



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

**November 19, 2021 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                                       | Aurelie Sciaroni, Student Representative                       |
| 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:**

**Guests:**

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

Albert Maniaol, Director of Academic Affairs, District  
 Andrea Stokes, Capital Outlay, Coordinator, Finance & Administration  
 C.M. Brahmhatt, Consultant, Cambridge West Partnership  
 Diana Bajrami, Faculty, College of Alameda  
 Francis Howard, Adjunct Librarian, Merritt  
 Garth Kwiecien, Vice President of Administrative Services, Merritt  
 Joseph J. Bielanski, Jr., DAS Representative, District  
 Lilian Pires, Principal Financial Analyst, Merritt College  
 Marla Williams-Powell, Interim Executive Fiscal Director, District  
 Momo Lim, Internal Auditor, District  
 Richard Thoele, Classified, President Local 1021  
 Royle Roberts, Special Assistant to the Chancellor, Chief of Staff  
 Sasha Amiri-Nair, Assistant to the Chancellor/Board Clerk

## Planning & Budgeting Committee Minutes (PBC Committee)

| 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 9:04 am and quorum was met.  |              |                           |
| B. Adoption of the Agenda |                |                     | Motion and seconded to accept the agenda as written. Motion approved unanimously.   |              |                           |
| C. Approval of Minutes    |                |                     | Motion and seconded to accept the Minutes from October 15, 2021 for the PBC meeting with no changes. Motion approved unanimously. |              |                           |
| D. Report of Action Taken |                |                     | Budget Allocation Model (BAM) Taskforce meetings in November changed due to the holiday schedule.                                 |              |                           |
| E. Public Comments        |                |                     | No Public Comments at this time.  |              |                           |

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| <b>II. Carried-Over and New Items</b> | <b>Committee Goal</b> | <b>Strategic Plan Goal</b> | <b>Outcome</b>   | <b>Action Items</b> | <b>Follow Up on Action Items</b> |
|---------------------------------------|-----------------------|----------------------------|--|---------------------|----------------------------------|
| <b>A. BAM Taskforce Handbook</b>      |                       | E.3 — Fiscal Oversight     | <p>Review/Discussion. C.M. Brahmhatt was invited by two colleges to discuss the draft copy of the Budget Allocation Model Handbook. C.M. deadline to have the Handbook ready by December 1, 2021. Dr. Jones provided much information from COA.</p> <p>President Besikof from Laney College is very engaged in the conversions regarding the Handbook.</p> <p>BCC and Merritt College will be revisited once the Handbook is adopted and the same from Laney and College of Alameda.</p> <p>Next meeting of the BAM is December 9, 2021.</p> |                     |                                  |
| <b>B. Budget Development Calendar</b> |                       | E.3 — Fiscal Oversight     | <p>Review/Discussion. Co-Chair Ahmed provided information to the PBC that the Budget Development Calendar was submitted to the PGC committee and approved to move forward and be presented to the Chancellor and Board of Trustees for approval.</p> <p>It was submitted for the December 14, 2021 Board of Trustees meeting.</p>  |                     | Follow up provided.              |

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| <p><b>C. New Taskforce Discussion</b></p> |  | <p>E.3 —<br/>Fiscal Oversight</p> | <p>Review/Discussion. Co-Chair Renbarger opened the topic to the committee for discussion to determine what the charge, timeline and recommendations would be for the Taskforce.</p> <p>This task force possibly falls under more the PBC area more. Another suggestion that PBC and PGC could work together to look at solutions. Open suggestion to ideas as to the Charge of the Taskforce.</p> <p>Concerns noted that a Deputy Chancellor is being hired that was not budgeted and that the Taskforce will have some say in the decision making process. That the PBC does not create the budget. It is created by Management and presented to the committee for approval. In the past we were able to be under budget due to salary savings.</p> <p>Point of Order: confirmed that we still had quorum to vote on the motion. Quorum met.</p> <p>Motion to create a task force to address hold harmless and mitigation measures. Original motion removed.</p> <p>Motion and seconded to create an exploratory task force to investigate possible solutions to balance revenue and expenditures without the hold harmless funding. Motion approved.</p> <p>Think of what the Charge should be and send any ideas to Co-Chair Renbarger.</p> |  |  |
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| <p><b>D. Agenda Items for the next PBC meeting</b></p> |  | <p>E.3 —<br/>Fiscal Oversight</p> | <p><b>Review/Discussion.</b><br/>Local 39 Issues from Scott Barringer was a Presentation due to a concern of possible removal of engineering staff for contracted staff. FACS Reports. Executive Report from 2015. 2.2 million gross square feet at total of 32 acres of Peralta land. The infrastructure is 45-50 years old. Concern is there is any bond monies for improvements. Presentation attached to minutes.</p> <p>Different justifications Stationary Engineers spending inordinate amount of time addressing emergency requests due to antiquated facilities.</p> <p>Currently, the District operates without a Director of Facilities &amp; Operations. Three (3) years without a Chief Engineer. Total 12 staff.</p> <p>There were concerns about rumors of future layoffs and that it should not be classified or faculty. Administration needs to make sound decisions that benefit the District and the students.</p> <p><b>Review/Discussion:</b> Request to see a Quarterly Report for 6, 9 and 12 months on expenditures. Basically, as to where we stand at the end of January. This request is for February 11, 2021 meeting agenda. Note: It is mandatory that every district complete a quarterly report (the 311 Quarterly Report is posted on the Finance Department website and available to everyone).</p> |  |  |
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|                         |  |  | <p><b>Review/Discussion:</b> Request from HR and Finance, the Chancellor previously presented a Frozen Position Plan for the District at the Board Meeting on May 25, 2021. The committee would like to request an update to know which positions were filled, added and which plan to be filled in the next year from the original plan. This is with specific reference to the Presentation from the Chancellor on May 25, 2021 to the Board of Trustees. Request this item to be for the December 10, 2021 meeting agenda.</p> <p><b>Action Item:</b> In addition, to the Frozen Position Plan update, for example, the Deputy Chancellor position was not on the list. The funding is at least \$250K. There was concern made if a recommendation should be communicated regarding it before the position is filled. It is to be brought before the Board of Trustees at the December 14, 2021 meeting.</p> |  |  |
| <b>II. Next Meeting</b> |  |  | <p>December 10, 2021, 9:00 am to 11:00 am<br/>           February 11, 2022 9:00 am – 11:00 am<br/>           March 18, 2022 9:00 am – 11:00 am<br/>           April 22, 2022 9:00 am – 11:00 am<br/>           May 13, 2022 9:00 am – 11:00 am<br/>           May 27, 2022 9:00 am - 11:00 am</p>   |  |  |
| <b>IV. Adjournment</b>  |  |  | <p>The PBC meeting was adjourned at 11:01 am.</p>   |  |  |