



PARCEL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, February 9, 2022
Meeting Time: 3:00 pm to 5:00 pm
Location: Zoom Video Conference
Meeting ID: 918-6732-5184

Committee Members (Present):

Oscar F. Porter, Chair
Kathie Smith
Carlos McLean

Committee Members (Absent):

Sherrone Smith

PCCD Staff Present:

Adil Ahmed, Acting Vice Chancellor, Finance & Administration
Mark Johnson, Executive Director of Marketing, Communication & Public Relations
Richard Ferreira, Executive Assistant, Finance & Administration (Minutes)

Guests:

Momo Lim, Internal Auditor, District Finance & Administration
Christine Will, Faculty, Laney College

Minutes Recorded by: Richard Ferreira, Executive Assistant, Finance & Administration

1. Call to Order and Introductions – Chair Porter

Meeting was called to order at 3:05 p.m. by Oscar Porter with quorum.

2. Review of Agenda – Chair Porter

Motion and seconded to approve the Agenda with no changes. Motion approved unanimously.

3. Approval of Minutes - Chair Porter

Motion for the meeting Minutes from February 3, 2021, April 14, 2021 and June 9, 2021 approved without any changes. Motion approved unanimously.

4. Public Comments – Chair Porter

No public comments at this time.



5. Review of PTOC work/philosophy for new members

Chair Porter discussed with the new committee members the importance of monitoring the expenditures of the Parcel Tax and determining where those funds were spent. Seeing some impact of the performance of student success through application of the Parcel Tax Funds.

Point of Contact List from the Peralta Community College District

PTOC Primary Contact:

Adil Ahmed, Interim Vice Chancellor for Finance & Administration aahmed@peralta.edu

PTOC Additional Contacts:

Mark Johnson, Exec. Dir. of Marketing, Comm. & Public Relations mjohnson@peralta.edu

Richard Ferreira, Executive Assistant, Finance & Admin. (Minutes) rferreira@peralta.edu

Clarification of the funding is that the Parcel Tax funds are to be used for Instructional and Non-Instructional support. It may not be used for Administration or Administration Salaries. The Union involvement regarding the funding was needing clarification because the funding is for instructional and non-instructional support to include Instructional Aids, Librarians, Counselors, etc.

The Parcel Tax Committee should be reporting to the Board of Trustees annually the outcome of the committee's review of the Parcel Tax expenditures for the District.

6. Discussion of data submissions from the District

In the past, there were concerns regarding the formatting of the data received by the District and there may be additional work needed. The primary importance is to look at the legal administration regarding the Parcel Tax. A new Parcel Tax Measure was voted on within the last two (2) years and the previous Parcel Tax Measure is now completed.

Finance & Administration provided statistical data in the past. A report was requested from the PTOC for information on the expenditures. It was noted the importance to work with the District so that the reporting is in a readable format and comprehensive for everyone.

Peralta Community College District Parcel Tax Report. The Year 2017-2018 was used as a based and it was needed to establish a basis for comparison to the current fiscal year.

The data received by the PTOC is notable regarding completion degree rates. The District also looked at increasing (and of maintaining) tutoring hours, as well as, instructional and non-instructional hours due to the continuous decline of Full Time Equivalent Students (FTES) over the last few years.



Peralta Community College District

The Peralta District did not experience any increase in enrollment due to the COVID Pandemic. We have continuously declined prior to the Pandemic and since the Pandemic the District enrollment has declined further. The State continues to fund the Peralta District at 100% current funding due to Hold Harmless, however, the funding will begin to decline since the enrollment has not increased.

A positive note was made that it is possible the State may continue to fund the District under Hold Harmless through fiscal year 2024-25. Funding is based on three (3) years of funding of the higher enrollment.

There were concerns addressed regarding the declining enrollment and students being visible at colleges. The plans the colleges coming up with include an Update Enrollment Management Plan. Each college has its' own committees to come up with a plan and make that experience better for students to increase enrollment and student success. The District is looking on expanding student services including housing to assist students.

An example of Parcel Tax funding benefits was the Student Success rate of classes paid for with Parcel Tax monies so that students may graduate/transfer on because the funding became available. There are classes that would have been cancelled if not for the Parcel Tax funds. It was also noted that Parcel Tax funds may not be used for advertising.

There was a concern that students are focused on employment (or a second job) as opposed to enrollment to make ends meet during this Pandemic.

The PTOC in the past invited members from the colleges to discuss what is being done with Parcel Tax funding to assist with Student Success. Formal Request to be made to from the Chair to VC Ahmed to invite administration.

Recommendations on the invitation include:
VP of Student Services and/or VP of Instruction
Be clear on what the PTOC is requesting to be presented on the request.
Presentation for 20 minutes for per person.

7. Selecting Next Meeting Date and Time

[Wednesday, April 6, 2022 from 3:00 to 5:00 pm](#)

[Wednesday, June 8, 2022 from 3:00 to 5:00 pm](#)

8. Announcements

Carlos McLean and Kathie Smith were welcomed to the Parcel Tax Committee. Encourage people who are interested in the Parcel Tax Committee to apply.

9. Adjournment

[The meeting adjourned at 4:53 pm.](#)