



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

**September 2, 2022, 9:00 am to 11:00 am**  
**Meeting Location: Zoom Video Conference ID: 769-987-656**  
**Tri-Chair:**

***Adil Ahmed, Associate Vice Chancellor for Finance & Admin.,***

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

**PBC Membership**

Adil Ahmed, Tri-Chair, Assoc. 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 Martinez, Classified Senate Appointee
Jennifer Shanoski, PFT President	David M. Johnson, President, Merritt College
(Vacant), Local 39 Representative	
Andrea Stokes, Interim Budget Director	Richard Ferreira, Executive Assistant, District, Note taker

***Total Number of Members is 14. Quorum is 8.***

**In Attendance:**

Adil Ahmed, Tri-Chair, Assoc. Vice Chancellor of Finance & Admin.  
 Thomas Renbarger, Tri-Chair, Merritt Academic Senate President  
 Kawanna S. Rollins, Tri-Chair, SEIU Representative  
 Donald Moore, DAS President  
 Andrea Stokes, Interim Budget Director  
 Dr. Nathaniel Jones, III, President, College of Alameda  
 Dr. Tina Vasconcellos, Vice President of Student Services, COA  
 Louie Martinez, Classified Senate Appointee  
 David M. Johnson, President, Merritt College

**Absent:**

Matthew Freeman, Faculty, BCC  
 RJ Ishimaru, Student Representative, BCC  
 Helen Ku, Institutional Research Designee  
 Jennifer Shanoski, PFT President  
 Richard Ferreira, Executive Assistant, District, Note taker

**Guests:**

Alejandro Acosta, Classified Vice President, Laney College  
 Andrew Park, Faculty, COA  
 Annie Javier, Staff Assistant, DGS  
 Augustine Gill, Vice President Administrative Services, COA  
 Azul Lewis, Faculty, BCC  
 C.M. Bramhbhatt, Cambridge West Partnership, Consultant  
 Dayo M. Diggs, Facilities Project Manager, District  
 Dr. Diana Bajrami, Acting President, COA  
 Dr. Stephanie Droker, Deputy Chancellor, District  
 Fareha Bakre, Principal Budget & Finance Analyst, District  
 Garth Kwiecien, Vice Pres. of Admin. Services, Merritt College  
 Heather Sisneros, Faculty Lead, District  
 Jammie Teer, Facilities Project Coordinator, District  
 Jeffrey Sanceri, District Academic Senate, COA  
 Joseph J. Bielanski, Jr., DAS Representative, District  
 Lilian Pires, Principal Financial Analyst, Merritt College  
 Lowell Bennett, Faculty, Merritt College  
 Mark Johnson, Executive Director Public Info., Comm. & Media  
 Marla Williams-Powell, Interim Director of Purchasing Services  
 Mary Clarke-Miller, Faculty, BCC  
 Richard Theole A&R Clerk, Classified Senate, District  
 Sean Brooks, Vice President of Administrative Services, BCC  
 Thomas Torres-Gil, Director of International Services & Student Support, District

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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 9:06 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 May 27, 2022, without any changes. Motion approved unanimously.		
D. Report of Action Taken			No Report of Action Taken.		
E. Report of College Budget Committee			No Report of the College Budget Committees.		
F. Public Comments			Lowell Bennett, Faculty, Merritt College expressed his appreciation for the Town Hall on September 1, 2022, and putting together the Adopted Budget. It is a tremendous task. He said he has questions about FTEF and assumption including the projected numbers. Thank you.		

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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. FY 2022-23 Adopted Budget</b></p>		<p>E.3 — Fiscal Oversight</p>	<p>Dr. Jones requested a number of people who attended the Town Hall and it appears that about half of the committee attended.</p> <p>He expressed his gratitude of the Finance Team to prepare the proposed Adopted Budget. Much of the work is done manually. He also acknowledged the assistance from Marketing getting the production of the book put together. Thank you everyone.</p> <p>Dr. Jones then provided a presentation and discussed in detail the drafted Adopted Budget for FY 2022-23. A copy of the Presentation is attached to the Minutes.</p> <p>Calculation for Hold Harmless revised rates are to be changed because they were based on the July rates and not the rates provided on August 22<sup>nd</sup>. The difference is about 2.8 million dollars.</p> <p>He provided details as to the explanation of change in revenue with a decrease in the budget by approximately \$11,665,882. The drafted FY 2022-23 Adopted Budget proposed the Maximum Total Computational Revenue to be \$147,836,926 but it will be \$136,171,044.</p>		

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			<p>This means that we will need to reduce the revenues to match the actual revenues we are to receive under the Unrestricted General Fund. More than one option is being considered at this time.</p> <p>The options being considered:</p> <ul style="list-style-type: none"><li>Use HEERF Funds</li><li>Reduce budget for vacant positions</li><li>Decrease budget for liability &amp; OPEB buydown</li><li>Reduce discretionary budgets</li><li>Reduce fund balance</li><li>Savings from adopting the proposed benefit plan change</li></ul> <p>Once the Board of Trustees decides, based on the options, as to how we should correct the understated revenue, then the Finance Department will work towards addressing it.</p> <p>It is possible that one option may address the understated revenue, but it is more likely we will need to consider more than one option to address the understated revenue.</p> <p>We are not in deficit this year and do not have a projected deficit for FY 2022-23. There is a surplus currently due to salaries savings on vacant positions. The conservative approach is that the District needs to take in account that our enrollment is declining and because of that decision will need to be made.</p>		
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		<p>The Peralta District does not have 100% of the position filled 100% of the time. There is a process in filling the positions and this creates salaries savings. The conservative approach is based on historical expenditures.</p> <p>There are concerns that the Peralta District needs to improve its FTES because it is living on borrowed time. Other districts are receiving new monies, but the Peralta District is not. The only new funds were the COLA. Hold Harmless monies that created the surplus will not be available in future years.</p> <p>Revenue-Expense Projection – Sign Budget Act the Hold Harmless will not go away in 2024-25. Which means this year we received COLA and next year and the year after we are going to get COLA. But then after that we will not receive COLA.</p> <p>Any new funding that the state will provide, particularly beyond 2024-25 will be within the Student Centered Funding Formula (SCFF).</p> <p>There are 62 districts in California on the SCFF when calculating their funding. There are 10 districts that are not, and we are one of them. That is where we should be too, and the state is creating positive incentives for the district to be calculating their funding on the SCFF formula. However, post 2024-25 our revenues are to remain flat until such point that our revenue will increase based solely on our SCFF.</p>		
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			<p>The District needs to focus on multiple things bending down our cost curve and containing the growth rate of our expenses. Intentionally increase our revenues. To generate our revenues, we can recapture some of the enrollment.</p> <p>All four college and district offices are cooperating and collecting data. There are challenges with balancing the budget. There is a concern that the District Office expenditures is 30% of the entire budget. It needs to be determined what (college/student) services are provided at the district offices and who is providing those services.</p> <p>The Chancellor has communicated that there is a desire to establish a District Enrollment Management Committee which will allow us to come up with a District-wide set of strategies that will be informed by the fiscal realities that we find ourselves in.</p> <p>Concern that during COVID we missed out on enrollment growth with the entry level students from high schools.</p> <p>Efforts made on improving our data integrity that allows us to increase the reported outcomes. We are pursuing what will have a positive impact on our revenues under the SCFF.</p>		
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			<p>The PBC would like to meet one more time this month to discuss the drafted FY 2022-23 Adopted Budget before making a recommendation.</p> <p>Suggestion to extend the meeting for 10 minutes.</p> <p>Note: PGC meeting on September 23, 2022.</p> <p>Final action on the drafted FY 2022-23 Adopted Budget may be taken on September 23, 2022.</p> <p>The Board of Trustees meeting to approve the Adopted Budget is on September 27, 2022.</p>		
<b>B. Agenda Items for the next meetings</b>		E.3 — Fiscal Oversight	FY 2022-23 Adopted Budget Review the PBC Role of tracking expenditures.		
<b>III. Next Meetings</b>			PBIM schedule for 09/16/2022 Joint PBC/PGC meeting on September 23, 2022.		
<b>IV. Adjournment</b>			The PBC meeting was adjourned at 11:00 am.		