



**Planning & Budgeting Committee Minutes
(PBC Committee)**

March 18, 2022 9:00 am to 11:00 am

Meeting Location: Zoom Video Conference ID: 769-987-656

Tri-Chair:

Adil Ahmed, Interim Vice Chancellor for Finance & Admin.,

Thomas Renbarger, Academic Senate President, Kawanna S. Rollins, SEIU Representative

PBC Membership

Adil Ahmed, Tri-Chair, Interim Vice Chancellor of Finance & Admin.	Dr. Nathaniel Jones, III, President, College of Alameda
Thomas Renbarger, Tri-Chair, Merritt Academic Senate President	Dr. Tina Vasconcellos, Vice President of Student Services, COA
Kawanna S. Rollins, Tri-Chair, SEIU Representative	RJ Ishimaru, Student Representative, BCC
Donald Moore, DAS President	Helen Ku, Institutional Research Designee
Matthew Freeman, Faculty, BCC	Louie Martirez, Classified Senate Appointee
Jennifer Shanoski, PFT President	David M. Johnson, President, Merritt College
Scott Barringer, Local 39 Representative	
Tami Taylor, Interim Budget Director	Richard Ferreira, Executive Assistant, District, Note taker

Total Number of Members is 14. Quorum is 8.

In Attendance:

Guests:

Adil Ahmed, Tri-Chair, Interim Vice Chancellor of Finance & Admin.
 Thomas Renbarger, Tri-Chair, Merritt Academic Senate President
 Kawanna S. Rollins, Tri-Chair, SEIU Representative
 Matthew Freeman, Faculty, BCC
 Scott Barringer, Local 39 Representative
 RJ Ishimaru, Student Representative, BCC
 Helen Ku, Institutional Research Designee
 Louie Martirez, Classified Senate Appointee
 David M. Johnson, President, Merritt College

Lowell Bennett, Faculty, Merritt College
 Jeff Sanceri, Faculty, COA, PFT Grievance Officer
 Sinead G. Anderson, Staff Assistant, Merritt College Instruction
 Lilian Pires, Principal Financial Analyst, Merritt College

Absent:

Donald Moore, DAS President
 Jennifer Shanoski, PFT President
 Tami Taylor, Interim Budget Director
 Dr. Nathaniel Jones, III, President, College of Alameda
 Dr. Tina Vasconcellos, Vice President of Student Services, COA

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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 meeting was called to order at 9:05 am and quorum was met.		
B. Adoption of the Agenda			Motion and seconded to accept the agenda no changes. Motion approved unanimously.		
C. Approval of Minutes			Motion and seconded to accept the Minutes from February 11, 2022 without any changes. Motion approved unanimously.		
D. Report of Action Taken			No Report of Action.		
E. Public Comments			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>A. PBC Classified Tri-Chair</p>		<p>E.3 — Fiscal Oversight</p>	<p>PBC to accept a Tri-Chair Committee as outlined by the PGC Committee. We are to elect a Classified Tri-Chair. Kawanna S. Rollins was nominated by the committee and accepted the nomination. No other nominations were received from existing members.</p> <p>Motion and seconded to move forward with the election of Kawanna S. Rollins as the Tri-Chair for the PBC Committee. Motion approved unanimously.</p>		
<p>B. BAM Taskforce Handbook</p>		<p>E.3 — Fiscal Oversight</p>	<p>We have all learned together about the Allocation Model. The Budget philosophy is still seeking input.</p> <p>Changes to the expenses removed. The colleges and district are faced with challenges. There needs to be a functional map so there is no duplication of effort.</p> <p>Next is to present it to the Chancellor’s Work Groups and PGC. Then present to the Board of Trustees. We hope to take it to Board in the first April meeting formally and approved at second meeting regarding the Revenue part only.</p> <p>It is important to be mindful of centralization and decentralization of services. Recommend a thorough study in a responsible way. There is a need to address this sooner than later.</p>		

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<p>C. Frozen Positions Plan</p>		<p>E.3 — Fiscal Oversight</p>	<p>Human Resources is having a mandatory training for administration and will not be available to attend this meeting. Please postpone this item to the next meeting.</p> <p>VC Ahmed provided information regarding the General Fund (01) is only regarding frozen position. Grant Fund (11) is not affected.</p> <p>There was a deficit even with the Hold Harmless due to health care and PERS. Vacant positions totaled approximately \$15 million. There were estimated 80 position that were frozen due to declining enrollment. Out of State and International student enrollment is also declining and creating a revenue loss.</p> <p>We do not want to experience any layoffs and we are doing what we can not to. We want to be prepared for any changes that are coming and it is important to note that expenses are increasing each year.</p> <p>Recommendation made to Finance that Counselors who are Adjunct need to be reviewed for programs.</p>		
<p>D. Audit Findings</p>		<p>E.3 — Fiscal Oversight</p>	<p>VC Ahmed wanted to begin by congratulating all the colleges and district. For the first time, there was no material weakness findings. All items classified as material weakness were resolved from the previous years at the district and colleges. Material weakness means there are no internal controls regarding the concern and it is serious.</p>		

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			<p>There were findings in Finance in regards to the Rolling Student Balances. It appears we need to be recording the Aging balance regarding student debt. Overall there were ten (10) findings that could have been avoided and with three (3) in Financial Aid alone.</p> <p>It is important to follow the Federal Government recommendations. Information needs to be placed on the websites.</p> <p>Another example of an item that could be avoided is the Stale Check. If a student is not located, we need to return the funds to the Federal Government. Monies need to be returned.</p> <p>The Audit Report is uploaded on the Finance Department Website.</p> <p>https://web.peralta.edu/business/annual-financial-reports/</p> <p>Link for the State Chancellor’s Office requested to be sent to the colleges.</p>		
E. FY 2023 Budget Development Kick-Off		E.3 — Fiscal Oversight	Not discussed in detail at this time.		
F. FY 2023 Town Hall		E.3 — Fiscal Oversight	Not discussed in detail at this time.		

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<p>G. Budget Development at the College Level</p>		<p>E.3 — Fiscal Oversight</p>	<p>Finance & Administration will provide training and it is recommended that colleges prepare budgets. It is important to understand the process and to work the District Finance & Administration to have an understanding to work as a team in development. If any colleges would like to meet with the Finance Department, VC Ahmed would like to offer assistance.</p> <p>General Fund (01) does not roll over. For example, contracts may be more than one year, however, a requisition needs to be created each year for the agreement based on the approval of that agreement if it was for more than one year.</p> <p>Recommendation made that Budget Development should include classified staff because they have institutional history longer than administration.</p> <p>There was a concern regarding classes offered, for example, one Calculus II course offered throughout the whole district. It appears this concern may fall under Academic Affairs or Instruction because it is not due to a lack of funding.</p> <p>There was a question if there is a possible Hold Harmless extension that is being discussed at the State. If the Governor receives his approval(s) it is possible that the cliff becomes the floor (in other words, the current funding becomes the baseline). It looks great and is being followed by the District and any information will be disseminated as received.</p>		
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<p>H. Position Control at the College Level</p>		<p>E.3 — Fiscal Oversight</p>	<p>Finance is not involved in the FTES but receives the numbers. When positions are approved Finance receives Position Control number to authorize funding for the position.</p> <p>Finance will be a part of the meetings moving forward. Colleges will come up with the numbers and determine how many people are full time and determine part timers.</p> <p>This is to help avoid any misunderstandings.</p> <p>The colleges have a lot of vacant positions and needs. VC Ahmed recommends not to add, but to determine the best needs for the colleges and fill them or convert the position to what is needed. This should be determined by the colleges.</p> <p>It is possible that if we continue hiring that layoffs may happen. We need to prioritize and avoid layoffs.</p> <p>VC Ahmed will share with committee members the FTEF numbers (and Frozen Positions) via email.</p>		
<p>I. Agenda Items for the next PBC Meeting</p>		<p>E.3 — Fiscal Oversight</p>	<p>1) Recommendation that a standing item is to get the College Budget Committee Reports and report back. Louie Martirez stated he would reach out to the colleges and work with the committees.</p>		

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			<p>2) Discussion on the scheduling of Town Hall meetings.</p> <p>3) Discussion on any Agenda items for the PBIM Retreat.</p> <p>4) Edit the PBIM Charter with the endorsement of the Tri Chair.</p> <p>5) Have Grants Management related to Frozen Positions.</p> <p>6) Review/Discussion: Invite a representative from HR for more information.</p>		
II. Next Meetings			<p>April 22, 2022 9:00 am – 11:00 am</p> <p>May 13, 2022 9:00 am – 11:00 am</p> <p>May 27, 2022 9:00 am - 11:00 am</p>		
IV. Adjournment			The PBC meeting was adjourned at 10:46 am.		