

## PBIM MINUTES TEMPLATE

Participatory Governance Committee

*December 15, 2017, 12 pm – 2 pm*

*PCCD Board Room*

**Membership (names and titles):**

**Present:** President Rowena Tomaneng, President Tammeil Gilkerson, President Marie Elaine Burns, President Tim Karas, DAS President Cleavon Smith, Chief of Staff Yashica Crawford, BCC Faculty Senate President Kelly Pernell, PFT President Jennifer Shanoski, Laney Faculty Senate President Donald Moore

**Guests:** Laney Faculty Member Fred Bourgoin, VC Siri Brown, VC Jason Cole, VC Trudy Largent, VC Christine Williams

**Absent:**

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
<b>I. Standing Items</b>			
Call to Order			Meeting called to order at 12:03 pm
Adoption of the Agenda			<p>It was moved by Tim Karas and seconded by Donald Moore to approve the agenda. Discussion included the addition of the following agenda items:</p> <ul style="list-style-type: none"> <li>• Remove “Laney College Guiding Principles”</li> <li>• Add “Recap and Debrief of PGC Presentation on Public/Private Partnerships from November 28<sup>th</sup> Board Meeting Retreat”</li> <li>• Add “Budget Direction for PBIM Bodies”</li> <li>• Add “Administrative Procedure (AP) 6340 Bids and Contracts”</li> </ul> <p>The agenda was unanimously approved as amended.</p>
Approval of Minutes for November 2017			It was moved by Jennifer Shanoski and seconded by Marie Burns to table approval of the minutes to the next meeting and ensure that they are within the approved template.
Public Comment			There was no public comment
Reports from Sub Committee (2 minutes each)			DAASCC – VC Brown shared that the Committee is working on their achievement gap goal and how to address it. The next meeting will include a resolution from the CE committee related to Strong Workforce

			<p>Funds. Will recommend adding a subcommittee related to non-credit, and information on international affairs. There will also be a district-wide conversation on equity, and DAASCC will be the host for the meetings.</p> <p>Enrollment Management – Goal session with Kathy Hassan and demonstration from Course Leaf for online scheduling for chairs. There was discussion related to marketing and outreach and shared some issues that were taking place. They are reviewing research to plan for an effective 1-year schedule and planning a flex day activity.</p> <p>PBC – No Report Chair Smith added that the Planning and Budgeting Calendar was approved</p> <p>DFC – VC Ikharo presented information on the resolution that was passed by the DFC asking for 2% allocation of the District adopted budget to support facilities repair. PBC requested additional information from Merritt and BCC to provide affirmation that they support the resolution. They will come back in February to be represented at DFC, as PBC accepted the resolution as a first reading. PBC further asked for additional information on the fiscal ramifications for the change. He presented questions from Shirley Slaughter, BCC Business Officer, regarding the resolution.</p> <p>DTC Power BI is the District standard, and they are working on creating dashboards. There will be a special emphasis of the PeopleSoft Modernization Project, and a review of the project management office</p>
	-Co-Chairs Report		No report
	-Chancellor’s Report		No report
<b>II.</b>	<b>Carried-Over and New Items</b>		

PCCD Equity in Practice			<p>After Dr. Veronica Neal’s presentation at District Flex Day, the PD Committee expressed interest in furthering this work, and COA has contracted with her. There was also interest in having a district-wide expansion of the equity framework that she was presenting. Chair Smith reached out to Dr. Neal to see if she is interested, and the next steps would be to reach out to all constituency groups to determine what the framework would look like. We will be hearing from Chancellor and Scott Hoshida on next steps in the engagement process. There will be a subsequent request for proposal that will be created to solicit partners to support our equitable practices in decision-making models.</p> <p>President Karas shared that Dr. Neal presented an all-day workshop on equity and cultural humility on December 1<sup>st</sup>, and she will be joining 3 times in the spring related to equity and student services. President Tomaneng also shared that Dr. Neal presented at BCC, whose members expressed interest in ongoing sessions with some of the departments on campus.</p>
Recap and Debrief of PGC Presentation on Public/Private Partnerships from November 28 <sup>th</sup> Board Meeting Retreat			<p>Cleavon Smith and President Gilkerson provided the Board with an overview of Mission linked to the public/private partnerships. The Board was reflecting on communication and trust versus a rubric. The goal for PGC was to have something that was transparent. There was also questions about assessing the PGC process versus engaging in the work. It helped to clarify that they would have preferred communication to students in some of the items and didn’t see how. This may be an opportunity for additional engagement with the Board and close the loop for the rubric. As an example, this may provide a mechanism for providing decisions on how to move forward.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Subcommittee can meet over break to refine and bring it to PGC (Tammeil, Jennifer, Shuntel, Tim, and Mario) to meet in January</li> </ul>
Budget Direction for PBIM Bodies			<p>The public/private partnership rubric is proposed to be used internally as a lens to evaluate the strength of proposals and funds that should be allocated. For the budget direction, related to the Planning and Budget</p>

		<p>Calendar, need to assert some type of direction to the other subcommittees. Dr. Moore provide additional insight regarding the nature of this discussion about the reserves and the reporting back that has to take place. There was an issue with the direction that is presented by this Committee (i.e. freezing positions), and there has not been any discussion and deliberation and how it is being communicated to the Colleges.</p> <p>President Karas and President Tomaneng shared that we need to create guiding principles for how we would go about reductions. We should then charge PBC in working with the Colleges. While the current rubric would work, there needs to be the inclusion of a process.</p> <p>Cleavon summary – 1) Goals/Targets; 2) primary principles that are driving us and 3) process. There also are some larger issues that we need to work on, along with presentations of information (audit report, work on subcommittee rubric).</p> <p>Jennifer also added that it is important to determine what has happened to get us here so that we can prevent repeating this issue in the future.</p> <p>Next Meeting – January 26<sup>th</sup> (11:30 am – 1:30 pm)  Mid-Year Evaluation of where we are with PBIM  Set goals and targets, principles, and process at this meeting</p> <p>Motion: we include in the evaluation midterm budget direction at this meeting. (Donald/Jennifer) - Unanimous</p> <p>Motion: Chairs will draft a memo to the Chancellor to cite that it is imperative that PGC receives the following information by January 12<sup>th</sup> (Donald/Jennifer) - Unanimous</p> <ul style="list-style-type: none"> <li>• Summary report with recommendations from the audit</li> <li>• Final subcommittee template of rubric</li> <li>• Additional information from Finance <ul style="list-style-type: none"> <li>○ Preliminary recommendations on how we will be</li> </ul> </li> </ul>
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			addressing the audit report as a District (Donald will work with VC Williams to make this available)
Administrative Procedure (AP) 6340 Bids and Contracts			<p>Jennifer Shanoski reported that AP 6340 was posted, but without consideration of recommended revisions from PGC.</p> <p>It was moved by Jennifer Shaonski and seconded from Kelly Pennell to ask for response from Chancellor on the rationale that the current approved AP 6340 was posted without recommended revisions from PGC. The motion was unanimously approved.</p>
<b>III. Adjournment</b>			The PGC meeting was adjourned at 2 pm
<b>IV. Next meeting</b>			<p>Next Meeting – January 26<sup>th</sup> (11:30 am – 1:30 pm)</p> <p>Mid-Year Evaluation of where we are with PBIM</p> <p>Set goals and targets, principles, and process at this meeting</p>