



**PERALTA COMMUNITY COLLEGE DISTRICT PARTICIPATORY  
GOVERNANCE COUNCIL (PGC)**

**MINUTES**

Friday, April 22, 2022

1:30 – 3:30 p.m.

Join the meeting:

<https://cccconfer.zoom.us/j/92621828112>

**CO-CHAIRS**

Jannett N. Jackson, Interim Chancellor

Donald Moore, DAS President

Tachetta Henry, Merritt College Classified Senate President

**COUNCIL MEMBERSHIP**

Angélica Garcia, President, BCC	Jannett N. Jackson, Interim Chancellor
Nathaniel Jones, President, COA	Ronald McKinley, Interim Vice Chancellor, HR
Rudy Besikof, President, Laney	Matthew Freeman, President, BCC Faculty Senate
David Johnson, President, Merritt	Matthew Goldstein, President, COA Faculty Senate
Eleni Gastis, President, Laney Faculty Senate	Thomas Renbarger, President, Merritt Faculty Senate
Richard Thoele, President, Local 1021	Scott Barringer, Local 39
Jennifer Shanoski, President, PFT	Donald Moore, President, DAS
Leesa Hogan, Student Representative	Tachetta Henry, Classified Senate President, Merritt
Maisha Jameson, Notetaker (non-voting)	

*Members – 16; Quorum – 9*

**PRESENT:**

<p><b><u>Committee Members</u></b>          Angélica Garcia, President, BCC          David Johnson, President, Merritt          Donald Moore, DAS President          Rudy Besikof, Laney          Nathaniel Jones, President, COA          Eleni Gastis, President, Laney Faculty Senate          Jennifer Shanoski, President, PFT          Matthew Goldstein, President, COA Faculty Senate          Tachetta Henry, Classified Senate President, Merritt          Thomas Renbarger, President, Merritt Faculty Senate          Ronald McKinley, Acting Vice Chancellor, HR          Richard Thoele, President, Local 1021</p> <p><b><u>Minutes</u></b>          Maisha Jameson</p>	<p><b><u>Guests</u></b>          Albert Maniaol          Alejandro Acosta          Antoine Mehouelley          Atheria Smith          CM Brahmhatt          Immaculate Adesida          Jeffrey Sanceri          Joseph Bielanski          Lisa Webb          Lowell Bennett          Mark Johnson          Marla Williams-Powell          Momo Lim          Royle Roberts          Sasha Amiri          Silvia Cortez          Stephanie Droker</p>
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**I. STANDING ITEMS**

**A. CALL TO ORDER (1:33 p.m.)**

**B. ADOPTION OF THE AGENDA**

MOTION TO APPROVE THE MEETING AGENDA – WITH FRIENDLY AMENDMENT TO MOVE THE APPOINTMENT OF PGC TRI-CHAIR TACHETTA HENRY TO THE TOP OF THE AGENDA

MOTION – Ron McKinley

SECOND – Tachetta Henry

MOTION PASSED

NO ABSTENSIONS

**C. CHANCELLOR’S REPORT (1:34 p.m.)**

i. Chancellor’s Report-back on Action Items from 3.25.2022 PGC Meeting

- As recommended, Chancellor Jackson approved the following Administrative Procedures (Aps): APs: 4105, 5700, 6340, 6620, 7800.
- As recommended, Chancellor Jackson approved the Membership Composition for the Advisory Group for Holistic Safety, Wellness & Security with friendly amendments:
  - #1: To spell out the colleges’ names, and
  - #2: To change the student committee members from “ex-officio non-voting members” to “advisory voting members”.

ii. Chancellor’s General Update

- A reminder was provided about the response to the PGC’s motion that documentation be provided re: the FY2021-22 Board Approved Hires vs. the Actual Hires. The documentation can be found in the 3/25/22 PGC Teams Meeting Folder.)
- Student Elections – Congratulations to Sarah Latino from BCC as the new Student Trustee. One individual who was running was not able to get the number of signatures needed. Per our policy, when there is a vacancy, the four presidents of the associated students must agree on an appointment.
- AC Transit Easy Pass Proposal passed overwhelmingly.
- There will be a Townhall on Monday at 11 am to reinforce the current Policy related to overtime for those who work in different departments.
- An overview was provided about yesterday’s Special Board Meeting/Enrollment Academy
  - Some faculty shared disappointed about how the meeting went, including presenter Jennifer Shanoski. Felt it was a missed opportunity.

**D. APPROVAL OF PREVIOUS PGC MEETING MINUTES (1:50 p.m.)**

MOTION TO APPROVE THE MARCH 25, 2022 MEETING MINUTES

MOTION – Rudy Besikof

SECOND – Thomas Renbarger

MOTION PASSED

NO ABSTENSIONS

**E. PUBLIC COMMENT (1:55 p.m.)**

- Lowell Bennett
- Jeff Sanceri

**F. COMMITTEE/COUNCIL/GROUP REPORTS (2 minutes each) (2:05 p.m.)**

- i. District Academic Affairs and Student Services Committee – Stephanie Droker/Matthew Freeman
  - Discussing the committee goals and where they fit within the PBIM. To bring a recommendation to the PBIM Retreat on the role this committee should play within the PBIM process.
  - It was discussed how this will need to be a careful consideration.
- ii. Planning & Budgeting Council - Thomas Renbarger
  - The committee passed a motion to put together a Taskforce to come up with a proposal on a District staffing plan.
  - Discussed the FTEF allocation process on a year-to-year basis. Invited Dr. Droker to talk with the committee on this.
    - Pres. Garcia asked if this would look different given the new RAM. C.M. Brahmhatt response: Yes, ultimately this will look different, but it will remain the same for at least another year.
  - PBIM Retreat – Interested in dates of when this may happen?
  - Need to codify the appointing of Tri-Chairs to the PBIM committees within the PBIM Manual.
  - The committee passed a motion to request that whenever the District-wide Finance Townhall takes place, that it not be in the Zoom Webinar format, but rather in a format that allows for questions from the audience.
- iii. District Facilities Committee - Atheria Smith / Rachel Goodwin
  - Neither of the Chairs were present.
- iv. District Technology Committee - Antoine Mehoulley /Matthew Goldstein
  - Recently went live with the PeopleSoft Upgrade Phase II
  - Finance and Asset Management Modules to go live May 5. Training to start next week (4/25)
  - The Human Resources Module has already been rolled out and training has been provided for all staff. Continuing to provide training. Built a canvas site for all to reference training materials.
  - Currently in Go-Live support that lasts for 4 weeks.
  - Phase 3 will include Student Solutions side to focus on the student journey.
- v. Update from the PGC subcommittee on Equity, Diversity & Inclusion – Royl Roberts/Lisa Webb
  - Welcomed one of the sub-committee members, Dr. Lisa Webb (Dean of Counseling at Merritt College).
    - Attended a meeting of the Consortium for Chief Diversity Officers on Equity in Community Colleges. Discussed challenges on campuses (C Fund budgets). Most money used for salaries and benefits. Not much left over for equity programs. Discussed mental health and student engagement of our disproportionately impacted students.
    - Shared about the student trip to UC Davis,
    - Sending targeted emails to provide DEI outreach to students.
    - Donald Moore asked if we are doing anything for Black

Student Success Week? Mark Johnson shared link to Peralta Black Student Success Week information.

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- vi. Chancellor’s Work Group – *Maisha Jameson (on behalf of the Chancellor)*
  - The CWG discussed and reviewed sample tools for governance committee assessment.
    - Discussed the process for having the PBIM committees to develop their respective assessment tools.
    - Some questions will be consistent across all committees.
  - Held a presentation from CM Brahmhatt on the Budget Philosophy and new Resource Allocation Model (Model). Discussed a timeline for completing the shared governance vetting process. Shared the new steps for Phase 2 (Budget Development and Allocation for Expenses).

**II. CARRIED OVER AND NEW ITEMS (2:20 p.m.)**

<b>Topic:</b>	<b>Presenter:</b>	<b>Discussion:</b>
<b>1. Recommendation to Appoint the Classified Tri-Chair for the PGC</b>	<i>Chancellor Jackson / Donald Moore</i>  <i>Action</i>	MOTION TO APPROVE THE APPOINTMENT OF TACHETTA HENRY AS THE PGC TRI-CHAIR. MOTION – Ron McKinley SECOND – Rudy Besikof MOTION PASSED NO ABSTENSIONS
<b>2. Recommendation to Approve Administrative Procedure (AP) - AP 7400 (Travel)</b>	<i>Joseph Bielanski / Stephanie Droker</i>  <i>Action</i>	<ul style="list-style-type: none"> <li>• It was noted that there were no changes/updates highlighted in the version of AP7400 that was shared with the PGC.</li> <li>• It was also noted that there was a 2009-2010 Grand Jury report and corrective matrix from the ACCJC that had some recommendations related to travel, and suggested that this be taken into consideration.</li> <li>• The highlighted/track-changes version was added to the Teams folder.</li> </ul> MOTION TO TABLE THIS ITEM AND BRING IT BACK MOTION – Eleni Gastis SECOND – Richard Thoele MOTION PASSED NO ABSTENSIONS
<b>3. Recommendation to Approve the Peralta Technology Incident Response Plan</b>	<i>Antoine Meheouley / Matthew Goldstein</i>  <i>Action</i>	<ul style="list-style-type: none"> <li>• We are revamping our technology security process and making sure it is saving all of our data.</li> <li>• The federal government requires more from us in order for us to be able to continue providing Financial Aid. You must have a plan as to what to do to in case there is a I.T. security breach. The is also required for our insurance purposes.</li> <li>• To do mock security breach exercises so that we are ready.</li> </ul> MOTION TO APPROVE THE MEETING AGENDA MOTION – Matthew Goldstein SECOND – Ron McKinley

		MOTION PASSED NO ABSTENSIONS
<b>4. Update – Administrative Procedure re: Gender Diversity</b>	<i>Stephanie Droker (on behalf of Andrea Epps)</i>  <i>Informational/ Update</i>	<ul style="list-style-type: none"> <li>• Joseph Bielanski provided some context and history on this AP. It was originally recommended by one of our Student Trustees. San Francisco City College has adopted a similar one.</li> <li>• Also considering combining this with one of our already existing administrative procedures related to diversity.</li> <li>• Jennifer Shanowski asked if this was sent to the PFT.</li> <li>• Agenda item tabled. To be brought back when Andrea Epps (Director of Employee Relations and Diversity) can come back to present.</li> </ul>
<b>5. Update – PCCD Budget Philosophy</b>	<i>C.M. Brahmhatt</i>  <i>Informational/ Update</i>	<ul style="list-style-type: none"> <li>• The proposed Budget Philosophy has already been shared with the PBC and Board of Trustees as a First Read.</li> <li>• All were asked to review for any feedback or recommended changes and to send recommendations to C.M. Brahmhatt or Sasha Amiri.</li> <li>• Once all feedback is received and considered on the Budget Philosophy and the new Resource Allocation Model (RAM), the final versions will need to come back to the PBC and PGC, and then go to the Board for Action.</li> <li>• An overview of the Resource Allocation Model (RAM) was provided.</li> <li>• Phase 1 – the revenue side of things has been completed.</li> <li>• Phase 2 – developing and balancing the budget. This is still needed.</li> <li>• Spoke to how the colleges will need to allocate funds to cover the District Office’s operational needs.</li> <li>• It was noted that we can’t efficiently run the colleges with 98% of our budget going to salaries. Need to move to more like 85%.</li> <li>• Need to make these changes by negotiating and determining what the process will be for developing the budget. To determine how we can operate more efficiently and confirm what expenses can be supported.</li> <li>• Will need to ensure that the communication and dissemination of information is being handled at both the college and District levels.</li> </ul>
<b>6. Update from Finance:</b> - <b>Budget Development Calendar</b> - <b>Annual Financial Audit</b>	<i>Marla Williams-Powell (on behalf of Adil Ahmed)</i>  <i>Informational/ Update</i>	<p><u>Budget Development</u></p> <ul style="list-style-type: none"> <li>• Overview provided on where we are related to the Budget Development Calendar.</li> <li>• We are mostly on track.</li> <li>• March 25 item on FTES allocation and enrollment numbers is still pending.</li> <li>• Still pending the Governor’s May Revise.</li> </ul> <p><u>Audit Review</u></p> <ul style="list-style-type: none"> <li>• 2021-22 Audit is closed as of a couple of weeks ago</li> </ul>

		<ul style="list-style-type: none"> <li>• An overview of our Audit Findings was provided</li> <li>• 20-21 Annual Audit Highlights</li> <li>• Financial Statement <ul style="list-style-type: none"> <li>○ Peralta received an Unmodified opinion on its financial statement – highest level of assurance</li> <li>○ Total net position = \$58.3M (assets – liabilities)</li> <li>○ Revenues netted a \$28.2M gain (compared to a \$5.2M loss in prior year)</li> </ul> </li> <li>• Audit Findings <ul style="list-style-type: none"> <li>○ Significant Deficiency over Material Weakness</li> <li>○ Same total as prior year - 6 repeated</li> <li>○ “Common findings under Federal Awards” (CLA)</li> <li>○ Corrective Action Plan was presented</li> </ul> </li> <li>• The findings were mostly related to the (Budget) Closing process, Student Financial Aid and internal controls.</li> <li>• The HERRF expenditure finding has been corrected.</li> <li>• Marla shared the status and steps we are taking to address each of the findings.</li> <li>• Matthew Goldstein re: 85/15 rule – Asked what the origin of this rule was, and where did it come from. Response: It has been estimated that at least 15% of the dollar is required to ensure the funding that allows institutions to cover innovative programs, balanced budgets, repairs/scheduled maintenance, etc..</li> </ul>
<p><b>7. PGC Business</b></p> <ul style="list-style-type: none"> <li>- <b>Check-in on PGC Goals for 2021-22</b></li> <li>- <b>Update on Implementation of BoardDocs for PBIM Committees</b></li> </ul>	<p><i>Maisha Jameson</i></p>	<ul style="list-style-type: none"> <li>• Spoke to each of the Goals and how they have been addressed over the year.</li> <li>• Assessment of the Goals should occur at the last meeting of the year.</li> <li>• Implementation of BoardDocs has begun and training has commenced. A demo of the PGC BoardDocs platform to be shared at a future PGC meeting.</li> </ul>

**III. ADJOURNMENT**

MOTION TO APPROVE THE MEETING AGENDA  
MOTION – Jennifer Shanoski  
SECOND – Richard Thoele  
MOTION PASSED  
NO ABSTENSIONS

**IV. NEXT MEETING**

a. May 20 @ 9:00 a.m.