

**Peralta Community College District
Retirement Board Meeting Minutes
February 6, 2018**

Present Board Members: William Withrow (Chair), William Riley, Trudy Largent
 Absent Board Members: Meredith Brown, Christine Williams (Deputy Chair)
 Present Advisory Members: Jerry Herman, Tae-Soon Park, Michael Mills

Present Board Advisors: Joanna Bowes (telephonically), Liz Masson

Absent: Michael Wirth (Advisory Member),
 Louie Martirez (Advisory Member)

Guests: Romaneir Johnson, Incoming Vice Chancellor for Finance and Administration

Agenda Item	Discussion	Follow-up Action
I. Call to order	Meeting called to order at 4:03 pm. Introduction of Romaneir Johnson, Incoming Vice Chancellor for Finance and Administration.	
II. – VI.	Board Members, Advisory Members, Advisors present and absent – listed above	
VII. Approval of Agenda	<p>Motion to approve February 6, 2018 agenda. Approved.</p> <p>AYES: 3 NOES: 0 ABSTAIN: 0 ABSENT: 2</p>	
VIII. Hiring Process for the Executive Administrator	Advisory Member Herman expressed concern regarding the posting of the job description position. Board Member Largent explained that the 12 candidates have been provided the job description, which provides that the position is an “at will” managerial position to be hired under a standard two-year contract with no probationary period. Deputy Chair Williams is a candidate and so recused herself from the meeting.	

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	<p>Board Member Largent explained that the physical office for the Executive Administrator will be in the Finance Department at the District. The Executive Administrator’s responsibilities will be to the Retirement Board and not the District, although the position is a District employee.</p> <p>The Board members discussed the tasks of the Subcommittee and potential members. Board Member Largent recommended that Judy Boyette serve as a subject matter expert, based on her experience as administrator for the UC system. Ms. Masson advised that she would serve as legal counsel for the Subcommittee as needed, and Ms. Boyette would not be acting as legal counsel on the Subcommittee, to avoid a potential conflict.</p> <p>Motion to approve as the Subcommittee for Evaluation of the Executive Administrator Candidates: Chair Withrow, Board Member Largent, Advisory Member Herman, Judy Boyette, and one Advisory Member from employee representative groups, to be determined by Advisory Members Park, Martirez and Brice:</p> <p>AYES: 3 NOES: 0 ABSTAIN: 0 ABSENT: 2</p> <p>Board Member Largent will notify Subcommittee members of interview and meeting dates. A Human Resources Orientation will be scheduled for Feb. 22nd at 3:00 pm to 5:00 pm. The Board members discussed the compensation for the position, and potential redundancies with financial advisory services currently being provided.</p> <p>After completing the evaluations, the Subcommittee will make a recommendation to the Board.</p>	
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	The Board discussed that the RFP response due dates had been extended past February 20, 2018, the date of the next scheduled meeting. The Board Members agreed to hold the meeting date for the purpose of appointing a Subcommittee for Trust II tasks.	
IX. Adjournment	The meeting was adjourned at 4:01 pm.	

Minutes taken: Richard Ferreira

Meeting Materials are posted on the Retirement Board website: <http://web.peralta.edu/retirement-board/meeting-materials/>.

Agenda Posted: 333 E. 8th Street, Oakland, CA 94606