



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

**February 11, 2022 9:00 am to 11:00 am**

**Meeting Location: Zoom Video Conference ID: 769-987-656**

**Co-Chair: Adil Ahmed, Interim Vice Chancellor for Finance & Admin.**

**Co-Chair: Thomas Renbarger, Academic Senate President**

**PBC Membership**

Adil Ahmed, Co-Chair, Interim Vice Chancellor of Finance & Admin.	Dr. Nathaniel Jones, III, President, College of Alameda
Thomas Renbarger, Co-Chair, Merritt Academic Senate President	Dr. Tina Vasconcellos, Vice President of Student Services, COA
Donald Moore, DAS President	RJ Ishimaru, Student Representative, BCC
Matthew Freeman, Faculty, BCC	Helen Ku, Institutional Research Designee
Jennifer Shanoski, PFT President	Louie Martirez, Classified Senate Appointee
Scott Barringer, Local 39 Representative	David M. Johnson, President, Merritt College
Kawanna S. Rollins, SEIU Representative	
Tami Taylor, Interim Budget Director	Richard Ferreira, Executive Assistant, District, Note taker

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

**In Attendance:**

Adil Ahmed, Co-Chair, Interim Vice Chancellor of Finance & Admin.  
 Thomas Renbarger, Co-Chair, Merritt Academic Senate President  
 Donald Moore, DAS President  
 Scott Barringer, Local 39 Representative  
 Kawanna S. Rollins, SEIU Representative  
 Tami Taylor, Interim Budget Director  
 Dr. Nathaniel Jones, III, President, College of Alameda  
 Dr. Tina Vasconcellos, Vice President of Student Services, COA  
 RJ Ishimaru, Student Representative, BCC  
 Helen Ku, Institutional Research Designee  
 Louie Martirez, Classified Senate Appointee  
 David M. Johnson, President, Merritt College

**Absent:**

Matthew Freeman, Faculty, BCC  
 Jennifer Shanoski, PFT President

**Guests:**

Garth Kwiecien, Vice President of Administrative Services, Merritt  
 Joseph J. Bielanski, Jr., DAS Representative, District  
 Marla Williams-Powell, Interim Executive Fiscal Director, District  
 Lowell Bennett, Faculty, Merritt College  
 Jeff Sanceri, Faculty, COA, PFT Grievance Officer  
 Dr. Rudy Besikof, President, Laney College  
 Dana Cabello, Staff Assistant, Student Services, BCC  
 Albert Maniaol, Director of Academic Affairs, District  
 Sasha Amiri-Nair, Assistant to the Chancellor/Board Clerk  
 C.M. Brahmhatt, Consultant, Cambridge West Partnership  
 Atheria Smith, Interim Vice Chancellor of DGS, District  
 Momo Lim, Internal Auditor, District  
 Maisha Jameson, Chancellor's Executive Assistant, District  
 Mark Johnson, Exec. Dir. of Marketing, Comm. & Public Relations  
 Dr. Diana Bajrami, Faculty, College of Alameda

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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			Amended Motion and seconded to accept the agenda with Faculty Prioritization Update from the Colleges as item C. Motion approved unanimously.		
C. Approval of Minutes			Motion and seconded to accept the Minutes from December 10, 2021 for the PBC meeting with the titles and location added to some of the guests. Motion approved unanimously.		
D. Report of Action Taken			No Report of Action.		
E. Public Comments			No Public Comments at this time.		

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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. BAM Taskforce Handbook</b></p>		<p>E.3 — Fiscal Oversight</p>	<p>C.M. Brahmhatt discussion with the PBC that based on his communications with the Chancellor’s Cabinet few changes were made to the BAM Taskforce Handbook.</p> <p>It should be understood that the BAM Handbook is a revenue allocation model based on the Student Center Funding Formula. It is not a report of the expenses.</p> <p>It is important to incentivize the colleges by allowing them to have the ending balances available to them for the future years. Currently colleges are running with a deficit and the deficit is mitigated by the District.</p> <p>One, allowing the colleges to retain their ending balance would improve on managing funds. Two, the colleges are placing an emphasis on local revenue and should also look into how to increase revenues outside of the FTES.</p> <p>There was discussion regarding our college’s communities and the focus of our students. It is important to understand where the funding is going.</p>		

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			<p>The Chancellor’s concerns included information not connecting with actual expenses going forward and discussed an Integrated Budget Model (IBM).</p> <p>C.M. is looking into and working on Budget Philosophies based on other multi-college districts.</p> <p>The BAM Taskforce needs to continue to meet and address the issues the District is facing.</p> <p>The next BAM Taskforce meeting is scheduled for February 24, 2022.</p>		
<p><b>B. Frozen Position Plan</b></p>		<p>E.3 — Fiscal Oversight</p>	<p>VC Ahmed provided a current status of the Frozen Position Report.</p> <p>He also provided an update by location including Laney College has a large number of frozen positions.</p> <p>The report may include indications that positions at the District are still to be filled and the colleges show their priorities to be different.</p> <p>It appears that faculty positions are being frozen. The positions were frozen and decisions made by the colleges as to which positions.</p> <p>There is the 50% Law that needs to be followed. It was advised that the Instructional positions may be reopened, but not the non-instructional positions.</p>		

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			DGS is currently hiring Bond positions, but looking to see how the District can hire more Engineers for the colleges. Finance is working with DGS to determine how funding more positions through the Bond is allowable.		
<b>C. Faculty Prioritization Update from the Colleges</b>		E.3 — Fiscal Oversight	<p><b>Faculty Prioritization Update from the Colleges</b></p> <p><b>Berkeley City College</b> no information was provided at this time.</p> <p><b>College of Alameda</b> is reviewing the Position Control and identifying the resources to support faculty hiring. There is a long history established and some metrics regarding full time faculty requests. Administration met with the Chairs, provided the data, a series of variable and metrics.</p> <p>The Chairs reviewed the data and have a joint Chairs Senate Meeting in two (2) weeks. At the meeting each department will provide a three (3) minute presentation to advocate for their case, why positions should be voted and approved by the Senate. The recommendation will then go the President and Vice President of Instruction. The President will look at all the position controls, one by one.</p>		

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			<p><b>Laney College</b> stated at the request of the Faculty Senate President a Faculty Prioritization Committee meeting was held in the Fall and a Special College Council Meeting in January for a first and second reading of the prioritized list. A list was compiled and accepted by the College President. It is now ready to be submitted to the District, as is.</p> <p><b>Merritt College</b> was to have the Committee of Department Chairs (CDC) come up with a process where they were able to hear one another's presentation and a compile a list in rank order. The list was completed last week and submitted to the Academic Senate to process.</p> <p>No changes were made to the list and it was submitted to the College President where it was affirmed. The next step will be to present the list to the College Counsel and determine how many positions are available for hire.</p>		
<p><b>D. New Deputy Chancellor Position</b></p>		<p>E.3 — Fiscal Oversight</p>	<p>Co-Chair Renbarger discussed the Deputy Chancellor position was filled. The PBC made a procedural objection of the position being hired in the previous meeting. The position of the Deputy Chancellor Position was not on any lists of (meaning Vacancy or Frozen).</p> <p>We may invite a representative from HR for more information.</p>		

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			<p>The Vice Chancellor of Finance may advise the Chancellor, however, the final decision is made by the Chancellor and the Board of Trustees regarding the hiring of any position.</p> <p>Recommendation made that an Administrative Policy be created because FCMAT commented that the Peralta District had too many Administrators. Without a clear process changes may be made arbitrarily.</p>		
<b>E. Review Quarterly Financial Reports (311 Reports)</b>		E.3 — Fiscal Oversight	<p>VC Ahmed presented the Financial Report of the Peralta District. This is known as the 311 Quarterly Reports to the state.</p> <p>Due to vacant positions not being filled and reduced expenditures. We will be in good shape if we continue this way.</p> <p>We are balancing the budget due to the Hold Harmless.</p>		
<b>F. Agenda Items for the next PBC Meeting</b>		E.3 — Fiscal Oversight	<p><a href="#">Review/Discussion: Invite a representative from HR for more information.</a></p> <p><a href="#">Review/Discussion: Audit Finding items.</a></p>		
<b>II. Next Meetings</b>			<p>March 18, 2022 9:00 am – 11:00 am          April 22, 2022 9:00 am – 11:00 am          May 13, 2022 9:00 am – 11:00 am          May 27, 2022 9:00 am - 11:00 am</p>		
<b>IV. Adjournment</b>			<p>The PBC meeting was adjourned at 10:46 am.</p>		