



**Peralta Community College District
Planning & Budgeting Committee Minutes (PBC Committee)**

*February 21, 2020 9:30 am to 11:30 am
Meeting Location: DGS Conference Room 1*

*Chair: (Vacant), VC Finance & Administration
Co-Chair: Fred Bourgoin, Senate President*

PBC Membership

<i>*Vacant, VC Fin. & Admin., PBC Chair/Presiding</i>	Tim Karas, College of Alameda President
Fred Bourgoin, Senate President, Co-Chair	Tina Vasconcellos, Vice President of Student Services
Donald Moore, DAS President	Joyce Wang, BCC, Student Representative
Thomas Renbarger, Senate President	De Doan, Institutional Research Designee
Jennifer Shanoski, President PFT	Kawanna S. Rollins, Classified Senate Representative
Scott Barringer, Local 39 Representative	David Johnson, Interim President, Merritt College
Jamille Teer, SEIU Representative	
Adil Ahmed, Budget Director	Richard Ferreira, Executive Assistant, Finance & Admin., (non-voting)

Total Number of Members is 14. Amount Needed for Quorum is 8

<p>In Attendance</p> <p>Present: Fred Bourgoin, Senate President, Co-Chair Donald Moore, DAS President Thomas Renbarger, Senate President Scott Barringer, Local 39 Representative Jamille Teer, SEIU Representative Adil Ahmed, Budget Director Tim Karas, College of Alameda President De Doan, Institutional Research Designee Richard Ferreira, Executive Assistant, Fin. & Admin., (non-voting)</p> <p>Absent: Jennifer Shanoski, President PFT Tina Vasconcellos, Vice President of Student Services Joyce Wang, BCC, Student Representative Kawanna S. Rollins, Classified Senate Representative David Johnson, Interim President, Merritt College</p>	<p>Guests: Chungwai Chum, Business Director, COA Joseph J. Bielanski, Jr., DAS Representative Jeff Sanceri, COA, PFT Grievance Officer Derek Pinto, Vice President of Administrative Services, Laney Shirley Slaughter, Business Director, BCC Siri Brown, Vice Chancellor of Academic Affairs Steven Crow, Finance Department Consultant Stacey Shears, Vice President of Student Services, BCC Mark Johnson, Interim Executive Director, Public Relations</p>
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Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			The meeting was called to order at 9:33 am. Quorum was met.		
B. Adoption of the Agenda			Motion and seconded to adopt the Agenda without changes to the order of the items. Motion approved unanimously.		
C. Approval of Minutes from the last meeting			Motion and seconded to adopt the Meeting Minutes from the November 15, 2019 and January 24, 2020 without changes. Motion approved unanimously.		
D. Report of Action Taken			Donald Moore stated that the Chancellor commented that everything that was stated to her was fine and that BAM would move forward. BAM needs to continue.		
E. Public Comments			There was no public comment.		

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II. Carried-Over and New Items	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
A. BAM Task Force	Update on work of the task force	D.3 — Institutional Effectiveness	<p>Co-Chair Bourgain discussed the membership of the BAM Task Force was not accepted by the Chancellor because there is a concern about Bargaining Union Members on the Task Force.</p> <p>Motion and seconded to reaffirm the membership make up of the BAM Task Force (as is) with the Bargaining Union Members. Motion passed. One obtained.</p> <p>Co-Chair will forward the recommendation again to the PGC. The PBC was reminded that Adil Ahmed is in charge of the BAM Task Force.</p>		
B. 2021 Budget	Review the 2020-21 budget assumptions and make recommendations	E.3 — Fiscal Oversight	<p>There was a concern stated by Steven Crow that most other Districts have a preliminary budget by now and the State Chancellor’s representative wants this also.</p> <p>Moody’s rating agency that will rate our Bonds has placed PCCD in a 90-day holding pattern.</p>		

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			<p>Budget Director Ahmed presented to the committee the budget and the assumptions used to build the Tentative Budget for Fiscal Year 2020-21.</p> <p>He discussed that funds for utilities for all colleges to be paid by the District allocation funding through Dept. of General Services.</p> <p>The assumptions are as follows:</p> <ol style="list-style-type: none"> 1. COLA increase of 2.29% 2. STRS/PERS increase 3% 3. Step/Column increase 2% 4. Health Insurance increase 4% 5. Bond payment increase \$1M -Each year full interest paid 6. Utilities increase 5% 7. 15,646 FTES (declining) 8. Headcount - Supplimental Allocation 24, 767 Student Success Alloc. 25,047 		
C. Audit Findings		E.3 – Fiscal Oversight	<p>Steven Crow provided information to the PBC Committee regarding the following update regarding the Audit Finding. They may be described as ongoing and not enough people in the right place.</p>		

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			<p>Fiscal Year 19-20 10% Reserve. We are currently above 10% for now, but that may change.</p> <p>The District hired a Purchasing Director, is in the process of hiring an Internal Auditor and the Senior Accountant position was filled.</p> <p>We have submitted a revised Org Chart for the Finance Dept.</p> <p>There is a new position of Executive Fiscal Director to be held by Adil Ahmed and plans to hire the new Vice Chancellor for Finance & Administration soon.</p> <p>One of the audit finding is not closing the books on-time. We have addressed procedures to rectify that.</p> <p>An audit adjustment was also completed.</p> <p>Adil Ahmed included also that there are two (2) consultants for the District to be in compliance in area of Fianancial Aid.</p> <p>PCCD is working with Duff and Phillips regarding the District's fixed assets.</p>		
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			<p>It was recently made public that there is \$2.3M in the General Fund and it is an improvement.</p> <p>We are currently substationally above the 10% Reserve for Fiscal Year 19-20 (for now, but this may change). The revenue is at 46% (a little below the 50%).</p> <p>Steven Crow provided the PBC Committee with a status summary of the FCMAT recommendations in regards to Finance:</p> <p>Accounts Payables (4) -4 of 4 recommendations met Accounting (2) -2 complete 2 in progress Budget Development (3) -3 of 3 recommendations met</p> <p>General Fin. Acct. Principals (3) -3 complete and 3 in progress</p> <p>Payroll (2) -1 complete and 1 in progress</p> <p>Procurement (2) 1 complete and 1 in progress</p> <p>OPEB Bond (8) -addressing all of them</p>		
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<p>D. 2019-20 PBC Goals</p>		<p>D.3 — Institutional Effectiveness</p>	<p>The PBC Goals were re-numbered as follows:</p> <p>Goal #1 Review spend-down of all funds through quarterly reports from the Office of Finance.</p> <p>Goal #2 Review the 2020-21 budget assumptions and make recommendations.</p> <p>Goal #3 Ensure that the BAM Task Force charge is completed on time.</p>		
<p>III. Next meeting</p>			<p>Announcement made that the next meeting will be a PBC Meeting on March 20, 2020 from 9:30 am to 11:30 am.</p>		
<p>IV. Adjournment</p>			<p>Meeting adjourned at 11:18 am.</p>		