



PERALTA COMMUNITY COLLEGE DISTRICT PARTICIPATORY GOVERNANCE COUNCIL (PGC) AGENDA

Friday, November 19, 2021

1:30 – 3:00 p.m.

Join the meeting:

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

CO-CHAIRS

Jannett N. Jackson, Interim Chancellor

Donald Moore, DAS President

COUNCIL MEMBERSHIP

Angélica Garcia, President, BCC	Jannett N. Jackson, Interim Chancellor
Nathaniel Jones, President, COA	Ronald McKinley, Acting 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
Andrea Williams, Representative, Local 1021	Anthony Edwards, Representative, 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

I. STANDING ITEMS

A. CALL TO ORDER (1:30 p.m.)

B. ADOPTION OF THE AGENDA (1:32 p.m.)

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

- i. Special Presentation on HyFlex at BCC (VPI Kuni Hay & Professor Cora Leighton)
- ii. Chancellor's Report-back on Action Items from 10.2921 PGC Meeting
- iii. Chancellor's General Update

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

- i. October 29, 2021 Meeting Minutes

E. PUBLIC COMMENT (1:52 p.m.)

F. COMMITTEE/COUNCIL REPORTS (2 minutes each) (2:00 p.m.)

- i. District Academic Affairs and Student Services Committee - Siri Brown / Matthew Freeman
- ii. Planning & Budgeting Council - Thomas Renbarger
- iii. District Facilities Committee - Atheria Smith / Rachel Goodwin
- iv. District Technology Committee - Antoine Mehoulley / Matthew Goldstein

- v. Update from the PGC subcommittee on Equity, Diversity & Inclusion – Royl Roberts

II. CARRIED OVER AND NEW ITEMS (2:30 p.m.)

Topic:	Presenter:	Purpose:	Strategic Goal:	Time:
1. Approval PGC Master Calendar for FY 2021-22	<i>Donald Moore Chancellor Jackson</i>	<i>2nd Read & Action</i>	D2. Institutional Leadership and Governance E.3 — Fiscal Oversight	2:30 p.m.
2. Update on Upgrade to the Peralta Website - <i>ADA-accessibility</i> - <i>Mobile-friendly</i> - <i>Timing of launch</i>	<i>Mark Johnson</i>	<i>Update & Discussion</i>	D2. Institutional Leadership and Governance	2:40 p.m.
3. Chancellor's Work Group Update - <i>Confirmed Membership</i> - <i>What's Next</i>	<i>Chancellor Jackson</i>	<i>Update & Discussion</i>	D2. Institutional Leadership and Governance	2:50 p.m.
4. PGC Business - <i>Check-in on PGC Goals for 2021-22</i> - <i>Taskforces?</i>	<i>Donald Moore Chancellor Jackson</i>	<i>Update & Discussion</i>	D2. Institutional Leadership and Governance	2:55 p.m.

III. ADJOURNMENT

IV. NEXT MEETING

- a. December 17th @ 9:00 a.m.



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

Friday, October 29, 2021

9:00 – 11:00 a.m.

Join the meeting:

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

CO-CHAIRS

Jannett N. Jackson, Interim Chancellor

Donald Moore, DAS

President

COUNCIL MEMBERSHIP

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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:

<u>Committee Members</u> Angélica Garcia, President, BCC Nathaniel Jones, President, COA David Johnson, President, Merritt Rudy Besikof, Laney Eleni Gastis, President, Laney Faculty Senate Andrea Williams, Representative, Local 1021 Jennifer Shanoski, President, PFT Jannett Jackson, Interim Chancellor Matthew Freeman, President, BCC Faculty Senate Matthew Goldstein, President, COA Faculty Senate Thomas Renbarger, President, Merritt Faculty Senate Donald Moore, President, DAS Ronald McKinley, Acting Vice Chancellor, HR Leesa Hogan, Student Representative	<u>Guests</u> Joseph Bielanski Sasha Amiri Royle Roberts Jeffrey Sanceri Momo Lim Adil Ahmed Immaculate Adesida Jamil Teer Kimberly King Lowell Bennett Mark Johnson Richard Thoele Silvia Cortez Veronica Montoya
<u>Minutes</u> Maisha Jameson	

I. STANDING ITEMS

A. CALL TO ORDER

B. ADOPTION OF THE AGENDA

MOTION TO APPROVE THE MEETING AGENDA

MOTION – Matthew Freeman

SECOND – Ron McKinley

MOTION APPROVED

NO ABSTENSIONS

C. APPROVAL OF PREVIOUS JOINT PBC/PGC MEETING MINUTES

- i. October 1, 2021, Joint PBC/PGC Meeting Minutes

MOTION TO APPROVE THE 10/1 MEETING MINUTES

MOTION – Rudy Besikof

SECOND – David Johnson

MOTION APPROVED

NO ABSTENSIONS

2

D. PUBLIC COMMENT

- i. None

E. COMMITTEE/COUNCIL REPORTS

- i. District Academic Affairs and Student Services Committee (DAASSC) –
Matthew Freeman

- DAASSC to lead the Student Journey Project – To assess the functioning of our systems. There are short term and long term steps to improve these systems for the student experience.
- DAASSC's next meeting is 12/10.
- Peralta A&R, IT and Financial Aid staff attended a workshop hosted by the State Chancellor's Office tech Center. They are implementing new features next month that will help address the issues we are having with fraud applications. Foothill DeAnza is using the tool. To schedule a Demo from this group/company. There is a free option for staff to create an account. To be using this tool to review IP and email addresses to prevent any fraudulent Spring enrollments. Numbers have gone down some already. The State Chancellor's Office is considering securing this tool to use at their level as well.

- ii. Planning & Budgeting Council - Thomas Renbarger

- The PBC last met on 10/15.
- They approved the Updated Budget Calendar.
- The BAM Taskforce will soon get a 2nd draft of the latest version of the BAM Handbook. If approved, it will go to then come to the PGC for approval. It will also be routed through the colleges' shared governance budget committees for input.
- There has been much discussion on planning for when we go off of "hold harmless". They approved a motion to form a Taskforce that would plan for a smooth transition for when the "hold harmless" goes away.
- Discussion ensued about the new BAM's determination of the percentage of funds allocated for the District.

- iii. District Facilities Committee - *Atheria Smith / Rachel Goodwin (not present)*
 - None
- iv. District Technology Committee (DTC) – Matthew Goldstein
 - The DTC is currently discussing the following projects:
 - The upcoming update to the Peralta website that will allow for seamless access to information.
 - “BIOKey”, a single access point to all District systems.
 - PeopleSoft Upgrade.
 - Nov. 5th is the next meeting.
- v. Update from the PGC subcommittee on Equity, Diversity & Inclusion – Royl Roberts
 - It was shared that a letter came out from State Chancellor’s Office reaffirming priorities on diversity, equity and inclusion (DEI) which highlighted some things that the subcommittee should consider exploring. Some areas that were listed as needing to be assessed with a DEI lens are the system-wide review of law enforcement, curriculum and training.
 - The Sub-committee is also working on the following:
 - Dialogues to address campus climate.
 - Audits of classroom climate and action plan to include anti-racism curriculum.
 - District board review and update of Equity Plans.
 - It was noted that the Committee may need to re-consider its membership given these new added focusses.
 - Questions ensued about whether this will inform the District's goals and how we consider equity in the hiring process/employment.
 - It was noted that one of board's goals is DEI and social justice.
 - The Chancellor shared that we do not currently have a mechanism in place for onboarding individuals. She is working on exploring an idea of developing a Teaching and Learning Center to ensure we have an organized way to conduct training. This center would include onboarding, professional development (esp. for classified staff), technology/systems training, DEI training, onboarding of student leadership, etc..

F. ACCREDITATION UPDATE

- The virtual ACCJC Follow-up visit (to follow-up on Follow-up Report) was held October 18-19. Over these two days, the visitors held interviews of individuals they requested to meet with.
- As is customary, there was an Exit Interview after Visit and the Chancellor shared that she was extremely pleased with what the visitors had to share during the exit interview. The visitors shared many praises on the work of the District. Tremendous improvement was noted. They noted that the “spirit of the

colleges” are now being shown at District level and within District leadership.

- The Chancellor shared that her hope is that we move from Probation to Warning, and that she anticipates that by June 2022, all of the Peralta colleges will be fully accredited.
- We are continuing to work to address all of the accreditation recommendations.
- The Chancellor noted that she asked for the Commission (ACCJC) to give us time (without team visits) to get the work done.
- We anticipate that by end of November, we will get the draft Report from visiting team to review for errors of fact and they will then present their final Report in January.
- The Chancellor’s leadership over the last 6 months in the areas of Finance and Governance was commended. The visitors had confidence in the Chancellor's ability to provide stability and improvement at the District under her leadership.

II. CARRIED OVER AND NEW ITEMS

Topic:	Presenter:	Discussion:
1. Check-in on PGC Membership	<i>Donald Moore Chancellor Jackson</i>	<i>Discussion</i> <ul style="list-style-type: none"> • The PGC is now fully staffed. Andrea Williams is now the SEIU rep and Leesa Hogan (student trustee) is now the student rep.
2. Approval of Administrative Procedures and Board Policies <ul style="list-style-type: none"> - AP2435 - AP 3225 - AP3434 - AP3435 - AP4026 - AP5015 - AP5020 - AP5030 - AP5050 - AP5530 - AP6340 - AP6370 - AP7700 - BP2435 - BP2200 - BP2720 - BP2745 - BP3225 - BP3420 	<i>Joseph Bielanski</i>	<i>Discussion & Action</i> <ul style="list-style-type: none"> • The listed APs/BPS was reviewed one by one with a summary of the recommended changes being presented for review. • The BPs and APs are not on a 7-year cycle to be reviewed. • Most of the recommended changes are from CCLC and are related to incorporating DEI within the policies. • The exception was AP402, related to Study Abroad. This is a local update to our District policy. It has already been reviewed by various groups. • Donald Moore asked for a visual of the timeline for updating the BPs/APs. Updates are noted on the website, and there is also an announcement that goes out. <p>MOTION TO APPROVE THE LISTED ADMINISTRATIVE PROCEDURES AND BOARD POLICIES</p> <p>MOTION – Ronald McKinley</p> <p>SECOND – Rudy Besikof</p>

<ul style="list-style-type: none"> - BP3550 - BP5035 - BP5050 - BP7100 - BP7160 - BP7250 		<p>MOTION APPROVED NO ABSTENSIONS</p>
<p>3. Recommendation for Approval of Updated Budget Development Calendar</p>	<p><i>Adil Ahmed</i></p>	<p><i>Action</i></p> <ul style="list-style-type: none"> • The updated Budget Development Calendar was presented for approval. The updates to the calendar have gone through the shared governance process and has been updated to include feedback received. • Jennifer Shanoski suggested an amendment to the motion for the PGC to implement a process/system that assures that we are actually completing the steps on the calendar because she noted that year after year this has not been done. The expressed that the motion would hold us accountable to do each of the things that are listed. Pres. Angelica Garcia accepted the friendly amendment. The Chancellor rejected the friendly amendment and noted that she was not comfortable adding this measure solely for budget items, if we're not doing it for all other recommendations. Donald Moore shared that he believes that this enforcement is the purview of the PBC. Chancellor Jackson asked the co-chairs of the PBC to acknowledge this request and adhere to each of the steps in the calendar and noted that the calendar already includes presentations and more points for ensuring completion. Matthew Freeman asked that it be included in minutes that we have the support and commitment of the higher District leadership to ensure that these steps are followed through to completion, and that the steps of this calendar will be adhered to. VC Adil Ahmed affirmed commitment to follow-up on the budget calendar (unless there is a delay in the budget being confirmed at the State level). Pres. Garcia noted that the college budget committees need to address/ensure this work is begin done as well. Richard Thoele added that enforcement of these things fall upon the unions as well. <p>MOTION TO APPROVE THE UPDATED BUDGET DEVELOPMENT CALENDAR MOTION – Angelica Garcia SECOND – Jannett Jackson MOTION APPROVED NO ABSTENSIONS</p>
<p>4. Delineation of</p>	<p><i>Chancellor</i></p>	<p><i>Update & Discussion</i></p>

Functions (Functional Map)	<i>Jackson / College Presidents</i>	<ul style="list-style-type: none"> • The Functional Map (or Delineation of Functions) was presented and feedback on the document was requested. A special request was made for PGC members to especially look at the last column for gap areas that need to be addressed. • All were asked to send their feedback to the respective ALOs (i.e. at each campus or the ALO at District/VC Brown for district areas). VC Brown to lead consolidation of feedback into the final version. • It was noted that we still have some work to be done on internal controls. • This document represents an excellent example of the colleges and District working together to identify tasks, roles and responsibilities. This should serve as a road map for improvement to address issues that have come up in accreditation and FCMAT reports. • Once a final final document is confirmed, it will be posted to the website(s). • An update provided on the Meeting with the Dept. of Ed. – re: their concerns about our financial aid and internal controls. There were approx. 20 individuals in attendance from through-out the District. The Chancellor shared that they are trying to help us get things right. They want us to continue to be eligible to receive Title IV dollars (which includes financial aid).
5. Chancellor’s Work Group <ul style="list-style-type: none"> • Budget Philosophy • Updating PBIM Structure/Manual 	<i>Chancellor Jackson</i>	<i>Update & Discussion</i> <ul style="list-style-type: none"> • The Chancellor’s Work Group (CWG) was presented as an idea at the PBIM Summit. The Chancellor would like to move forward with this. This group will get things going/started. This is not a standing committee. It is task-oriented. This is to facilitate the work getting started things and also address resource needs. • This groups will not do all of the work, but rather plan for movement forward. • Chancellor Jackson asked for endorsement of the CWG. • An overview of the proposed membership composition was provided. • A request for appointments to the committee was shared. • This group is to review and make recommendations on the Budget Philosophy and shared governance structure (including new bodies, tri-chairs and rotating the appointments from the committees/colleges). • The Chancellor asked to add a District-wide presentation on holistic and wellness at the February meeting.

		<ul style="list-style-type: none"> • It was suggested to store the agendas and meeting materials on a cloud-based platform for easy access for the PBIM groups. We are currently using the website for this. • Important that there be a seat from the collective bargaining groups on this group. Chancellor agrees. • Suggestions: • Be sure to incorporate DEI representation within the appointments to the CWG • Include 2 students on the membership (Include the VPSSs in the appointment of the students) • Questions were posed about membership composition and about the committee structure in general. • Committees are to recommend individuals for CWG membership, but they don't have to be members. Subject matter experts are welcome. • To change the appointments to the "Co-Chairs" • Want to ensure the group does not get too large. • Maisha Jameson to send email to PBIM committees TODAY to make appointments to this committee by Friday, 11/5 of next week. – Asked everyone to “respond all” so that everyone can see who is being put forth. Recommendations: consider DEI representation, subject matter expertise, appointing one faculty member and the other appointment be a classified member.
6. College Presidents Presentation on CARES/ HEERF Funds	<i>College Presidents</i>	<p><i>Presentation</i></p> <ul style="list-style-type: none"> • Time was limited and hence the PGC decided to refer all members to the recording of the 10/26 Board Presentation where the college presidents provided this same presentation. The presentation can be found at the 45min.55 sec mark on the board meeting recording. • To add follow-up discussion on HEERF funds at a future meeting.
7. PGC Business - (First Read) PGC Master Calendar for 2021-22 - Check-in on PGC Goals for 2021-22	<i>Donald Moore Chancellor Jackson</i>	<p><i>Update & Discussion</i></p> <ul style="list-style-type: none"> • A draft of the PGC Master Calendar for AY2021-22 was presented for feedback and input. • Feedback received: <ul style="list-style-type: none"> ○ Add the new budget calendar information. ○ The new Budget Allocation Model is to come forward from PBC to PGC....when? ○ Add reminders for Townhalls or actions to take place (items that “move work along”). ○ To add review (Informational Item) of the Audit Report that goes to the Board in January/February. To confirm the due-date with VC Ahmed.

		<ul style="list-style-type: none"> ○ All were asked all to send feedback to Maisha Jameson for it to be incorporated into the final draft, which will be presented at the next PGC meeting for Action. ○ Chancellor's Recommendation --> to build-in time for a Chancellor's Report (updates) at each meeting. <ul style="list-style-type: none"> • Due to time constraints, we will hold-off on any discussion related to the PGC Goals.
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III. ADJOURNMENT

IV. NEXT MEETING

- a. PGC Meeting - November 19 @ 1:30 p.m.

CHANCELLOR'S WORK GROUP

AY 2021-22

DRAFT

MEMBERSHIP

Member	Appointment
Chancellor	Jannett Jackson
Chief of Staff	Royl Roberts
2 College President	Rudy Besikof Angelica Garcia
2 Representatives from PGC	Donald Moore Terrence Fisher
2 Representatives from PBC	Adil Ahmed Thomas Renbarger
2 Representatives from DFC	Jeff Sanceri Jamiller Teer/Atheria Smith (TBC)
2 Representatives from DTC	Antoine Mehoulley Jennifer Fowler
2 Representatives from DAASSC	Matthew Freeman Helen Ku
PFT Representative	Jennifer Shanoski
SEIU Representative	Richard Thoele
2 Student Representative	Carmen Velasquez (TBC)
<i>Note Taker:</i>	<i>Maisha Jameson</i>

** The Chancellor reserves the right of privilege to ensure that there is proper representation amongst constituencies as well as DEI considerations, and hence may suggest changes and/or add at-large members, if necessary.*

** Appointed members do not need to be committee members. Can be subject matter experts.*

CURRENT RESPONSIBILITIES

- 1 Look at a Budget Philosophy (CWG sends to PBC then to PGC)
- 2 Updating PBIM Structure/Manual
 - Tri-Chairs for PBIM Committees
 - Rotating PBIM management appointments from the College presidents (all attend/ex-officio, and only some voting)
 - Tool for committee assessment
 - Review how other committees fit into the PBIM Structure

- Advisory Committee to look at Holistic Safety & Wellness Committee (name TBD) - (*to go through the DFC to endorse to go back through the PGC*)
- District Strategic Enrollment Management Committee (continue as being rolled into DAASSC?)
- Data Integrity Committee (DAASSC sub-committee?)

DRAFT



Peralta Community College District
PARTICIPATORY GOVERNANCE COUNCIL
Master Planning Calendar Academic Year 2021-22

Each meeting will include the following standing agenda items (20mins):

1. Chancellor's report back on any decisions made on PGC recommendations since the previous meeting - 5 minutes
2. Approval of previous meeting minutes - 2 minutes
3. Public Comments - 5 minutes
4. PBIM Committee Council Reports - 10 minutes
5. Accreditation Update - 5 minutes
6. Committee Business/Check-in on PGC Goals - 10 minutes

MEETING DATE	AGENDA ITEM(S)
September 10, 2021 2:00 - 3:00pm	<ul style="list-style-type: none"> Recommendation to Approve the Adopted 2021-22 Budget Report-back on District Office presentations at the college-level Budget Committee meetings to present the Adopted Budget Changes from the May Revise.
September 24, 2021 2:00 - 3:00pm	<ul style="list-style-type: none"> Recommendation to Approve the PGC Goals for 2021-22 Recommendation to Approve the Accreditation Follow-up Reports
* Joint PBC/PGC Meeting October 1, 2021 9:00 - 11:00am	<ul style="list-style-type: none"> Recommendation to Approve the Budget Calendar (& Budget Assumptions) Recommendation to Approve Administrative Protocol 2410 (New Vaccination Policy Protocol) Presentation on Budget Allocation Model (SCFF Revision & Handbook)
October 29, 2021 9:00 - 11:00am	<ul style="list-style-type: none"> Recommendation to Approve the Updated Budget Development Calendar (First Read) PGC Master Planning Calendar for 2021-22 Review Delineation of Functional Document (Functional Map) Chancellor's Work Group Discussion on Budget Philosophy College Presidents Presentation on CARES/HEERF Funds Revise District operational targets based on prior year progress and budget projections, including enrollment targets
November 19, 2021 1:30 - 3:00pm	<ul style="list-style-type: none"> (First Read) FCMAT Report Review planning and budget timeline, budget development and PIO/AUO processes for colleges/community
December 17, 2021 9:00 - 11:00am	<ul style="list-style-type: none"> Recommendation to Approve the FCMAT Report

MEETING DATE	AGENDA ITEM(S)
January 28, 2022 9:00 - 11:00am	<ul style="list-style-type: none"> • Review Governor's January Budget Proposal impacts • Review Audit Report (Information Item) • Review new Budget Allocation Model (Action Item)
February 25, 2022 9:00 - 11:00am	<ul style="list-style-type: none"> • Review Governor's January Budget Proposal impacts • Review January Budget proposal impacts on strategic plan. Review / revise operational priorities. • Provide guidance to Chancellor on annual resource priorities for fiscal year planning and budgeting including new faculty hires • District-wide presentation on Holistic Wellness and Safety/Security • Report-back on District Office presentations at the college-level Budget Committee meetings to present Governor's proposed budget
March 25, 2022 9:00 - 11:00am	<ul style="list-style-type: none"> • Recommendation to Approve the 2022-23 preliminary budgets submissions • Review / approve policy changes for following FY recommended by PBIM committees based on analysis of program reviews
April 22, 2022 1:30 - 3:00pm	<ul style="list-style-type: none"> • Launch PGC Assessment • Review staff position requests forwarded by PBC and forward recommendations to the Chancellor
May 20, 2022 9:00 - 11:00am	<ul style="list-style-type: none"> • Review Results from PGC End-of-the-Year Assessment • Review progress made towards the PGC's 2021-22 Goals • (First Read) PGC Goals for 2022-23 • (First Read) PGC Master Planning Calendar for 2022-23 • Recommendation to Approve the Tentative Budget for 2022-23 • Review/update targets, constraints, and criteria for three-year cycle.



PERALTA COMMUNITY COLLEGE DISTRICT
PARTICIPATORY GOVERNANCE COUNCIL (PGC)

PGC
GOALS for 2021-22

1. Identify a standardized platform for committee materials and implement it. Maintaining committee documentation from year to year.
2. Regular Assessment of committees.
3. Develop a Master Calendar for the PGC. Align with critical activities at State level, as well as colleges and District levels.
4. Create Sub-committees for key areas of PGC responsibility/scope (Accreditation, Master Planning, monitoring PBIM effectiveness, etc.)
5. Review the PBIM Structure for possible necessary/appropriate updates.