



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

**April 22, 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:**

Thomas Renbarger, Tri-Chair, Merritt Academic Senate President  
 Kawanna S. Rollins, Tri-Chair, SEIU Representative  
 RJ Ishimaru, Student Representative, BCC  
 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  
 Helen Ku, Institutional Research Designee  
 David M. Johnson, President, Merritt College

**Absent:**

Adil Ahmed, Tri-Chair, Interim Vice Chancellor of Finance & Admin.  
 Donald Moore, DAS President  
 Louie Martirez, Classified Senate Appointee  
 Scott Barringer, Local 39 Representative  
 Matthew Freeman, Faculty, BCC

**Guests:**

Lowell Bennett, Faculty, Merritt College  
 Jeff Sanceri, Faculty, COA, PFT Grievance Officer  
 Joseph J. Bielanski, Jr., DAS Representative, District  
 Sasha Amiri-Nair, Assistant to the Chancellor/Board Clerk  
 Dr. Rudy Besikof, President, Laney College  
 Albert Maniaol, Director of Academic Affairs, District  
 Royle Roberts, Chief of Staff/Special Assistant to the Chancellor, District  
 Marla Williams-Powell, Interim Exec. Dir. of Fisc. Svcs. District  
 Ava Lee-Pang, Senior Supervisor, College of Alameda  
 Atheria Smith, Interim Vice Chancellor of DGS, District  
 Momo Lim, Internal Auditor, District  
 C.M. Bramhbatt, Cambridge West Partnership, Consultant

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Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<b>I. Standing Items</b>					
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 March 18, 2022 without any changes. Motion approved unanimously.		
D. Report of Action Taken			No Report of Action.  BAM Taskforce Item. 2B. may include the discussion of a lack of clear delineation between centralized services and District. The cost of running the District has increased significantly.		
E. Report of College Budget Committee			No Reports from the College Budget Committees.		
F. Public Comments			Jennifer Shanoski made a presentation at the Board of Trustee meeting about the planning and budgeting for our district for now and into our future. The PBC should be seriously engaged on how we are planning and budgeting classes. Would like it to be part of the PBC Charge.		

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II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<b>A. PBC Classified Tri-Chair PBIM Charter</b>		E.3 — Fiscal Oversight	PBC to accept a Tri-Chair Committee as outlined by the PGC Committee at the last meeting. We elected a Classified Tri-Chair, Kawanna S. Rollins.		
<b>B. BAM Taskforce &amp; Handbook</b>		E.3 — Fiscal Oversight	<p>C.M. Bramhbatt presented to the committee information regarding the Handbook was to presented to the Chancellor's Work Groups, PGC and the Board of Trustees. He hopes to take it to Board in the first April meeting formally and approved at second meeting regarding the Revenue part only.</p> <p>Board of Trustees meeting went well and understood that BAM and PBC worked very hard to understand the challenges coming to the colleges and the District. Colleges generate revenue, serving the student. However, some the services the District provides is the reason we are looking into the Resource Model.</p> <p>Phase II is to be working with the Board.</p> <p>Not sure when the Chancellor may make a final decision because budget philosophy is being discussed. Hopefully we will know in May.</p> <p>Managing the enrollment will set the tone for the model.</p>		

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			<p>Phase II introduction is more of a concept to allow an understanding before going into detail.</p> <p>Larger portion of the funds will remain with the colleges. Funds will be allocated to the district to cover district and districtwide expenses. The remainder of the funds will be reallocated back to the colleges.</p> <p>Examples were provided to help explain how it would work. For example, 50% of the expenses would be spent in the classroom as a minimum. An example of how the District and college ay improve the fiscal condition. But it is important to maintain the 50% rule for the classrooms.</p> <p>The PBC members should report back to their constituents the information provided.</p> <p>Recommendation made that we need to be cognitive on how we discuss these items and when looking at the staffing levels. Student Services is funded through Categorical and is not applicable to the General Fund. Be clear if information is regarding budgeting or expenditures. We need to compare information based on the reported data accurately.</p> <p>There are concerns that there is no accountability when individuals exceed their budget. Assessment of what we are presenting is what the District and colleges need. Enrollment decreased for many reasons and they all need to be addressed.</p>		
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			<p>The committee voiced concerns regarding funding and allocation. What is important is that the District and colleges are talking about it and working together to find solutions that will work.</p> <p>Centralized and Decentralized items need to be addressed.</p> <p>BAM Taskforce Item. 2B. Lack of clear delineation of District and colleges. Cost of running the District has increased significantly.</p>		
<b>C. Frozen Positions Plan</b>		E.3 — Fiscal Oversight	<p>To date it appears we do not have a Frozen Positions plan in place. The colleges have been allowed to hire positions. Next week Administration will be discussing classified.</p> <p>The PBC can be more hands on in regards to hiring and Frozen Positions. Recommendation made that the District should have a Staffing Plan.</p> <p>A Staffing Plan may possibly come out from the Program Reviews. The colleges have a Program Review.</p> <p>Recommendation made to have a proposal as to a draft of what a Staffing Plan can look like to be brought back to the PBC. Request for volunteers. Volunteers were Jennifer Shanoski, Dr. David M. Johnson, Lowell Bennett and Kawanna S. Rollins and Dr. Rudy Besikof.</p> <p>The volunteers were thanked for the commitment and effort.</p>		

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<b>D. FY 2023 Town Hall</b>		E.3 — Fiscal Oversight	<p>There is no information at this time regarding the May Revise. VC Ahmed came out to some of the colleges in January. Spoke about the Tentative Budget and the same will be happen probably around the 3<sup>rd</sup> of May or around that time after the information is incorporated in the District figures.</p> <p>Recommendation made that it not be a Townhall, but a webinar, to allow people to ask questions.</p> <p>Motion and seconded to make a recommendation that the Townhall be in the form of a webinar, so that people may participate and including asking questions. Motion approved unanimously.</p>		
<b>E. PBIM Retreat</b>		E.3 — Fiscal Oversight	<p>The PGC hold the PBIM Retreat. We need to determine if there will be one and when to provide committee members advance notice.</p>		
<b>F. Agenda Items for the next PBC Meeting</b>		E.3 — Fiscal Oversight	<p>Elect Chairs for the next Fiscal Year Staffing Plan Proposal BAM Handbook VC Ahmed is on leave until May 22, 2022. FTEF/Budget Allocation Process – Dr. Droker VPI Bajrami</p>		
<b>III. Next Meetings</b>			<p>May 13, 2022 9:00 am - 11:00 am May 27, 2022 9:00 am - 11:00 am</p>		
<b>IV. Adjournment</b>			<p>The PBC meeting was adjourned at 10:46 am.</p>		