

PERALTA COMMUNITY COLLEGE DISTRICT CITIZENS' OVERSIGHT COMMITTEE MEETING

**October 3, 2018
MEETING MINUTES**

Meeting Time: 3:30 pm to 5:30 pm

Location: District Boardroom
333 East 8th Street, Oakland, CA 94606

Committee Members (Present):

Zach Unger (Labor Organization), John Caner (Business Organization), Debra Weintraub (Senior Citizens' Organization), Oscar Porter (Community-at-Large)

Committee Members (Absent):

PCCD Staff Present:

Jowel Laguerre (Chancellor), Romaneir Johnson (Vice Chancellor of Finance & Administration), Ahmed Ali (Interim Director of Fiscal Services), Adil Ahmed (Interim Budget Director), Kelle Lynch McMahan (Interim Director of Capital Projects),

Guests:

William B. Tunick

Minutes Recorded by: Richard Ferreira, Interim Executive Assistant, Finance & Administration

1. Call to Order (Committee Member Debra Weintraub)

Meeting was called to order at 3:30 p.m.

2. Interim/Acting Chair & Review of Agenda

There was a call for a new Chairperson for the committee. Motion and seconded to approve Debra Weintraub as the Chair of the Citizens' Oversight Committee. Motion approved unanimously.

Motion and seconded to approve the Agenda as is. Motion approved unanimous.

3. Public Comment

There was no public comment. Everyone was encourage to introduce themselves.

4. By-laws

Current By-laws were discussed, as well as, creating two committees to provide oversight to Measure A and the Parcel Tax by William B. Tunick, Attorney for the Peralta District.

MEASURE A BY LAWS

Proposed By Laws for Measure A Preamble is the same or what the Education code specifically requires.

Section 2.3 is taken from the existing By Laws with regards to oversight and advisory. It discussed the committee composition statutory requirement of at least seven members.

Section 3.2 is regarding the selection process. Discussed how nominees are selected by the Board of Trustees. Process discussed that anyone may apply and generally it was advertised in the newspaper of vacancy. Approval is reserved by the Governing Board of Trustees.

Section 3.3 is regarding term limit for committee members which is two years.

Section 3.4 Replacing a Committee Member provision for removing members from the COC Committee.

Section 4.0 Committee Officers regarding a Chair and Vice-Chair.

Section 5.3 Quorum is a majority of the seated members which will not count vacancies with a minimum of three (3) members.

Section 6.0 Committee Reports is more detailed than what was present before.

Section 7.0 Coordination with Parcel Tax Oversight Committee is that if two committees may work jointly may be beneficial. Preferred that the Board of Trustees appoint different individuals to each committee, however, not prohibited.

Attachment A, Code of Conduct was added.

Recommendation is to have one committee for Bond and one for Parcel Tax. A resolution is being submitted to the Board of Trustees, possibly in November to be able to establish the committees as of January 1, 2019 regarding a separate Bond and Parcel Tax Committees. This is to determine members, as well as, looking for applicants. It is believed that the current committee member's preferences would be taken into account.

PARCEL TAX BY LAWS

It is important for the wording of the By Laws not to have conflicting provisions with Measure A.

Section 2.0 Committee Purpose and Duties has no statutory requirement, in other words, limit to length of time for committee member appointment.

3. Committee Composition is more open to the public to become a committee member with no limitation from specified areas. This provides more flexibility with filing vacancies.

Concern that Attachment A, Code of Conduct be clarified under section 8. "Do not speak for the Committee unless specifically assigned or approved to do so by the Committee."

Any other recommended revisions may be submitted to the Chancellor by November 17, 2018 for review by the attorney and incorporated before submitting the changes to the Board of Trustees.

5. Implementation of new language for Parcel Tax

a. New Parcel Tax Language

Presented to the Board of Trustees and adopted on the September 25, 2018 meeting.

b. Board Policy and Procedures

Presented to the Board of Trustees and adopted on the September 25, 2018 meeting.

c. Other

Email from Adil Ahmed, Interim Budget Director sent out to the Presidents on July 18, 2018 regarding the updated allocations for fund 12 (Measure B) per the Budget Allocation Model.

Committee would like to see a comparison of the actuals compared to the budget. The actuals can be presented at the next meeting.

Covering Core Academic programs and noted that not to be used for administrative salaries or pension.

Reserve should be a minimum of 10% at the colleges and District, for example, BCC. Approved Master Plan that college Presidents will be getting together to discuss.

6. Implementation plans for Measure G

a. Board Resolution

A minimum of 10% of the proceeds will go to each college.

b. Other

Chancellor Laguerre mentioned that Measure G could be inclusive with Measure A under the Bonds implementation and needs to be as flowing as it can because a lot of time needs to be dedicated due to the amount of the Bonds. The last Bond had an internal team to drive the projects. It is intended to have a project management team that is dedicated to the procurement process and a company to handle this for us.

This would be different than what we did last time and is much more common. It will include the colleges coming up with a process on how the funds are to be used and approved through shared governance with the information available to the Oversight Committees before submission to the Board of Trustees for approval. Funding for these dedicated individuals will come from the Bond and will not be performing other District work.

7. Measure A and B Reports

a. Measure A Report

Romaneir Johnson, Vice Chancellor for Finance and Administration discussed and explained the report and that we have projects in different stages of development with a budget of \$326 million. This included a list of projects that were completed. The committee members were welcomed any inquiries. She will provide a summation to the committee members with a one page summary totals for each college, etc.

Kelle Lynch-McMahan, Director of Capital Projects, discussed the progress and status of Milvia Street at Berkeley City College. The three story building was built before 1960 so there are seismic restriction that must be met. Currently we are on the second submission to the State to ensure that we have a building that meets the standards for safety, in part, because the initial submission was in 2014 and the standards were changed in 2015. The college has approved the use of the spaces. A structural testing company was procured and they will begin within the next two weeks.

The Chancellor discussed that we received \$23 million from the state for the Laney Library. This will be in combination of Bonds and State funding. Also, partial funding was received from the state for a New Child Development Center at Merritt College. Peralta also received \$3 million from Federal Government for renovation of COA Aviation facilities.

b. 2018-2019 Funds Distribution – Budget

VC Johnson provided a report and discussed the Measure B Parcel Tax Summary (Fund 12). It provided information with regards to salaries that 80 % instructional salaries and benefits and 20% non-instructional salaries and benefits in reference to page 2 of the report.

In general, we are servicing a student population with great need. In the past assuring the students was enough. Now we need to provide the services that students need to succeed and attend to their health. Supporting all the students. Fundamentally, we need programs to support students and this ties into our student success.

Committee members were invited to email and additional questions regarding funding distribution.

c. 2018-2019 Funds Distribution Trends

It was noted that the trends is utilized under a different percentage because the information was created before the budget was approved. The correct percentage is 80% to 20%.

d. Other

8. Calendar of meetings for 2018-2019

The next meeting dated for December 12, 2018 at 3:30 pm to 5:30 pm
Calendar with potential dates for next year is recommended in December.

9. Next meeting Discussion/All

In December plan to review final numbers.
Mid-January will have audit actuals.
Calendar for next year potential dates.
Consider discussing an in-depth audit for December.
Recommendation be made which members prefer which committee by November 13th for the Board of Trustees.

10. Comments/Announcements from the members of the Committee

None to be discussed.

11. Adjournment

The meeting adjourned at 5:33 p.m.