



Budget Allocation Model Task Force Meeting Notes for October 14, 2021

Members in attendance:

Adil Ahmed, Interim Vice Chancellor for Finance & Administration
Thomas Renbarger, Academic Senate President
Tami Taylor, Interim Budget Director, Finance & Administration
Angelica Garcia, President, Berkeley City College
Donald Moore, DAS President
Rudy Besikof, President, Laney College
Richard Thoele, Classified, President Local 1021
Louie Martirez, Classified Senate Appointee
Derek Pinto, Vice President of Administrative Services, Laney College
Scott Barringer, Local 39 Representative
Tina Vasconcellos, Vice President of Student Services, College of Alameda
Sean Brooks, VP Administrative Services, Berkeley City College

Richard Ferreira, Executive Assistant, District Finance & Administration (Notes)

Members absent:

David M. Johnson, President, Merritt College
Jennifer Shanoski, President PFT

Guests:

C.M. Brahmhatt, Consultant, Cambridge West Partnership
Dr. Nathaniel Jones III, President, College of Alameda
Garth Kwiecien, Vice President of Admin Services, Merritt College
Lowell Bennett, Faculty, Merritt College
Marla Williams-Powell, Interim Executive Director of Fiscal Services
Momo Lim, Internal Auditor

I. Agenda Items

Call to order 1:34 pm

1. Review of the Agenda

Motion to approve the Agenda with no changes. Motion approved unanimously.

2. Approval of Notes from previous meeting

Motion to approve the Notes with the no changes. Motion approved unanimously.

3. Review of Budget Development Calendar

Budget Development Calendar is the same as last year with the three (3) Town Hall Meetings recommended at the PBIM Summit. Recommendation made that each college have their own Town Hall Meeting.

Request to add in August prior year Unaudited Actuals. VC Ahmed stated that it depends on the Year-End-Closing. Estimations may be made available. The 2021-2022 FTEF Targets information could be received as to how many FTEF's are allocated per year would be helpful.

Other districts are in a hiring freeze and we have to think about where we will be in three (3) years because we are currently declining in enrollment. There was a concern noted that the District Office is being funded 35%.

[Motion to endorse the PCCD Budget Development Calendar Fiscal Year 2022-23 with the changes from the PBIM Summit and a request to change wording from the three \(3\) Town Hall Meetings to District Office Presentation at the Colleges Level Budget Committees. Motion approved unanimously.](#)

4. Review of BAM Handbook - Budget Allocation Model Additional Comments Presented by C.M. Brahmhatt with Cambridge West Partnership

Ending Balance information was provided by Cambridge West (document included). Request any comments be sent to VC Ahmed and through him forwarded to C.M. Brahmhatt for changes to the BAM Handbook.

5. Review of Agenda Items for the next meeting – Discussion

No discussion at this time.

II. Next Meeting(s)

October 28, 2021 at 1:30 pm
November 11, 2021 at 1:30 pm
November 25, 2021 at 1:30 pm

III. Adjournment at 3:06 pm.

Peralta Community College District

Budget Development Calendar

Fiscal Year 2022-23

Tentative Budget		
Date	Responsible	Action Item
January 10, 2022	Vice Chancellor for Finance and Administration	Governor Proposed Budget releases.
January 17, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
January XX, 2022	Vice Chancellor for Finance & Administration and Budget Director	Town Hall meeting provided Districtwide to present the Governor's Proposed Budget.
January 24, 2022	Vice Chancellor for Finance and Administration	Projected Funds for 2022-23 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and Chancellor's Cabinet. Draft budget assumptions for the Tentative Budget.
January 25, 2022	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250).
January 28, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
February 03, 2022	Budget Director	Round 1 positions control for 2022-23 fiscal year distribution to colleges.
February 04, 2022	Chancellor Vice Chancellors College Presidents Business Directors Budget Director	Prior and current year line item budgets, instruction packets, and due dates are distributed to Campus Presidents, Business Directors, and Vice Chancellors for distribution to managers with budget responsibility. Campus and DAC budget processes determine priorities, reallocation of funds (within college), and responsibility managers prepare budget forms for submittal to Budget Director.
February 18, 2022	Planning and Budgeting Council	Review Governor's 2022-23 Proposed Budget. Review Tentative Budget Assumptions. Review the Budget Allocation Model (Student Centered Funding Formula).
February 25, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Tentative Budget Assumptions and Allocation.
March 04, 2022	College Presidents Vice Chancellors Business Directors	Submit discretionary budget worksheets to Budget Director. Submit round 1 positions control worksheets with any changes to the Budget Director.

March 18, 2022*	Vice Chancellor for Finance and Administration Budget Director	2022-23 preliminary budgets submissions are presented to the Planning and Budgeting Council. *Estimated date. Round 2 position control worksheets are sent to the College Presidents, Business Directors, and Vice Chancellors.
March 25, 2022	Vice Chancellor for Finance and Administration Budget Director Planning & Budgeting Council	Discussion and review of the FTES allocation and enrollment numbers to make a recommendation for the Chancellor's Cabinet in the upcoming year. (Note: to be completed earlier in the future.)
April 01, 2022	College Presidents Vice Chancellors Business Directors	Submit round 2 positions control worksheets revisions to Budget Director.
April 04, 2022	Budget Director	Load positions control and discretionary budgets into Peoplesoft.
April 18, 2022	Vice Chancellor for Finance and Administration	Chancellor's Cabinet updated on status of Preliminary Budget. Review, discussion, and recommended adjustments brought forward.
May 06, 2022*	Vice Chancellor for Finance and Administration	Governor May Revision releases. *Estimated date.
May 27, 2022	Vice Chancellor for Finance and Administration	Finalizes budget assumptions for the Tentative Budget. Preliminary budget is presented to the Planning and Budgeting Council.
June XX, 2022	Vice Chancellor for Finance & Administration and Budget Director	Town Hall meeting provided Districtwide to present the Governor's May Revised Budget.
June 07, 2022	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for the first read.
June 21, 2022	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for approval.
Adopted Budget		
August 22, 2022	Vice Chancellor for Finance & Administration and Chancellor	Review Adopted Budget Assumptions and Allocation.
August XX, 2022	Vice Chancellor for Finance & Administration and Budget Director	Town Hall meeting provided Districtwide to present the Adopted Budget/changes from the May Revise.
August 29, 2022	Planning and Budgeting Council	Review draft of the Adopted Budget.
September 13, 2022	Vice Chancellor for Finance and Administration	Present the Adopted Budget to the Board for approval.

Peralta Budget Allocation Model Additional Comments

Ending Balance

District ending balance will be used as follows:

- 1) Priority 1. Allocate 10% reserve for contingency.
- 2) Priority 2. Allocate one-time expenses designated by the board for the benefit of district and colleges.
- 3) Priority 3. Allocate remaining funds to colleges based on overall FTES percentage to be used for one-time expenses as prioritized by the college.

Ending Balance (Less than 10%)

If the district ending balance is less than 10% then each college will be assessed to make up to 10 % required for reserve for contingency based on overall FTES percentage of each college.

Ending Balance for Colleges

- 1) Each college will keep unspent dollars as a positive ending balance to be used for one-time expenses in the future.
- 2) Each college ending balance greater than 5% must be allocated in the following year for one-time expenses.
- 3) If a college has a negative ending balance their allocation for next year will be reduced by the same amount.
- 4) If a college has an ending balance greater than 10% for two consecutive years, excess funds must be returned to the district for distribution as district ending balance.

Other State Revenue

The following Other State Revenue will be distributed based on overall FTES of prior year:

- Lottery
- Faculty Compensation
- Mandated Cost
- Faculty Hiring and Parity
- Other State
- Homeowners Tax Relief

Local Revenue

The following Local Revenues will remain at colleges where the revenues are generated.

- Community Services Fees
- Contract Education/Services
- Facilities Rental Fees
- STRS paid on behalf Others
- Non-Resident Student Revenue
- Student Health Fees
- A/C Transit
- Application Fees (Int'l)/Student Records
- Capital Outlay
- Other Local

Local Revenue – Interest, 2% Enrollment Fee and Miscellaneous Income will be distributed based on overall FTES of the prior year.