

**Special Planning & Budget Committee (PBC) Minutes
June 17, 2021 9:30 a.m.
Special Meeting**

Recorder: Dawn Renee Neideffer

Note: 10 members required to meet quorum

Attendance:

Chairs (3)	Classified Senate (3)	Rosalie Roque	
<input checked="" type="checkbox"/> Jonah Nicholas (DO) non-voting	<input checked="" type="checkbox"/> Noell Adams (CC)	Na Liu	
<input checked="" type="checkbox"/> Cathy Gould (DO)	<input checked="" type="checkbox"/> David Rodriguez (LPC)	Heather Hernandez	
<input checked="" type="checkbox"/> Sarah Thompson <i>Interim</i> (LPC)	<input type="checkbox"/> Pedro Ruiz de Castilla	Dr. Cynthia Gordon da Cruz	
Administration (5)	Classified Union (3)	Walt Blevins	
<input type="checkbox"/> Dr. Theresa Fleischer Rowland (DO)	<input type="checkbox"/> Virginia Criswell (CC)	Angela Castellanos	
<input checked="" type="checkbox"/> Dale Wagoner (CC)	<input checked="" type="checkbox"/> Stephany Chavez (LPC)	Christine Herrera	
<input checked="" type="checkbox"/> Anette Raischbart (LPC)	Cathy Gould (DO)	Paulette Lino	
<input checked="" type="checkbox"/> Rajinder Samra (LPC)	Student Senate (2)	Tamica Ward	
<input checked="" type="checkbox"/> Samantha Kessler (CC)	<input type="checkbox"/> Michelle Diaz-Nava (LPC)	Danita Romero	
Faculty Association (2)	<input type="checkbox"/> Stacy Harris (CC)	Julia Dozier	
<input checked="" type="checkbox"/> Jeff Drouin (CC)	Guests:	Nathaniel Rice	
<input checked="" type="checkbox"/> Thomas Orf (LPC)	Dr. Kristina Whalen	Rajeev Chopra	
Academic Senate (4)	Dr. Dyrell Foster	Danita Romero	
<input checked="" type="checkbox"/> Miguel Colon (CC)	Chasity Whiteside		
<input checked="" type="checkbox"/> Ashley Young (LPC)	Dave Fouquet		
<input checked="" type="checkbox"/> Dr. Patricia Shannon (CC)	Bobby Nakamoto		
Sarah Thompson (LPC)	Sui Song		

Meeting commenced 9:35 a.m.

Agenda Item	Information/Discussion	Action
1.	<p>Welcome Guests and Quorum Check <i>For information</i></p> <p>Daniela Ballif, the new Director of Business Services was welcomed. Quorum met with 13 voting members, excluding VC Nicholas.</p>	None
2.	<p>Approve Today's Agenda <i>For action</i></p> <p>Agenda reviewed, no discussion had. VC Nicholas asked for a motion to approve, Anette Raichbart moved and Dale Wagoner seconded. <u>Agenda approved, unanimously.</u></p>	June 17, 2021 agenda approved
3.	<p>Approve Previous Minutes <i>For action</i></p> <p>May 21, 2021 minutes were reviewed. It was clarified that Ashley Young is replacing Rajeev Chopra as an Academic Senate member and Sarah Thompson is replacing Rajeev Chopra as an interim PBC tri-chair. At the first meeting of the academic year in August, the committee will vote on membership changes. No further discussion had. Noell Adams moved to approve, Dale Wagoner seconded. <u>Minutes approved, unanimously.</u></p>	May 21, 2021 minutes approved
4.	<p>Special Meeting Dates <i>For action</i></p> <p>July 15 was previously voted on by membership to be a regular PBC meeting for July 2021. Discussion ensued. Having faculty commit to extra meetings during their break over summer has to be addressed by the Faculty Association.</p>	
5.	<p>Review of Ground Rules & List of What the BAM Should Address <i>For information</i></p>	None

	<p>The scope and ground rules are a living document and standing item for PBC special meetings. The purpose is to establish accountability to each other as the committee continues to proceed in this work. This is a living document and at any time, members are encouraged to offer revisions, additions or comments to the group.</p> <p>VC Nicholas reviewed the list of what the BAM should address and distilled four major themes:</p> <ol style="list-style-type: none"> 1. The model must be perceived as fair 2. The model must be easily understood 3. The model must provide proper performance incentives 4. The model must work in years of growth and contraction <p>From those themes category headers were created for discussion:</p> <ol style="list-style-type: none"> 1. Local Control Vs Centralized Control 2. BAM Mechanical Issues 3. Miscellaneous <p>The ground rules established by the committee incentivizes good behavior. One example of “proper performance incentives” would be if a site overspends in an allocation, for any particular year, then in the subsequent year their allocation would be reduced by the amount of the overspending. This provides both an incentive to stay within budget as well as a disincentive to overspend due to the reduced allocation in the subsequent year. Future discussion on reserves could in many ways determine how the new BAM will function. AP 6305 states: “General fund reserve: the target reserve is 8% of the Unrestricted General Fund. Contingency Reserve: In addition to the mandated State General Fund Reserve, a contingency reserve will be maintained to afford the four locations, Chabot, Las Positas College, District Office, Maintenance and Operations added fiscal flexibility. The target contingency reserve is to be used for unanticipated changes in expenditures or revenues when impending changes in operation would result in significant service reductions”. VC Nicholas asked for feedback on the history of reserves at the District and Colleges and what was past practice. Discussion ensued.</p> <p>Having a minimum and maximum amount for reserves is beneficial. Affirmative consensus was built for further discussion around site reserves.</p>	
6.	<p>BAM/SCFF Model Simulations: Expenditures <i>For discussion</i></p> <p>Tabled for next meeting.</p>	

7.	Future Agenda Items <i>For discussion</i> 1. BAM Work: a. timeline of discussion, feedback and decision making 2. Current State of Reserves <u>for August or Fall Agenda</u> 3. SCFF Project Discussion <u>for August/September Agenda</u>	

Meeting adjourned 11:30 a.m.

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