



February 23, 2024, 1:00 pm to 3:00 pm
Meeting Location: Zoom Video Conference ID: 87485899082

PBC COUNCIL MEMBERSHIP	Membership – 14; Quorum – 8
Dr. Nathaniel Jones III, Tri-Chair, Acting Vice Chancellor for Finance & Admin.	Dr. Diana Bajrami, Acting President, COA
Thomas Renbarger, Tri-Chair, Academic Senate Pres.	Jeffrey Sanceri, President, PFT
Kawanna S. Rollins, Tri-Chair, Classified SEIU Representative	Dr. Stacey Shears, Vice President of Student Services, BCC
Dr. Marla Williams-Powell, Interim Associate Vice Chancellor for Finance & Administration	RJ Ishimaru, Student Representative
Matthew Goldstein, DAS President	Dr. Francisco Herrera, Institutional Research Designee
Matthew Freeman, Faculty, BCC	Javier Lopez, Local 39 Representative
Sinead Anderson, SEIU Representative	
David M. Johnson, President, Merritt College	Richard Ferreira, Executive Assistant, District, Notetaker (non-voting)
	*NOTE: Blue identified as absent

Guests

Dave Vigo, Budget Director, Finance & Administration, District	
Dr. Stephanie Droker, Deputy Chancellor & COO, District	
Jamille Teer, Facilities Project Coordinator, District	
Dr. Tina Vasconcellos, Assoc. Vice Chancellor of Ed. Svcs., District	
Joseph Bielanski, Articulation Officer, BCC	
Marie Amboy, Acting Vice President of Academic Svcs., Merritt	
Mark Johnson, Exec. Dir. Public Info., Comm. & Media, District	
Roberto Gonzalez, Classified President, Local 1021	
Tachetta Henry, Executive Assistant, Chancellor's Office	

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Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			The PBC meeting was called to order at 1:02 pm. Quorum was met.		
B. Adoption of the Agenda			Motion and seconded to accept the Agenda without changes. Motion approved unanimously.		
C. Approval of Minutes			Motion and seconded to accept the Minutes from January 26, 2024, with the supporting documents this morning from the last meeting. Motion approved unanimously.		
D. Report of Action Taken			None to report at this time.		
E. Report of College Budget Committee			<p>Dr. Stacey Shears, Vice President of Student Services from BCC stated that the college committee met and reviewed prioritization from the Vice Presidents and President’s Office for annual review updates after receiving them from the departments. It was productive. Also, they reviewed the college budget.</p> <p>Marie Amboy, Acting Vice President of Academic Srvcs., from Merritt stated that the Budget Committee has not met and plans to meet next month. They reviewed the Faculty prioritization process and discussed challenges.</p>		

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			No other reports were provided at this time.		
F. Public Comments			No public comments at this time.		
II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
A. PBC Taskforce Subcommittee-Proposed Structure		E.3 — Fiscal Oversight	<p>Dr. Jones stated that the Tri-Chairs met based on the information provided by the PBC at the last meeting. A recommendation was made to reduce the size of the PBC Taskforce.</p> <p>The Tri-Chairs proposed an updated number as a reduced number of members to seven (7) persons which included:</p> <p>2 Faculty 2 Classified 2 Administrators 1 PBC Tri-Chair</p> <p>Non Members: 2-4 As needed additional non-members/Subject Matter Experts Including Staff Admin and/or Faculty could be utilized.</p>		

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		<p>Request for an additional Joint Taskforce for consideration.</p> <p>In addition to the recommendation of the PBC Taskforce Subcommittee, Mathew Freeman made a recommendation to create a joint committee with the Educational Services Committee (ESC) and PBC. The proposed name is the ESC/PBC Joint Taskforce on Enrollment Management.</p> <p>The Joint ESC/PBC Taskforce membership proposal: 2 Administrators 2 Faculty 2 Classified 2 Students 1 Appointment Representative each constituency from ESC and PBC.</p> <p>He stated that the Educational Services Committee motioned and passed it on February 9, 2024. He would like to present it to the PBC to submit the request formally for discussion and approval.</p> <p>To be placed as an agenda item for the next meeting.</p>		
<p>B. Changes to Budget Development Calendar & Processes/ DAS 2023-25 Budget Recommendations</p>		<p>Dr. Jones provided a presentation on Budget Development and a draft of the Budget Development Calendar. Changes that were made to the Budget Development Calendar to include:</p> <p>A date range as opposed to specific dates. The information provided on the calendar is more than just data from Finance. It should be viewed as the District's (and colleges) Budget Calendar.</p>		

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			<p>Broader participation regarding assumptions proposed other members of PBIM to be involved in those meetings to contribute to the discussion on the development of the budget.</p> <p>Enhance the roles of the colleges and their budget committees to align their schedules.</p> <p>Touched on the proposed changes for FY 2025-26 that need to be incorporated and work with the colleges at the college level.</p> <p>Acknowledged Mathew Goldstein and Academic Senate regarding the information received and incorporated.</p> <p>There was a change to the Board of Trustees meeting calendar to be noted. The District Board will be taking the month of July off and will be meeting in August moving forward. This will allow for the Adopted Budget to have a first reading in August and final read in September. It is important to have an initial reading and approval before the end of September to be aligned with the State deadline. The Board of Trustees voted on the new schedule on January 23, 2024, and it was approved.</p> <p>Motion to approve the FY Budget Development Calendar for 2024-25. Motion approved unanimously.</p>		
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			<p>Dr. Jones provided copies of Budget Development Board Policies 6250 and Administrative Policies 6250 to the PBC. He informed the PBC that there may be changes needed to these policies in order to address the practices of the District and as to the elements of the reserve and use. This is to be requested as a future agenda item.</p>		
C. Ideas Around Closing the Structural Deficit			<p>Dr. Jones informed the PBC that the state provided information regarding increasing challenges the District will have regarding costs. The revenues do not appear to be increasing in any significant way. The District revenues appear to be a maximum of \$148 million set by our revenues calculated with the Student Centered Funding Formula (SCFF). This is funded around \$15,524. At best \$13,000 is what we have actually earned.</p> <p>Simultaneous college improvements of enrollment need to continue but it will not be enough.</p> <p>The District and colleges will need to look into how to operate more efficiently.</p>		
D. Future Agenda Items			<p>Budget Development Board Policy 6250 and Administrative Policy 6250 will be agenda items at the next meeting as to the elements of the reserve and use regarding Board Policy.</p> <p>Request Action Item to endorse ESC/PBC Joint Taskforce on Enrollment Management.</p> <p>Preliminary set of Budget Assumptions for 2024-25.</p>		

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III. Next Meetings			March 15, 2024, 9:00am – 11:00am April 19, 2024, 9:00am – 11:00am May 17, 2024, 9:00am – 11:00am Important Note: March 22, 2024, is the PBIM Summit.		
IV. Adjournment			The PBC meeting was adjourned at 2:19 pm.		