



## **Budget Allocation Model Task Force Meeting Notes for December 9, 2021**

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### **Members in attendance:**

Adil Ahmed, Interim Vice Chancellor for Finance & Administration  
Thomas Renbarger, Academic Senate President  
Tami Taylor, Interim Budget Director, Finance & Administration  
David M. Johnson, President, Merritt College  
Angelica Garcia, President, Berkeley City College  
Donald Moore, DAS President  
Jennifer Shanoski, President PFT  
Richard Thoele, Classified, President Local 1021  
Sean Brooks, VP Administrative Services, Berkeley City College  
Rudy Besikof, President, Laney College  
Tina Vasconcellos, Vice President of Student Services, College of Alameda

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

### **Members absent:**

Louie Martirez, Classified Senate Appointee  
Scott Barringer, Local 39 Representative

### **Guests:**

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

## **I. Agenda Items**

Call to order 1:37 pm

### **1. Review of the Agenda**

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

### **2. Approval of Notes from previous meeting**

Motion and seconded to approve the Notes with changes of the notes from Louie Martirez, the meeting dates for January updated and the Meeting on January 13, 2022 cancelled. Motion approved unanimously.

### 3. Review of BAM Handbook

#### Presented by C.M. Brahmhatt with Cambridge West Partnership

C.M. Presented to the BAM Taskforce the BAM Handbook and the changes and updates to it from the previous version.

The BAM Handbook include timeline updated by removing the year and will make it continuous for future years.

No Changes to Board Policy with the 5% Reserve for the Colleges in addition to the 10% Reserve for the District. **Note: Administration needs to take the changes to the Board and update the Policies.**

Important to note:

The BAM will be assessed annually.

- The BAM will maintain and enhance FON requirements for the district.
- The BAM will maintain and improve 50% law calculation for future budget years.
- The BAM will support, maintain, and improve 75/25 ratio in future years.
- The BAM will provide a minimum funding for classroom 17.5 FTES/FTEF ratio to achieve expected classroom efficiency.

Compliance with state, accreditor, and district reserve requirements will be maintained or exceeded, will be the first item funded in the BAM, and each college will maintain its own prudent reserve of no less than **1% (should be 5% and will be updated)** of the previous year's expenditures. Reserves in excess of the minimum reserve requirements will be established in an expenditure holding account to meet unexpected and/or unanticipated expenditures that arise subsequent to budget adoption.

Information provided to the BAM Taskforce <https://bit.ly/theproblemwithproductivity>.

Important to note:

District ending balance will be used as follows:

Priority 1. Allocate 10% reserve for contingency.

Priority 2. Allocate one-time expenses designated by the board for the benefit of district and colleges.

Priority 3. Allocate remaining funds to colleges based on overall FTES percentage to be used for one-time expenses as prioritized by the college.

Hold Harmless is not intended to be used on an ongoing basis, but the Peralta District is using it that way. This is a structural problem for the District.

The BAM Taskforce draft is not at its final version and it is to be presented to the PBC Friday, December 10, 2021.

There was a concern asked from the BAM Taskforce if there is a 30% cap on the District spending. The District expenditures are higher than the colleges. Colleges are to look into the services provided by the District for the college. Recommendation made that the research completed and any changes be implemented for the 2023-24 fiscal year.

Motion and seconded to Recommend to the PBC with this Handbook and that the BAM Taskforce endorse/adopt the BAM Taskforce Allocation Handbook for the 2023-24 Year. Motion carries and is approved.

#### **4. Review of Agenda Items for the next meeting – Discussion**

**The next BAM Taskforce meeting on January 13, 2022 is cancelled.**

#### **II. Next Meeting(s)**

Thursday, January 13, 2022 at 1:30 pm - Cancelled

Thursday, January 27, 2022 at 1:30 pm

#### **III. Adjournment at 2:54 pm.**