



**Peralta Community College District
Participatory Governance Committee (PGC) Minutes
31 January 2020, 9:30 am to 11:30 am
DGS Conference Room #1**

***Chancellor Regina Stanback Stroud & DAS President Donald Moore
Co-Chairs***

PGC Membership

Deborah Budd, President, BCC	Regina Stanback Stroud, Chancellor
Tim Karas, President, COA	Chanelle Whittaker, Vice Chancellor, Human Resources
Tammeil Gilkerson, President, Laney	Kelly Pernell, President, BCC Faculty Senate
David Johnson, President, Merritt	Matthew Goldstein, President, COA Faculty Senate
Fred Bourgoin, President, Laney Faculty Senate	Thomas Renbarger, President, Merritt Faculty Senate
Richard Thoele, President, Local 1021	Anthony Edwards, Representative, Local 39
Jennifer Shanoski, President, PFT	Donald Moore, President, DAS
TBD, Student Trustee	Doris Hankins, Classified Senate President, Merritt College
Brandon Christian, Note taker	

15 members; Quorum is 8

Advisory (non-voting): Vice Chancellors; District Accreditation Liaison

In attendance: Chancellor Stanback Stroud, Fred Bourgoin, Donald Moore, Kelly Pernell, Matthew Goldstein, Thomas Renbarger, Jennifer Shanoski, Doris Hankins, Richard Thoele, Chanelle Whittaker, Tammeil Gilkerson, Tim Karas, Tammeil Gilkerson, David Johnson

Absent: Anthony Edwards, Deborah Budd

Guests: Dian Harrison, Kawanna Rollins, Jammie Teer, Scott Barringer, Mark Johnson, Stacey Shears, Jeff Sanceri, Siri Brown

Agenda Item	Committee Goal	Outcome	Action Items	Follow-Up on Action Items
I. Standing Items				
Call to Order		Called to order at 9:35 a.m.		
Adoption of the Agenda		Motion to approve agenda with the following amendments:		

		<ul style="list-style-type: none"> Discuss ‘Email Communication’ and ‘Strategic Plan’ after Adoption of the Agenda, then proceed with meeting. (M/S/U – Shanoski/Moore). 		
Approval of Minutes for December 6		<p>Motion to approve minutes with the following amendments:</p> <ul style="list-style-type: none"> Page 4 – change “dud” to “did” Include specific language that indicates Chancellor Stanback Stroud did not accept the recommendation to include labor union representation on the BAM Taskforce (M/S/U – Bourgoin/Karas). 		
Public Comment		<p>Jeff Sanceri:</p> <ul style="list-style-type: none"> Requested for the council to clarify the process to create an ad hoc committee within the governance structure. 		
Reports from Sub Committee (2 minutes each)	<i>Discussion</i>	<p>District Academic Affairs and Student Services Committee</p> <ul style="list-style-type: none"> The committee will meet on February 7. The sole agenda item will be a discussion about transforming DAASSC and its charge. DAS requested Academic Affairs to provide clarification on the allocation of FTEF and how Peralta will meet the 50% law. <p>Planning and Budgeting Council</p> <ul style="list-style-type: none"> The council met on January 24; however, they did not have quorum or an agenda. Fred Bourgoin, co-chair, requested help chairing the council. Bourgoin has been the sole chair of 	<ol style="list-style-type: none"> Add ‘Allocation of FTEF’ as an agenda item for discussion at the next PGC meeting. 	

		<p>PBC for some time now due to the vacancy of the Vice Chancellor of Finance position.</p> <ul style="list-style-type: none"> ○ Chancellor Stanback Stroud will help resolve this issue, she is hoping to fill the Vice Chancellor of Finance position soon. <p>District Facilities Committee No report.</p> <p>District Technology Committee No report.</p>		
Accreditation Update	<i>Information</i>	<p>All four colleges received letters on January 27 stating they are on Probation. Chancellor Stanback Stroud shared this information with the Board members, and with the Peralta Community via email. The Chancellor also visited each of the colleges on January 29 and spoke about it in each of her opening remarks. Part of the Probation sanction derived from fiscal issues Peralta must get in order. To address this, the Chancellor is working diligently to get the right staff in the Finance office with proper training; she has conducted business process analyses and is re-vamping many of our processes, especially regarding contracts.</p> <p>The Commission based their decision on FCMAT's report. They would like us to present them with a narrative that is more traditional, and we will provide them with the requested evidence in a format that is familiar to them. They have placed us on probation to allow for us to provide them with more time to show them what we are doing to provide evidence and address their standards. The Chancellor has been in communication with the Senior Vice President, Dr. Stephanie Droker and</p>		

		<p>other members of the Commission. They believe we have momentum and can get to where we need to be, but we need more time. They have been asking very specific questions on decisions the Chancellor and the Board must make based on FCMAT’s recommendations. A lot of the work that must be conducted must be done at the District level. We must show evidence that we are making the decisions to put Peralta in a better fiscally healthy situation. This involves our structural deficit, including OPEB obligations. All changes that have been implemented can be found on the District Accreditation website. The Chancellor is working on creating a taskforce of individuals at the District Office to ensure the District meets all necessary standards. The College Presidents are pulling together their taskforces for their ISER.</p>		
II. Carried Over and New Items				
Email Communication <i>New Item</i>	Discussion	<p>Chancellor Stanback Stroud announced during her Spring 2020 Flex Day presentation that she is looking to reconfigure the email system. The timeline for implementation will be approximately within the next 30 days. She asked IT to ensure we have the capabilities to instill the creation of the following items in our email system:</p> <ol style="list-style-type: none"> 1) Permission for constituency leaders (PFT, SEIU, Local 39, Academic Senate, Classified Senate, Admin.) to exclusively email their respective constituency groups and use FAS. 2) Listservs/platforms for people to have non-work-related discussions, post information, etc. 		

		<p>The Laney Academic Senate held an emergency meeting in response to the announcement at Flex Day and passed a resolution, in which they are requesting to be consulted as this change in the email system is being implemented. The Chancellor is looking for feedback on this agenda item.</p> <p>PFT believes this is a negotiable item and they will be looking to negotiate and consult with the Chancellor on this item.</p> <p>The council discussed the changes to the email system and asked the Chancellor why she is looking at changing the email policy now. Chancellor Stanback Stroud cited the following reasons: (a) inboxes are getting filled with non-District business; (b) public attacks on people; (c) hard to address misinformation that spreads and the liabilities that are a result of misinformation; (d) and the lack of adherence to the current email policy has supported the creation of a vitriolic culture.</p> <p>Members of the council informed the Chancellor that other Districts use their email the same way it is used in Peralta. Those members agreed to send the Chancellor specific examples of other Districts use of email.</p> <p>The council also recommended that there be training (including diversity and equity training) provided to Outlook users on tools that will help limit their exposure to some of the emails cited above. They also mentioned how the current email lists are rarely updated. They rely on the use of FAS due to directories and list serves being out of date and inaccurate. They also recommended the implementation of the current consequences for</p>		
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		inappropriate email use within AP 3720, instead of reconfiguring our system.		
Strategic Planning <i>New Item</i>		<p>Chancellor Stanback Stroud introduced Dian Harrison, who will be facilitating the work to update the District’s strategic plan. Dian gave an overview of her presentation. The Strategic Plan will guide the priorities of the District, resource allocations, and more. The plan is supposed to guide the District towards accomplishing the Boards vision. The colleges strategic plans should be incorporated into the District strategic plan. It will be a living document that we will improve, update, and make mid-course corrections as needed.</p> <p>It will be a collaborative document and each constituent group will have the opportunity to provide input. It will be routed through the participatory governance process to ensure feedback is provided.</p> <p>The council recommended to ensure specific events are planned to collect student feedback/input to incorporate into the strategic plan.</p>		
BAM Recommendation <i>Carried Over Item</i>		<p>The council asked for Chancellor Stanback Stroud to clarify the recommendations she provided in relation to the BAM Taskforce. They also requested clarification on the PBIM hierarchy, and the official process for creating a taskforce/subcommittee. The council discussed the ad hoc committee process outlined in the Appendix of the PBIM Manual.</p> <p>Chancellor Stanback Stroud suggested the taskforce consider developing an allocation model that is based on a</p>	2. Donald Moore will communicate with the Chancellor and provide a response to PGC that clarifies if committees (e.g. PBC) are given the ability to define task forces and subcommittees.	

		<p>formula. It must take into consideration the S.C.F.F. and the total cost of ownership of Peralta. For example, some Districts have models that identify central services as a line, then the next line identifies resources rolled over, then the next line identifies the cost for position control and benefits, and the next line identifies an area of growth in the S.C.F.F. You will need to identify the drivers that need to be funded that are consistent with the funding formula, and then calculate what that is equal to in terms of percentage. Then, break down even further the allocation of the District that really is in service of the colleges (e.g. custodians, engineers, etc.). The taskforce can present the allocation model once all of this is taken into consideration.</p> <p>The Chancellor has been working with the State Chancellor's Office and our legislators to advocate that the State hold harmless indefinitely. Chancellor Stanback Stroud has also been engaged with other Chancellor's in the Bay Region to identify ways in which Peralta can maximize its S.C.F.F. apportionment.</p>		
Mission Statement <i>New Item</i>		Tabled to 2/28 meeting.		
III. Adjournment		Motion to adjourn the meeting at 11:36 a.m. (M/S/U – Bourgoin/Goldstein).		
IV. Next meeting		February 28, 2020		

*S.C.F.F. – Student Centered Funding Formula