



**December 8, 2023, 9:00 am to 11:00 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>	Dr. Diana Bajrami, Acting President, COA
<b>Thomas Renbarger, Tri-Chair, Academic Senate Pres.</b>	<a href="#">Jeffrey Sanceri, President, PFT</a>
<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	<a href="#">RJ Ishimaru, Student Representative</a>
Matthew Goldstein, DAS President	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**

Azul Lewis, Faculty, BCC	
Dr. Stephanie Droker, Deputy Chancellor & COO, District	
Jamille Teer, Facilities Project Coordinator, District	
Joseph Bielanski	
Mark Johnson	
Richard Thoele, Classified, District	
Roberto Gonzalez, Classified President, Local 1021	
Sean Brooks, Vice President of Administrative Services, BCC	
Jayne Smithson, Faculty, COA	

## 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 9:07 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 November 17, 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>It was noted that typically the committee does not receive much in regard to reports from the colleges. The PBC Committee is where other College Budget Committees' concerns, ideas and priorities may be brought up for discussion.</p> <p>Berkeley City College reported that their committee met on December 14, 2023. Discussed budget financial concerns, budget calendar and other items. Recommended that we keep this item on the agenda as a reminder.</p>		
<b>F. Public Comments</b>			No public comments at this time.		

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II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<p><b>A. Preliminary Planning to Address the 2023/24 Budget Deficit Related to the Increase in Employee COLA from 2% to 7%</b></p>		<p>E.3 — Fiscal Oversight</p>	<p>Dr. Jones provided a presentation regarding the impact of the increase in COLA from 2% to 7%. It was important to address the \$6.2 million dollar deficit created by the COLA benefit raised from 2% to 7%.</p> <p>Target reductions amounts were set by the number of people at each location based on the FTE.</p> <p>The focus was also on discussing work challenges and professional matters related to the budget. The conversation also touched on the importance of reports from college budget committees, the need to address the FY 2023-2024 budget deficit, the formation of a subcommittee or an ad hoc committee, and changes to the Budget Development Calendar processes.</p>		
<p><b>B. PBC Taskforce Subcommittee – Proposed Structure</b></p>			<p>Anticipated to have the membership size 10-12 people.</p> <ul style="list-style-type: none"> <li>3 Faculty</li> <li>3 Classified Professionals</li> <li>3 Administrators</li> <li>1 PBC Tri-Chair Member</li> <li>Additional non-member Subject Matter Experts</li> <li>2 Managers from Finance</li> <li>2 Classified Professionals</li> </ul> <p>It was important to note that all Colleges are represented but not in each group.</p>		

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		<p>Suggestion made to reduce the numbers to 2 people from each group. (a total of 7 people for the taskforce itself). Another recommendation made was to have a maximum of 3-4 for the Taskforce.</p> <p>The purpose of the Taskforce will be to help with the actual recommendations or proposals for the Budget Process to be more robust. The PBC may then make recommendations from the Taskforce and move them forward. PBC should be guiding what the priorities are for the Taskforce.</p> <p>Quorum will not be a concern because it is a working group. Recommendations made to leave the proposed taskforce at the current size from comments.</p> <p>Next steps should be to consider revisiting the size of the PBC taskforce subcommittee, appointment of the members and consider providing the ad hoc committee with a clear charge each time it's convened.</p>		
<p><b>C. Changes to Budget Develop Calendar &amp; Processes/ DAS 2023-25 Budget Recommendations</b></p>		<p>Matthew Goldstein provided a drafted Budget Development Calendar Fiscal Year 2024-25 and suggestions about responsibilities. It was requested that more faculty involvement in the decision making process.</p> <p>Recommendation made that documents coming to committees before action needed should be sent thirty (30) days prior. There was a concern that Faculty does not meet over summer.</p>		

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			<p>There were other concerns, that the Board of Trustees do not meet in July, and this may need to be addressed on the Budget Development Calendar and that the complete Budget Book may not be available for review ahead of time.</p> <p>The Finance Team will look to see what may be made more specific and incorporated in terms of progress with an estimated response in January or February.</p>		
<p><b>D. Budget amount and category expended for Independent Contractors/ Consultants for the last three years</b></p>			<p>Tri-Chairs discussed this item and the overall size of the taskforce earlier this week and amount of funds spent by category for the last three (3) years. Concerns were whether the request is for the District or Districtwide to respond to and if the funds were referenced to the General Fund or other funding.</p> <p>The Object Code 5105 is independent contractors and consultants and states the total amounts of expenditures but does not list all the details of the contractor information and purpose of the agreement. It does refer to the amount spent in that category.</p> <p>Communication was sent to the person requesting this information for additional clarification. The response is pending and will do our best to provide that information. A query may be made to obtain this information. Important to note that creating a custom query will take time to produce it through our Peoplesoft system and additional costs to the District.</p>		

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<p><b>E. Ideas Around Closing the Structural Deficit</b></p>			<p>Dr. Nathaniel Jones discussed there was not much communication received on ideas around closing the structural deficit.</p> <p>The District did not make additional allocations to cover the OPEB Liability. We are committing funds from the General Funds and had some relief allocated from the Trust 1 Funding.</p> <p>People should feel free to provide ideas to Finance and Administration and it is preferred that information be received in writing. Ideas are welcomed and everyone may go to the Finance Department website to provide comments.</p> <p>Recommendation made to add to the agenda comments from the suggestions provided to Finance at <a href="https://www.peralta.edu/finance/budget-focus-group">https://www.peralta.edu/finance/budget-focus-group</a>.</p>		
<p><b>F. Future Agenda Items</b></p>			<p>Not discussed at this time.</p>		
<p><b>III. Next Meetings</b></p>			<p>January 26, 2024, 9:00am- 12:00pm (Joint PBC/ PGC Meeting**) February 16, 2024, 9:00am – 11:00am March 15, 2024, 9:00am – 11:00am April 19, 2024, 9:00am – 11:00am May 17, 2024, 9:00am – 11:00am</p>		
<p><b>IV. Adjournment</b></p>			<p>The PBC meeting was adjourned at 10:53 am.</p>		

**Peralta Community College District  
Budget Development Calendar  
Fiscal Year 2024-25**

<b>Tentative Budget</b>		
Date	Responsible	Action Item
January 10, 2024	Vice Chancellor for Finance and Administration	Governor Proposed Budget releases.
January 15, 2024	Vice Chancellor for Finance & Administration and Chancellor	Review Budget Development Calendar with Chancellor.
January 22, 2024*	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Governor's Proposed Budget.
January 26, 2024	Vice Chancellor for Finance and Administration	Projected Funds for 2024-25 fiscal year based upon Governor's budget proposal reviewed with the Planning and Budgeting Council and Chancellor's Cabinet.  <b>PBC to draft</b> budget assumptions for the Tentative Budget.
January 22, 2024	Vice Chancellor for Finance and Administration	Budget calendar to Board of Trustees for adoption (AP 6250) <b>PBC to recommend calendar at its 12/15/2023 mtg.</b>
January 26, 2024	VC Finance & Administration, Chancellor, PBC Tri-chairs	Review Budget Dev. Calendar w/ Chancellor., PBC Tri-chairs
February 01, 2024	Budget Director	Round 1 positions control for 2024-25 fiscal year distribution to colleges.
February 02, 2024	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 16, 2024	Planning and Budgeting Council	Review Governor's 2024-25 Proposed Budget.  Review Tentative Budget Assumptions.  Review the Budget Allocation Model (Student Centered Funding Formula).
February 23, 2024	Vice Chancellor for Finance & Administration and Chancellor	Review Tentative Budget Assumptions and Allocation.
March 01, 2023	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 15, 2024*	Vice Chancellor for Finance and Administration Budget Director	2024-25 <b>preliminary budgets submissions (explain)</b> are presented to the Planning and Budgeting Council.

		Round 2 position control worksheets are sent to the College Presidents, Business Directors, and Vice Chancellors.
<b>March 15, 2024 (cont.)</b>	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. <b>Finalizes budget assumptions for the Tentative Budget.</b>
March 29, 2024	College Presidents Vice Chancellors Business Directors	Submit round 2 positions control worksheets revisions to Budget Director.
April 01, 2024	Budget Director	Load positions control and discretionary budgets into Peoplesoft.
April 19, 2024	Vice Chancellor for Finance and Administration <b>PBC</b>	Chancellor's Cabinet updated on status of Preliminary Budget. Review, discussion, and recommended adjustments brought forward. <b>Draft budget reviewed (presumably an adjusted rollover; VC of Finance points out changes, likely changes)</b>
May 05, 2024*	Vice Chancellor for Finance and Administration	Governor May Revision releases.
May 17, 2024	Vice Chancellor for Finance and Administration	<b>Finalizes budget assumptions for the Tentative Budget.</b> Preliminary budget reflecting post-revise edits is <b>presented to PBC, sent out a week before meeting</b>
May 31, 2024*	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Governor's May Revised Budget (NB: college comms. not meeting--school's out)
June 11, 2024	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for the first read.
June 25, 2024	Vice Chancellor for Finance and Administration	Tentative Budget is presented to the Board of Trustees for approval.
<b>Adopted Budget</b>		
August 19, 2024	Vice Chancellor for Finance & Administration and Chancellor	Review Adopted Budget Assumptions and Allocation.
August 26, 2024*	Vice Chancellor for Finance & Administration and Budget Director	District Office Presentation at the Colleges Level Budget Committees meeting to present the Adopted Budget/changes from the May Revise.
August 30, 2024	Planning and Budgeting Council	Review draft of the Adopted Budget.
September 10, 2024	Vice Chancellor for Finance and Administration	Present the Adopted Budget to the Board for approval.

\*Estimated date(s).