



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

December 10, 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	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:

Guests:

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

Garth Kwiecien, Vice President of Administrative Services, Merritt
 Joseph J. Bielanski, Jr., DAS Representative, District
 Marla Williams-Powell, Interim Executive Fiscal Director, District
 Thomas Torres-Gil, Director of International Education, District
 Lowell Bennett, Faculty, Merritt College
 Andrea Epps, Director of Employee Relations & Diversity Programs
 Jeff Sanceri, Faculty, COA, PFT Grievance Officer

Absent:

Matthew Freeman, Faculty, BCC
 Tami Taylor, Interim Budget Director
 Louie Martirez, Classified Senate Appointee

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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 9:04 am and quorum was met.		
B. Adoption of the Agenda			Motion and seconded to accept the agenda with the changes as noted. Move the BAM Taskforce Handbook item to II D and move up the other items. Motion approved unanimously.		
C. Approval of Minutes			Motion and seconded to accept the Minutes from November 19, 2021 for the PBC meeting with no changes. Motion approved.		
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
A. Committee Membership			<p>The PBC welcomed RJ Ishimaru from Berkeley City College Associated Students to serve on the PBC Committee as the student representative.</p> <p>RJ Ishimaru provided an introduction to himself and let us know his current major was Business Administration.</p> <p>Welcome and thank you again RJ Ishimaru for joining.</p>		
B. Frozen Position Plan		E.3 — Fiscal Oversight	<p>Review/Discussion: 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.</p> <p>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>VC Ahmed let the PBC Committee know there were changes from the initial Frozen List and that he would need additional time to gather the information and provide it at the next PBC meeting on February 11, 2022.</p>		

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			<p>He will be assigning Tami Taylor, the Interim Budget Director to oversee the request and be as transparent about the information to the PBC.</p> <p>There was a question if there the position of Deputy Chancellor existed and it was filled by Eric Gravenberg. It was confirmed that yes there was and filled by him. (Note: the appointment was effective February 2, 2015 through June 30, 2015). The position was frozen in 2017 or 2018.</p> <p>In 2021-22, approximately \$4.4 million was frozen in position in order to balance the budget. The more positions create the higher the costs are each year. Salaries are linked to more, for example, insurance and health benefits. We needed to freeze positions to assess where we were and balance the budget.</p> <p>In the February meeting the Finance Department will provide to the PBC what was frozen, what was added and provide the information of what changes occurred.</p> <p>Concerns noted that regardless of what positions are frozen the District decides what positions will be filled. The other is that the District added at least two positions to the list of frozen position and vacancies from last year in just the last four months. District position are higher than any other. Recommend a more thoughtful approach to the frozen position list.</p>		
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			<p>The frozen position list came from the College Presidents and the Vice Chancellors to determine which position the colleges and District determined which position should be frozen. Positions that were not part of the 50% Law could be frozen. The decisions of which positions were made by the colleges and the District. For example, COA did not freeze any positions because they stated all positions were needed.</p>		
<p>C. New Deputy Chancellor Position</p>		<p>E.3 — Fiscal Oversight</p>	<p>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> <p>Concerns include that it was not on the list of Frozen Position or the list of Vacancies for the District. The job description is identical to the Chief of Staff position. It makes the funding to the Chancellor’s Office heavy in high level positions. Unclear the reason this position is needed and there was no shared governance regarding the decision making process.</p> <p>Link regarding the position:</p> <p>https://docs.google.com/document/d/1-b5DeOHxIHxixiSTyB_QtUmGWt7no6WmkDcWwBEdu05Y/edit?usp=sharing</p>		

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			<p>Motion and seconded that the PBC consider the decision from Administration to hire a Deputy Chancellor to be fiscally irresponsible and not in accordance with the principles of shared governance. Motion carries by vote of 6 to 2.</p> <p>In terms of presentation of the motion, the Co-Chair Thomas Renbarger will provide a short statement may be made at the Board meeting on December 14, 2021 during Public Comment and bring the motion to be addressed to the PGC committee at the next meeting.</p> <p>The Peralta District is surviving Financial due to the vacancies, but cannot rely on this. We should not wait until 2024-25 to address and resolve the deficit.</p> <p>The District should come up with a better proposal to address the large deficit we are in and not just the target of one position.</p>		
<p>D. BAM Taskforce Handbook</p>			<p>C.M. Presented to the PBC the drafted BAM Handbook and the changes and updates to it from the previous version. He provided the same information to the PBC members.</p> <p>The BAM Handbook include timeline updated by removing the year and will make it continuous for future years.</p>		

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			<p>No Changes to Board Policy with the 5% Reserve for the Colleges in addition to the 10% Reserve for the District. Note: Administration needs to take the changes to the Board and update the Policies.</p> <p>Important to note:</p> <p>The BAM will be assessed annually.</p> <ul style="list-style-type: none"> • The BAM will maintain and enhance FON requirements for the district. • The BAM will maintain and improve 50% law calculation for future budget years. • The BAM will support, maintain, and improve 75/25 ratio in future years. • The BAM will provide a minimum funding for classroom 17.5 FTES/FTEF ratio to achieve expected classroom efficiency. <p>Compliance with state, accreditor, and district reserve requirements will be maintained or exceeded, will be the first item funded in the BAM, and each college will maintain its own prudent reserve of no less than 1% (should be 5% and will be updated) of the previous year's expenditures. Reserves in excess of the minimum reserve requirements will be established in an expenditure holding account to meet unexpected and/or unanticipated expenditures that arise subsequent to budget adoption.</p>		
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			<p>Information provided to the BAM Taskforce https://bit.ly/theproblemwithproductivity.</p> <p>Important to note: District ending balance will be used as follows: Priority 1. Allocate 10% reserve for contingency. Priority 2. Allocate one-time expenses designated by the board for the benefit of district and colleges. Priority 3. Allocate remaining funds to colleges based on overall FTES percentage to be used for one-time expenses as prioritized by the college.</p> <p>Hold Harmless is not intended to be used on an ongoing basis, but the Peralta District is using it that way. This is a structural problem for the District.</p> <p>The Budget Allocation Model Handbook draft is not at its' final version and it is recommended that it move to forward to the PGC with the option to make changes.</p> <p>C.M. Brahmbhatt was thanked for his work and contributions to the Peralta District.</p> <p>Motion and seconded to forward the drafted Budget Allocation Model Handbook in the present form to the PGC for a first reading. Motion passes.</p> <p>Request made to have it on the agenda for the PGC meeting on December 17, 2021.</p>		
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<p>E. Agenda Items for the next PBC Meeting</p>		<p>E.3 — 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>Review/Discussion: 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, 2022 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> <p>Review/Discussion: 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>Recommendation made to discuss the Student Center Funding Formula.</p> <p>Recommendation made that the PBC should review the P-1 Reports and know what happened as comparable data for the last five years.</p>		
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II. Next Meeting			February 11, 2022 9:00 am – 11:00 am 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		
IV. Adjournment			The PBC meeting was adjourned at 10:39 am.		