



**November 17, 2023, 9:00 am to 10:30 am**  
**Meeting Location: Zoom Video Conference ID: 89151220966**

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

### Guests

Amy Marshall, Director of Facilities & College Operations, Laney	Sam O'Neil, Staff Writer & Associate Editor for The Citizen.
Ava Lee-Pang, Sr. Supervisor, College of Alameda	
Azul Lewis, Faculty, BCC	
Chris Weidenbach, Faculty, Laney	
Dave Vigo, Budget Director, Finance & Administration, District	
Dr. Jannett N. Jackson, Interim Chancellor, District	
Eleni Economides Gastis, Faculty, Laney	
Richard Thoele, Classified, District	
Roberto Gonzalez, Classified President, Local 1021	
Sasha Amiri, Asst. to the Chancellor/Board Clerk, District	
Sean Brooks, Vice President of Administrative Services, BCC	
Thomas Torres-Gil, Director of International Education, District	

# Planning & Budgeting Committee (PBC) Minutes

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<b>I. Standing Items</b>					
<b>A. Call to Order</b>			The PBC meeting was called to order at 9:03 am. Quorum was met.		
<b>B. Adoption of the Agenda</b>			Motion and seconded to accept the Agenda without changes. Motion approved unanimously.		
<b>C. Approval of Minutes</b>			Motion and seconded to accept the Minutes from October 20, 2023, without any changes. Motion approved unanimously.		
<b>D. Report of Action Taken</b>			None to report at this time.		
<b>E. Report of College Budget Committee</b>			<p>Berkeley City College Budget Committee met this week and reviewed the college budget shared with the group. Also, reviewed actuals to date.</p> <p>Merritt College overview the budget and reviewed status year to date. Implications of the COLA and approach the fiscal obligations.</p> <p>College of Alameda did not meet. There is nothing to report at this time.</p> <p>Laney College did not have anything to report at this time.</p>		

# Planning & Budgeting Committee (PBC) Minutes

<b>F. Public Comments</b>			No public comments at this time.		
<b>II. Carried-Over and New Items</b>	<b>Committee Goal</b>	<b>Strategic Plan Goal</b>	<b>Outcome</b>	<b>Action Items</b>	<b>Follow Up on Action Items</b>
<b>A. A. Preliminary Planning to Address the 2023/24 Budget Deficit Related to the Increase in Employee COLA from 2% to 7%</b>		E.3 — Fiscal Oversight	<p>Dr. Nathaniel Jones presented information to the committee regarding the Preliminary Planning to Address the 2023/24 Budget Deficit Related to the Increase in Employee COLA from 2% to 7%.</p> <p>Dr. Marla Williams-Powell discussed that the District and each college met their Proposed Required Reductions (FTE by Location) goals in FY 2023-24 based on vacant positions, carryover funding and/or discretionary funding. The target of \$6.2 million dollars throughout the district goal was met under the initial proposal.</p> <p>Dave Vigo provided additional information regarding the proposed reductions. Savings from vacation positions frozen \$4.5 million. Various one-time reductions of \$1.6 million. Potential additional salary &amp; benefits \$1.39 million. Excess reserves 2.8 million. Total is \$10,394,483</p> <p>Important to note that this information is being shared and no decisions have been made. Feedback is requested regarding the proposals. The goal is to provide something to the Board of Trustees by December 12, 2023.</p> <p><a href="#">The documents presented will be sent out today, November 17, 2023.</a></p>		

# Planning & Budgeting Committee (PBC) Minutes

<b>B. Changes to Budget Develop Calendar &amp; Processes</b>			<p>Dr. Nathaniel Jones III stated that Finance had not received much feedback regarding the Budget Development Calendar &amp; Processes. It was suggested that a sub-committee or taskforce be created to work on this.</p> <p>Tri-Chairs to meet and propose the structure of the subcommittee.</p> <p>Recommendation made to keep the committee small so that an effective group may complete the work.</p>		
<b>C. Budget amount and category expended for Independent Contractors/ Consultants for the last three years</b>			<p>To be discussed at a future meeting.</p>		
<b>D. Ideas Around Closing the Structural Deficit</b>			<p>Dr. Nathaniel Jones III is looking for information from the committee for ideas around closing the structural deficit.</p> <p>Provide list of items regarding the structural deficit ideas and suggestions.</p> <p>One suggestion made was to eliminate independent consultants.</p> <p>Emails may be sent to administration in Finance, and they will happily accept any input.</p>		

## Planning & Budgeting Committee (PBC) Minutes

<b>E. Future Agenda Items</b>			<p>Changes to Budget Develop Calendar &amp; Processes</p> <p>Budget amount and category expended for Independent Contractors/ Consultants for the last three years.</p> <p>Request made to the committee: Clarify what items are sent in advance to the committee members. The point of clarification was made that the PBC is not required to follow the Brown Act. The Academic Senate does.</p>		
<b>III. Next Meetings</b>			December 8, 2023, 9:00am – 11:00am		
<b>IV. Adjournment</b>			The PBC meeting was adjourned at 10:42 am.		

FY 2023-2024 Budget Reduction Proposals											
										Salary & Benefits	
Position#	Position Description	Employee Group	FTE	One-Time / Ongoing	District	Alameda (COA)	Laney (LC)	Merritt (MC)	Berkeley (BCC)	Total	Notes
00000198	District Accounting Tech (Finance)	SEIU	1.00	Ongoing	\$ 122,495					\$ 122,495	
00000206	Payroll Coordinator © (Finance)	CONFIDENTIAL	1.00	Ongoing	\$ 45,947					\$ 45,947	Savings from converting to Payroll Specialist with annual salary of \$61,500 (step 3)
00001458	Executive Assistant	CONFIDENTIAL	1.00	Ongoing		\$ 147,762				\$ 147,762	
	Combination of Reserve & Contingencies			TBD	\$ 438,685					\$ 438,685	
00000353	Instructor	PFT	1.00	Ongoing		\$ 138,129				\$ 138,129	
00000360	Instructor	PFT	1.00	Ongoing		\$ 138,129				\$ 138,129	
00000370	Instructor	PFT	1.00	Ongoing		\$ 138,129				\$ 138,129	
FY23 Surplus	FY22-23 Carryforward Balance			One-Time		\$ 412,926				\$ 412,926	
00000471	Health Services Coordinator	PFT	1.00	Ongoing			\$ 144,179			\$ 144,179	
00000565	Instructor	PFT	1.00	Ongoing			\$ 128,197			\$ 128,197	
00000574	Instructor	PFT	1.00	Ongoing			\$ 144,179			\$ 144,179	
00000622	Instructor	PFT	1.00	Ongoing			\$ 132,340			\$ 132,340	
00000464	Transfer Counselor	PFT	1.00	Ongoing			\$ 168,408			\$ 168,408	Funding with Parcel Tax
00000629	English Instructor	PFT	1.00	Ongoing			\$ 145,860			\$ 145,860	
00000643	Instructor	PFT	1.00	Ongoing			\$ 135,376			\$ 135,376	
00000676	Instructor	PFT	1.00	Ongoing			\$ 174,933			\$ 174,933	
00001027	English Instructor	PFT	1.00	Ongoing			\$ 147,208			\$ 147,208	
00000157	Admissions & Records Clerk	SEIU	1.00	Ongoing			\$ 96,971			\$ 96,971	Funding with 2105
00000997	Admissions & Records Clerk	SEIU	1.00	Ongoing			\$ 87,392			\$ 87,392	Funding with 2105
00000514	Student Employment Specialist	SEIU	1.00	Ongoing			\$ 119,342			\$ 119,342	
00000428	Public Information Officer	SEIU	0.67	Ongoing			\$ 82,892			\$ 82,892	
	Discretionary			One-Time		\$ 162,734				\$ 162,734	
00000148	Curric & Systems Tech Analyst (Ed Svcs)	SEIU	1.00	Ongoing	\$ 217,427					\$ 217,427	No confirmation yet
99999999	Staff Assistant (DGS)	SEIU	2.00	Ongoing	\$ 243,044					\$ 243,044	
00000891	Counselor	PFT	1.00	Ongoing					\$ 149,072	\$ 149,072	(resignation, funded)
00001240	Instructor, Computer Science	PFT	1.00	Ongoing					\$ 127,781	\$ 127,781	(resignation, funded)
00001479	Staff Assistant/President's Office	SEIU	0.20	Ongoing					\$ 23,621	\$ 23,621	Vacant, President Staff Assistant 20% paid with Fund 1
	Contribution from DGS charges			One-Time					\$ 182,780	\$ 182,780	*\$685K received from DGS due to recalculation of the RTC cost allocation of which BCC will use a \$182K for one-time budget reduction
	BCC Fiscal Responsibility Contribution			One-Time					\$ 407,018	\$ 407,018	*Assessed 60% of BCC's ending balance rather than 100%, hence the revised BCC's ending balance would be \$407k which they are using to cover their one-time share of reduction
00000718	Sr Duplicating Services Techni	SEIU	1.00	Ongoing				\$ 118,869		\$ 118,869	Realignment
00000734	Sr Clerical Assistant	SEIU	1.00	Ongoing				\$ 110,918		\$ 110,918	Realignment
00000785	Instructor	PFT	1.00	Ongoing				\$ 138,129		\$ 138,129	To be Unfunded
00000795	Department Network Coordinator	SEIU	1.00	Ongoing				\$ 177,083		\$ 177,083	Realignment
00000809	Program Specialist/ADN	SEIU	1.00	Ongoing				\$ 63,428		\$ 63,428	Moved to Grants
00001085	Dean of Math, Sci and Tech	ADMIN/MGRS	1.00	Ongoing				\$ 91,430		\$ 91,430	Change to 65% Fund 1 / 35% Fund 11
00001076	Dean Allied Health Pub Safety	ADMIN/MGRS	1.00	Ongoing				\$ 19,599		\$ 19,599	Change to 65% Fund 1 / 35% Fund 11
00001434	Dean of Counseling	ADMIN/MGRS	1.00	Ongoing				\$ 180,283		\$ 180,283	To be Unfunded
00001463	Admissions & Records Clerk	SEIU	1.00	Ongoing				\$ 96,763		\$ 96,763	Moved to Grants
00000713/717	Principal Accounting Technician	SEIU	1.00	Ongoing				\$ 75,083		\$ 75,083	Combined 2 positions
	Discretionary			One-Time				\$ 25,905		\$ 25,905	
00001053	Sr. PeopleSoft Database Admin (IT)	SEIU	1.00	Ongoing	\$ 221,351					\$ 221,351	
	HR Assistant (HR)	CONFIDENTIAL	0.42	Ongoing	\$ 80,834					\$ 80,834	FY23-24 42%, FY24-25 100% onward
	Total		35.29		\$ 1,369,783	\$ 975,075	\$ 1,870,011	\$ 1,097,490	\$ 890,272	\$ 6,202,630	
	Proposed Required Reduction (FTE By Location)				\$ 1,369,783	\$ 975,075	\$ 1,870,011	\$ 1,097,490	\$ 890,272	\$ 6,202,631	
	Variance				0	0	0	0	0	0	
Analysis for FY23-24					Amount	%					
1. Savings from vacant positions to freeze				Ongoing	\$ 4,572,582	74%					
2. Various one-time reductions				One-Time	\$ 1,630,048	26%					
3. Potential additional salary & benefits savings from all vacant positions through Dec 2023 (70% rough estimate)				One-Time	\$ 1,390,020	22%					
4. Excess reserves				One-Time	\$ 2,801,832	45%					
Total					\$ 10,394,483						
Projection for FY24-25											
Reduction for FY24-25					\$ 6,707,068						Projection of Budget variance for FY24-25 w/3% Sal. COLA
One-time savings From FY23-24 Because these reductions weren't ongoing.					\$ 3,020,068						

Additional FTEF for FY24-25 as proposed				\$	665,000
<b>Total</b>				\$	<b>10,392,136</b>
* Berkeley and COA met their targets					
* Calculation of Excess reserves					
	FY22-23 Total Expenditures			\$	177,393,618
	2-Months Expenditures			\$	29,565,603
	FY22-23 Ending Fund Balance			\$	33,301,379
	Excess reserves (w/Safety Factor 25%)			\$	<b>2,801,832</b>
	<b>Employee Groups</b>	<b>Total Headcount (HCT)</b>	<b>% HCT</b>	<b>% of S&amp;B</b>	<b>Salary &amp; Benefits</b>
	L39	79	4%	0%	\$ -
	PFT	1,631	73%	47%	\$ 2,150,049
	SEIU	408	18%	41%	\$ 1,856,679
	CONFIDENTIAL	29	1%	6%	\$ 274,543
	ADMIN/MANAGERS	75	3%	6%	\$ 291,312
	<b>TOTAL</b>	<b>2,222</b>	<b>100%</b>	<b>100%</b>	<b>\$ 4,572,582</b>
<b>Notes:</b>					
Based on the current vacancies which means that the reduction doesn't reflect the population % by employee groups.					
The data headcount includes both full time and part time employees.					

	A	B	C	I
1	<b>Frozen Positions 2019-2020 (25, 20%)</b>			
2	<b>Position Number</b>	<b>Title</b>	<b>Location</b>	<b>Labor Group</b>
3	0232	Stationary Engineer	District Offices	L39
4	0239	Principal Clerk	District Offices	SEIU
5	1189	Chief of Staff	District Offices	ADM
6	1357	Senior Employee Relations Analyst II	District Offices	SEIU
7	340	Instructor	College of Alameda	PFT
8	0439	Principal Clerk	Laney College	SEIU
9	0469	College Network Coordinator	Laney College	SEIU
10	0520	Librarian/Long-Term Substitute	Laney College	PFT
11	0536	Library Technician II	Laney College	SEIU
12	0545	Instructor Assistant	Laney College	SEIU
13	0620	Instructor	Laney College	PFT
14	0623	Instructor	Laney College	PFT
15	0626	Instructor	Laney College	PFT
16	0675	Instructor	Laney College	PFT
17	0677	Instructor	Laney College	PFT
18	1089	Instructor	Laney College	PFT
19	0706	Head Custodian	Merritt College	L39
20	0982	Superv, Admin & Bus Supp Svcs	Merritt College	ADM
21	0732	Counselor	Merritt College	PFT
22	0796	Instructor	Merritt College	PFT
23	0861	Instructor	Merritt College	PFT
24	0895	Counselor	Berkeley Community College	PFT
25	0926	Counselor	Berkeley Community College	PFT
26	0887	Staff Assistant	Berkeley Community College	SEIU
27	1377	Instructor	Berkeley Community College	PFT
28				
29	<b>Frozen Positions 2020- 2021 (28, 33%)</b>			
30	<b>Position</b>	<b>Title</b>	<b>Location</b>	<b>Labor Group</b>
31	00000210	Facilities Project Coord	District Offices	SEIU
32	00000224	Stationary Engineer	District Offices	L39
33	00000232	Stationary Engineer	District Offices	L39
34	00000895	Counselor	Berkeley City College	PFT
35	00000926	Counselor	Berkeley City College	PFT
36	00001377	Instructor	Berkeley City College	PFT
37	00000887	Staff Assistant	Berkeley City College	SEIU
38	00000340	Instructor	College of Alameda	PFT
39	00001110	Instructional Asst/LRC	College of Alameda	SEIU
40	00000439	Principal Clerk	Laney College	SEIU
41	00000545	Instruct Asst/Stud Cntr Cafete	Laney College	SEIU
42	00000469	College Network Coordinator	Laney College	SEIU
43	00000520	Librarian/Long-Term Substitute	Laney College	PFT
44	00000536	Library Technician II	Laney College	SEIU
45	00000675	Instructor	Laney College	PFT
46	00001089	Instructor	Laney College	PFT
47	00000674	Instructor	Laney College	PFT
48	00000623	Instructor	Laney College	PFT
49	00000620	Instructor	Laney College	PFT



	A	B	C	I
2	Position Number	Title	Location	Labor Group
50	00000626	Instructor	Laney College	PFT
51	00000677	Instructor	Laney College	PFT
52	00000677	Instructor	Laney College	PFT
53	00000566	Instructor	Laney College	PFT
54	00000706	Head Custodian	Merritt College	L39
55	00000732	Counselor	Merritt College	PFT
56	00000732	Counselor	Merritt College	PFT
57	00000796	Instructor	Merritt College	PFT
58	00000861	Instructor	Merritt College	PFT
59				
60	<b>Frozen Positions 2021- 2022 (21, 13%)</b>			
61	Position	Title	Location	Labor Group
62	00000457	Custodian	Laney College	L39
63	00000463	Counselor	Laney College	PFT
64	00000551	Instructor	Laney College	PFT
65	00000607	Instructor	Laney College	PFT
66	00000618	Instructor	Laney College	PFT
67	00001002	Librarian (Intra-Dist)	Laney College	PFT
68	00000598	Instructor	Laney College	PFT
69	00000647	Instructor	Laney College	PFT
70	00000655	Instructor	Laney College	PFT
71	00000725	Counselor	Merritt College	PFT
72	00000764	Librarian	Merritt College	PFT
73	00000767	Instructor	Merritt College	PFT
74	00000783	Instructor	Merritt College	PFT
75	00000816	Instructor	Merritt College	PFT
76	00000817	Librarian/Long-Term S	Merritt College	PFT
77	00000821	Instructor	Merritt College	PFT
78	00000845	Instructor	Merritt College	PFT
79	00000860	Instructor	Merritt College	PFT
80	00001071	Dean-Special Program	Merritt College	ADM
81	00000954	Science Lab Tech/Biol	Berkeley City College	SEIU
82	00001451	Web Content Developer	Berkeley City College	SEIU
83				
84	<b>Frozen Positions 2022-2023 (10, 5%)</b>			
85	Position Number	Title	Location	Labor Group
86	00000149	Coordinator/Grants & Spec Pgms	District	SEIU
87	00000171	International Admissions Spec	District	SEIU
88	00000253	Warehouse Worker-Driver (B)	District	SEIU
89	00001265	Financial Aid Systems Tech Ana	District	SEIU
90	00000270	Sr Clerical Assistant	COA	SEIU
91	00000275	Custodian	COA	SEIU
92	00000585	Duplicating Services Technicia	Laney	SEIU
93	00000715	Custodian	Merritt	L39
94	00000727	Student Personnel Services Spe	Merritt	SEIU
95	00000967	Account Clerk II	BCC	SEIU
96				
97	<b>Frozen Positions 2023-2024 (26, 16%)</b>			
98	Position Number	Title/Position	Location	Labor Group

	A	B	C	I
2	Position Number	Title	Location	Labor Group
99	00000105	Faculty Release/Negotiator	District offices	
100	00000168	Vice Chancellor Student Affair	District offices	ADM
101	00001029	Staff Asst/Chanc Office (C)	District offices	SEIU
102	00001069	Faculty Release/Negotiator	District offices	
103	00001189	General Counsel	District offices	ADM
104	00000989	Risk & Safety Programs Manager	District offices	ADM
105	00001030	Distance Ed. Coordinator	District offices	SEIU
106	00001094	Distance Ed. Coord/BCC	District offices	SEIU
107	00001285	International Services Manager	District offices	ADM
108	00001019	Senior District Accountant	District offices	SEIU
109	00001015	Facilities Project Manager	District offices	ADM
110	00001332	Project Manager, M & O	District offices	ADM
111	00000453	Custodian	Laney College	L39
112	00000554	Instructor, Culinary Arts	Laney College	PFT
113	00001229	Instructor, Psychology	Laney College	PFT
114	00000631	Instructor	Laney College	PFT
115	00000668	Instructor	Laney College	PFT
116	00001071	Dean-Special Program	Merritt College	ADM
117	00000841	Instructor	Merritt College	PFT
118	00000881	Staff Svcs Spec/Fiscal	Berkeley City College	SEIU
119	00000937	English Position (Cleavon Smith)	Berkeley City College	PFT
120	00000276	Account Clerk I	College of Alameda	SEIU
121	00000296	Staff Asst/Stud Life & Career	College of Alameda	SEIU
122	00000318	SR NETWORK & SYS ADMIN	College of Alameda	SEIU
123	00001577	Instructor	College of Alameda	PFT
124	00001481	Instructor	Merritt College	PFT

125			
126	Summary		
127	<b>Labor Groups</b>	<b>Total No. of Postions (FY20 - FY24)</b>	<b>Percentatges of Fzn Positions</b>
128	PFT	57	52.8%
129	L39	8	7.4%
130	SEIU	33	30.6%
131	ADM	10	9.3%
132	Total	108	
133	<b>Location</b>	<b>Total No. of Postions (FY20 - FY24)</b>	<b>Percentatges of Fzn Positions</b>
134	District	21	19.4%
135	BCC	13	12.0%
136	COA	9	8.3%
137	Laney	40	37.0%
138	Merritt	25	23.1%
139	Total	108	100.0%



