



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

May 13, 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
(Vacant), 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
 Donald Moore, DAS President
 Jennifer Shanoski, PFT President
 Dr. Nathaniel Jones, III, President, College of Alameda
 Dr. Tina Vasconcellos, Vice President of Student Services, COA
 Helen Ku, Institutional Research Designee
 Louie Martirez, Classified Senate Appointee
 David M. Johnson, President, Merritt College

Absent:

Adil Ahmed, Tri-Chair, Interim Vice Chancellor of Finance & Admin.
 Matthew Freeman, Faculty, BCC
 Tami Taylor, Interim Budget Director
 RJ Ishimaru, Student Representative, BCC

Guests:

Lowell Bennett, Faculty, Merritt College
 Jeffrey Sanceri, Faculty, COA, PFT Grievance Officer
 Joseph J. Bielanski, Jr., DAS Representative, District
 Marla Williams-Powell, Interim Exec. Dir. of Fisc. Svcs. District
 C.M. Bramhbatt, Cambridge West Partnership, Consultant
 Phoumy Sayavong, Senate Representative, BCC
 Annie Javier, Acting Exec. Asst., Department of DGS, District
 Randy Yang, Faculty, BCC
 Mark Johnson, Exec. Dir. of Marketing, Comm. & Public Relations
 Richard Thoele, Classified President, Local 1021
 Garth Kwiecien, Vice Pres. of Admin. Services, Merritt College
 Heather Sisneros, Faculty, Laney College
 Lilian Pires, Principal Financial Analyst, Merritt College

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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 April 22, 2022 without any changes. Motion approved unanimously.		
D. Report of Action Taken			BAM Taskforce has agreed to meet once a month.		
E. Report of College Budget Committee			Not all reports received from the College Budget Committees. Louie Martirez will follow up on this item.		
F. Public Comments			Lowell Bennett stated he remains concerned about the FTEF allotments and the process used. Every year we fall short of the FTEF target. Various discussions regarding funding and the Pandemic from the Committee.		

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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 PBIM Charter</p>		<p>E.3 — Fiscal Oversight</p>	<p>Recommend language that will reflect the PBC now has a Tri-Chair in the bylaws/charter.</p> <p>Motion and seconded to adopt the language of the Committees may, at the discretion of each such committee, adopt a Tri-Chair structure, in which there would be one administrative, classified and faculty Tri-Chair. Any committee that adopts this Tri-Chair model should ensure that the committee’s Bylaws or Charter is updated. Motion approved unanimously.</p>		
<p>B. Elect Chairs for the next Fiscal Year</p>		<p>E.3 — Fiscal Oversight</p>	<p>Nominations received: The Vice Chancellor of Finance & Administration automatically represents Management. Vice Chancellor Ahmed currently holds this position.</p> <p>Thomas Renbarger for Faculty Tri-Chair.</p> <p>Kawanna Rollins for Classified. May be elected in September. Classified appointment goal to be made by August.</p> <p>Note: Scott Barringer is no longer with Peralta as of April, 2022. We need a new representative from Local 39.</p> <p>Motion and Seconded Thomas Renbarger for Faculty Tri-Chair. Motion approved unanimously.</p>		

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<p>C. BAM Taskforce & Handbook</p>		<p>E.3 — Fiscal Oversight</p>	<p>Discussions continue regarding the District and college expectations. Most of the work will be completed at the college level.</p> <p>Districtwide services will need to be more clearly defined. Data will be completed separately. District office costs will be explored to determine the reason they are so high. Some are not well defined.</p> <p>More dialogue to come from time to time. There was a question for the PBC if there will be in person meetings in the future. Believe it will be more helpful. Finance believes there may be a hybrid meeting organization to be set up with Administrative meetings and that the set up will be followed in other meeting bodies.</p> <p>Every two months there will be an update to the Board of Trustees. Meetings at the colleges will be accommodated. However, some of the data will need to be received.</p> <p>BAM Taskforce decided to meet regularly once a month.</p>		
<p>D. Staffing Plan Proposal</p>		<p>E.3 — Fiscal Oversight</p>	<p>Jennifer Shanoski informed the committee that the first meeting was rescheduled and the second meeting the was concern regarding salary savings. Will meet again next week and provide a follow up at the next PBC meeting.</p>		

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<p>E. PBIM Retreat/Summit</p>		<p>E.3 — Fiscal Oversight</p>	<p>Request date for the PBIM Summit/Retreat. Different dates were considered and it was recommended to have the retreat during the Flex Week.</p> <p><i>Motion and seconded that PBC recommends Tuesday, August 16, 2022 for the PBIM Summit/Retreat. Motion approved unanimously.</i></p> <p>Concern noted that the PBC did not have time to review the Tentative Budget or any budget before the FY Budget is adopted. It was noted that there is time from the Tentative Budget to the Adopted Budget for input and review and this generally occurs during the Summer. It was also discussed that Faculty does not work during the Summer time when this time is available.</p> <p>A concern was brought to the Committee that other community college district review budgets each year and the Peralta District should mirror their systems/practices and not be faced with these difficulties.</p> <p><i>Motion and Seconded to incorporate the Planning and Budget Development Calendar approved by the Board of Trustees into the PBC Agenda items. Motion approved unanimously.</i></p>		
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<p>F. Agenda Items for the next PBC Meeting</p>		<p>E.3 — Fiscal Oversight</p>	<p>End of the Year evaluation of the PBC goals.</p> <p>Tri-Chair election should be a topic at the PBIM Retreat.</p> <p>Motion and seconded to have a discussion if in the FY 2022-23 the PBC will be virtual meetings, hybrid or in person in the May 27, 2022 meeting. Motion approved unanimously.</p> <p>Review the Staffing Plan Proposal.</p> <p>FY 2022-23 Budget Book Presentation Information on the May Revise was provided to the District on May 13, 2022.</p> <p>Requested that Finance & Administration provide a Town hall about the May Revise.</p> <p>Requested that Finance & Administration provide an update on the P2 Report. (Note: Finance provides the 311 Quarterly Report, for this period, it would be the Q3).</p>		
<p>III. Next Meetings</p>			<p>May 27, 2022, 9:00 am - 11:00 am</p>		
<p>IV. Adjournment</p>			<p>The PBC meeting was adjourned at 10:55 am.</p>		