went over issues at the campuses in terms of the surveillance cameras installed. There was discussion on fiber optic cables; whether to add new lines or to use ones that already exist. Adding new lines will be more expensive, sharing lines will compromise the speed of the cables. PC	The PBC will send a memo reminding Dean Stark and IT Chief	

**Peralta Community College District
 Planning and Budgeting Council Meeting Minutes
 March 23, 2012**

<p>(DEC Chair & reporter)</p>	<p>options/standards and the moving of email to the Cloud were also discussed. IT Chief Tony Tortorice will give a report at the next DTC meeting on the implementation of the IT Plan. Dean Inger Stark will head an Ad Hoc committee to create draft language for the Budget Allocation Model (BAM).</p> <p>Education The District Ed Committee (DEC) met on March 16th. A majority of the meeting was spent discussing the Student Success Task Force recommendations. At the first meeting of the Peralta Student Success Task Force, three groups were called to present on April 12th. Presentation topics include:</p> <ol style="list-style-type: none"> 1. First Year Experience 2. Matriculation Services 3. Accelerated Mathematics <p>The DEC will look at annual program updates again in the Fall which will include student outcomes. Program reviews will be conducted in Spring 2013. All information will be posted on the website. Updates on accreditation were shared: the Colleges turned in their Mid-term Reports and the District turned in their Follow-up Report.</p> <p>There was discussion on the grant application process. As part of the process, each college will be asked to submit an intent to apply and then fill out a Board agenda item request. The application will then be routed to the Finance, Facilities, and HR departments to ensure the criteria are met. Please send comments regarding the draft document, A Guide for Writing and Managing Grants, to Susan May at smay@peralta.edu. Currently Jennifer Kennedy is assigned to assist with larger grant writing projects for the District. A request was made to look into having an additional in-house grant writer</p>	<p>Tortorice of the draft BAM language.</p>	
-----------------------------------	---	---	--

**Peralta Community College District
 Planning and Budgeting Council Meeting Minutes
 March 23, 2012**

	when additional funding becomes available.		
V. Budget Info Follow-up VC Gerhard	<p>Tentative Budget Assumptions The one page document was brought back as requested by the PBC at the January meeting. Salary (step and column) increases are broken down by position type. There will be no changes to the assumptions document until Tentative Agreements are signed. Costs increase as employees go up a step due to life insurance costs and especially PERS. The District's PERS increase is a little above 11%.</p> <p>IT Strategic Plan 1. Appendix 1: Proposed schedule. Appendix 2: On page 16, projects are categorized as type A-C. Type A is identified as being urgent. Net Present Value (NPV) is the total cost of ownership. It is not the amount paid to the consultant. There is no external cost. The general fund does not have the flexibility to absorb any external cost. The internal costs consist of internal people hours such as District staff time spent on these projects and their salary which is paid from the general fund. 2. VC Gerhard recently worked with Local 1021 to implement a restructure within IT. The biggest change to the organization chart is the two Senior Application Software Analyst positions. In the past, PCCD had four Application Software Analysts. PCCD has two vacancies. The two new positions are created to bring in higher programming skill sets and to create a higher internal career path. Once those positions are advertised and filled, we will be less dependent on external consultants.</p>		
VI. Policies and Administrative Procedures Jim Grivich	<p>Withdrawn: BP 3410 Nondiscrimination BP 3430 Prohibition of Harassment BP 3530 Weapons on Campus BP 3500 Drug Free Environment and Drug Prevention Program</p>		

**Peralta Community College District
Planning and Budgeting Council Meeting Minutes
March 23, 2012**

	<p>Discussion: This process is for accreditation purpose as well as to update all Board Policies and District Administrative Procedures for currency. Many of the old Board policies were actually administrative procedures. Materials that are procedural should be reconstituted as administrative procedures. This group represents the shared governance process and has started the Board policies review process in August 2011. The intent was to give this group a chance to do what was recommended by ACCJC. This group is entitled to accept/modify the policies and procedures. The Chancellor wants the PBC to forward recommendations to him. This process should not deter other groups from working on their process. The Chancellor is to consult with representative constituents when he wishes to change policies and procedures.</p> <p>Note: Most of the policies and procedures presented today are academic and have gone through the academic process.</p> <p>It was proposed that we take each of the policies/procedures individually to provide the Chancellor with specific recommendations. As a body, the can either support, not support, or abstain each item. Background information will be provided before each item is voted on.</p> <p>BP 7700 and AP 7700 Whistleblower Protection Discussion: Dr. Goldstein abstained because the whistleblower issue has been popping up in California community colleges and affected employees. He is eager to have PFT's counsel examine it carefully before he can make a determination as to whether the League's suggested language is adequate.</p>		
--	---	--	--

**Peralta Community College District
 Planning and Budgeting Council Meeting Minutes
 March 23, 2012**

	<p>Support: 10 Not Support: 0 Abstain: 6</p> <p>BP 6800 Safety Background: There are Federal regulations and State laws on providing a safe environment for employees. For example, the transportation law prohibits people with DUIs to operate District vehicles. OSHA has laws on occupational safety in California and requires safety programs. Such safety programs cover how hazardous materials should be handled.</p> <p>Discussion: Per Mr. Brice, The transportation position requires a license. The District is required to pay for the medical examination for the licensing.</p> <p>Support: 13 Not Support: 1 Abstain: 3</p> <p>AP 6801, Transportation Safety and AP 6802, Illness and Injury Prevention and Hazardous Materials Program were supported (13/1/3).</p> <p>BP 3550 Drug Free Environment and Drug Prevention Program, AP 3550 Preserving a Drug Free Environment for Employees, AP 3551 Preserving a Drug Free Environment for Students, AP 3570 Smoking Background: This is a Federal regulation and Federal trumps State in this situation. One exception, the District in the past has chosen to restrict tobacco use and passed a smoking policy 2-3 years ago. This restriction is not covered by the Fed. This policy wording is new.</p>		
--	--	--	--

**Peralta Community College District
 Planning and Budgeting Council Meeting Minutes
 March 23, 2012**

	<p>The procedure has the same wording as the old Board policy. Peralta took the leadership role in putting language in the State Legislature and the bill was passed effective January 1, 2012, allowing all community colleges and higher education to fine smoking violations. The Chancellor does not want to implement this policy until the Fall 2012. Nurses are putting out information to students. There will be a penalty of \$45 for each violation. The penalty will increase to \$105 if it is not paid after 21 days. Repeated offenses will still cost \$45 each.</p> <p>In regards to the controlled substance policy, it is a Federal rule. If we do not have this policy in place, we cannot submit for grants with the Federal government.</p> <p>Support: 14 Not Support: 0 Abstain: 3</p> <p>BP 3420 Equal Employment Opportunity (EEO) Background: This is the State law. There is no procedure to go with this policy. Recently, there are a large number of court cases that are inconsistent. Therefore, it is difficult for HR to effectively administer this program. The only way to administer this policy is to file court cases.</p> <p>Discussion: We should strike the line referencing AP 3420. For the record, it is important for us to have a Board policy on EEO. In case a lawsuit occurs, we can show what the Board policy is.</p> <p>Support: 14 Not Support: 0 Abstain: 2</p>		
--	--	--	--

**Peralta Community College District
Planning and Budgeting Council Meeting Minutes
March 23, 2012**

	<p>AP 4220 Standards of Scholarship (approved by DAS) AP 4225 Course Repetition (approved by DAS) AP 4227 Repeatable Courses (approved by DAS) AP 4228 Course Repetition – Significant Lapse of Time (approved by DAS) AP 4229 Course Repetition – Variable Units (approved by DAS) AP 4232 Pass/No Pass (approved by DAS) AP 4240 Academic Renewal (approved by DAS) AP 4250 Probation (approved by DAS) AP 4255 Disqualification and Dismissal (approved by DAS)</p> <p>Discussion:</p> <p>Mr. Grill insists that a vote here is inappropriate. No one should have a vote after the District Academic Senate (DAS). According to Mr. Grill, it is in the policies and procedures of the State Academic Senate.</p> <p>Mr. Grivich partially agreed with Mr. Grill. The State law says that the District shall rely primary on the advice of the Academic Senate for academic and professional matters. Another section of the law says employees and students shall have the opportunity to participate in decisions where it might affect them. This particular group is the body that the District constituted for the people to exercise their rights to participate in decisions. The Senate is primary but not exclusive. The process will defer back to the Senate if there is any issue with the above procedures.</p> <p>It was noted that anytime the administration’s recommendation to the Board is different from the DAS, the DAS has the ability to place on record its position. It was suggested that this body task a smaller group to determine procedurally what this group should look at when there is a call or question around the Academic Senate or college question around PFT, SEIU, or Local 39 negotiable demands.</p>		
--	--	--	--

**Peralta Community College District
Planning and Budgeting Council Meeting Minutes
March 23, 2012**

	<p>It was noted that these particular procedures from the were taken from Title 5. We must have Title 5 at the State level and endorse it at the local level.</p> <p>Support: 17 (unanimous) Not Support: 0 Abstain: 0</p> <p>BP 4040 and AP 4040 Library Services Background: The library policy is in Chapter 4 and was reviewed by the DAS. The Senate did not postpone its decision. It did make a decision and forwarded it to this body. The Board later pulled the policy stating that it was too brief a policy. Given the opportunity, it was referred to the Librarians for their input and the current draft comes from the college Chief Librarians.</p> <p>Support: 16 (unanimous) Not Support: 0 Abstain: 0</p> <p>BP 4030 and AP 4030 Academic Freedom (second review; was approved by DAS) Background: There is a need to clarify what we perceived as Academic Freedom as it is typically defined by the AAUP and Freedom of Speech. The District consulted the State Senate's position papers on academic freedom. This policy resembles State Center Community College District.</p>		
--	---	--	--

**Peralta Community College District
 Planning and Budgeting Council Meeting Minutes
 March 23, 2012**

	<p>Support: 16 Not Support: 0 Abstain: 2</p> <p>BP 3720 and AP 3720 Telephone, Computer and Network Use (third review) Background: This policy is based on various laws on this subject. One of the primary issues is the concept of District property. Property owned by the District is purchased by taxpayers' money. The property is meant to be used for District purposes. If converted to private purposes, that can become a legal issue. The legal parameter extends to software licenses where computer software is not supposed to be used without the purchase of the appropriate licensing.</p> <p>Discussion: Due to the complexity of the technology issue, it was recommended that the PBC table this policy and procedure until next meeting.</p> <p>Mr. Grivich encourages everyone to be involved in this discussion because it affects everyone. He suggested to break the policy into parts for review.</p> <p>Motion to table this until the next meeting and allow for discussion. APPROVED (unanimous)</p>		
Adjournment:	12:08 PM		
Next meeting:	April 27, 2012 from 9:00am – 12:00pm		

Minutes taken: Sui Song

Attachments: All handouts for this meeting can be found at

<http://eperalta.org/wp/pbi/planning-and-budgeting-council/psc-documents/>