



Peralta Community College District
Governing Board Policy Review and Standards Committee

MEETING AGENDA

COMMITTEE MEMBERS

Wednesday, November 10, 2010
3:00 pm - 5:00 p.m.
Peralta District Board Room

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order
 - a. Roll Call
2. Approval of Agenda
3. Approval of Minutes
 - a. 9/30/2010
4. Communications from Members of the Public (2 min.) Govt. Code §554945.3
5. Consent Items
6. Update on Administrative Procedures
7. Deferred Business
 - a. Enrollment Fee, Financial Assistance, Deferred Payment Policy 6.45. **VC Ng**
 - b. Professional Services Policy 6.85. **Review authorities and consistencies with Administrative Procedures by General Counsel and VC General Services**
8. New Business
 - a. Budget Preparation and Administration Policy 6.02. **Begin discussions to parallel work of recovery team**
 - b. Chancellor Contract Authority Policy 6.84. **Discussion to reaffirm thresholds prior to new Chancellor coming on board.**
9. Potential Items (*if time permits*)
 - a. Retreat Rights. Discussion of establishment of Board Policy. **Requested by Academic Senate**
 - b. Donations Policy 6.35. **Address Inspector General concerns**
 - c. Use of College Facilities Policy 6.64. **Address Inspector General concerns**
 - d. Staff is encouraged to contact the Inspector General to place items on an upcoming agenda
10. Next Meeting Agenda: TBA
11. Adjournment



Peralta Community College District
Governing Board Policy Review and Standards Committee
Minutes November 10, 2010

MEETING MINUTES
MEMBERS

DRAFT

COMMITTEE

Thursday, November 10, 2010
3:00-5:00 p.m.
District Boardroom

Cy Gulassa, Chair
Marcie Hodge, Member
Bill Withrow, Member
Linda Handy, Alternate
Abel Guillén, Alternate

1. Call To Order

Present: Trustees Gulassa and Withrow, Chancellor Allen, President Webb, Gail Waiters, Vice Chancellor Ng, Vice Chancellor Largent, Vice Chancellor Budd, Tom Henry, Jeff Heyman, Toni Cook, Absent: Trustee Hodge

Others present:

Alameda Unified School District Officials: Ron Mooney, Board of Education President
Kirsten Vital, Superintendent, Sean McPhetridge, Assistant Superintendent
Alameda Science & Technology Institute (ASTI) Representatives: Steven Fong, Principal
Jennifer Ahn, Teacher/Counselor, Todd Higashi, Teacher, Laurel McCoy, Teacher, Daniel Sousa, Teacher, Keith Chin, Parent, Flora Crockett, Parent, Clyde Willson, Parent
Alameda Science & Technology Institute (ASTI) Students: Vanessa Chen, Kristin Chin, Lisa Huynh, Andy Chu, Carrie Huang, Saskia Sumida, Samantha Chin, Brianna Youngblood, Kim Alvarez, Karen Shu, Natalie Hsueh, Angela Huang, Stephen Santerson

Oakland Unified School District: Alice Spearman, Board of Education

2. Approval of Agenda - **APPROVED**

3. Minutes of 09/30/10 - **APPROVED**

4. Communications from Members of the Public (2 min.) Govt. Code §554945.3

5. Consent Items

6. Update on Administrative Procedures (AP)

Due to a scheduling conflict, Ms. Nguyen was not able to attend the meeting to provide an update on Administrative Procedures in progress. Chancellor Allen did state that work is on going with regard to the development of new and revision of old administrative procedures, and that he is eager to see Standard Operating Procedures (SOP) for this process.



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7. Deferred Business

- a. The discussion of BP 6.85 was tabled until the next meeting.
- b. Policy 6.45 Enrollment Fee, Financial Assistance, Deferred Payment - VC Ng revised BP 6.45 to reflect that all high school students must pay fees for college credit classes taken at PCCD.

BP 6.45 was previously approved by the Policy Review Committee on September 30, 2010 and presented to the Board of Trustees for approval at the October 12, 2010 meeting for its first of two readings. The item was pulled by Trustee Withrow who had concerns on the impact to students, especially students of the Alameda Science & Technology Institute (ASTI).

VC Ng gave a brief background of the policy. Previously, no student from the program has been charged the fee of \$26 per unit. Chancellor Allen stated that language, for policy purposes should be broad, allowing for flexibility, and procedures must be specific regarding students and

Several administrators, faculty and all of the students present (see names above) voiced their concerns about the hardship that would be created by incurring the fees associated with this policy. Previously, no student from the program has been charged the fee of \$26 per unit.

After a lengthy discussion, it was suggested that the following language be inserted to remedy the fee issue:

All students, whether part time or full time (11.5) concurrently enrolled high school students who are enrolled for college credit in community college courses, are required to pay the California Community College enrollment fee, as established by the State (Education Code Section 76001). Each college of the Peralta Community College District shall grant enrollment fee waivers and Board of Governor's grants to all students who are eligible and who apply for this assistance. Administrative exception may be made by the Chancellor as appropriate.

Trustee Withrow requested that the following be inserted into the policy: The Chancellor will annually certify to the Board that the provision has been and will be currently fulfilled.

Motion: VC Ng will revise the paragraph, and the policy will be re-submitted to the Board of Trustees for final approval.

8. New Business

- a. BP 6.02 Budget Preparation and Administration Policy – tabled until next meeting.
- b. BP 6.84 Chancellor Contract Authority – tabled until next meeting.



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9. **Potential Items**
 - a. Retreat Rights – tabled until next meeting.
 - b. BP 6.35 Donations – tabled until next meeting.
 - c. BP 6.64 Use of College Facilities – tabled until next meeting,
 - d. Process of placing items on the agenda – tabled until next meeting
10. Next Meeting Date: January 2011 in the District Boardroom
11. Adjournment

Meeting Materials Posted: <http://www.peralta.cc.ca.us/apps/docs.asp?O=1713>

Respectfully submitted,

Suzanne Kunkel
skunkel@peralta.edu
(510)466-7207

The Peralta Colleges Governing Board
Audit and Finance Committee
Board Room
333 East 8th St., Oakland, California
Jan. 06, 2011
3:00 to 5:00 PM

1. Review and approve the agenda
2. Review and approve the minutes for prior meetings
3. Review draft of Peralta's Sound Fiscal Management Self-Assessment Checklist
4. Review the status of the 2009-10 audit
5. Review the status of the 2008-09 audit findings - corrective action plans
6. Review budget to actual report for fiscal year 2010-11
7. OPEB update
8. Review new additions to Title V
9. Review the actions of the Board of Governors with respect to Categorical cutbacks and the 50% law
10. Review nonresident and international fees income

Staff and Consultants: Chancellor Allen, Heidi White, Vice Chancellor Gerhard, Interim Vice Chancellor Lenahan and Tom Henry.

Meeting materials will be posted on the committee website:
<http://www.peralta.cc.ca.us/apps/docs.asp?Q=1660>

Posted: December 16, 2010

**Peralta Community College District
Board Audit and Finance Committee Meeting Minutes
November 10, 2010**

Present: Trustee Bill Withrow, Trustee CY Gulassa, Chancellor Wise Allen, Vice Chancellor Debbie Budd, Vice Chancellor Sadiq Ikharo, Vice Chancellor Thuy Nguyen
 Guests: Heidi White (VTD), Helene Lecar, Helene Maxwell
 Facilitators: Vice Chancellor Ronald Gerhard
 Absent: Tom Henry

Agenda Item and Presenter(s)	Discussion	Follow-up Action
Meeting Called to Order	5:10 PM	
I. Review and Approve Agenda Trustee Withrow	Moved to approve the agenda by Cy Gulassa. <ul style="list-style-type: none"> • Approved without corrections. 	
II. Review and Approve Minutes Trustee Withrow	Minutes from the October 14, 2010 meeting. <ul style="list-style-type: none"> • Approved without corrections. 	
III. Review the status of the external audit for fiscal year 2010 Heidi White	<ul style="list-style-type: none"> • Since the last Audit and Finance Committee meeting, Vavrinek, Trine, & Day (VTD) conducted another site visit • VTD will be back for two weeks after Thanksgiving • Items still open (timing issue): <ol style="list-style-type: none"> 1) Fixed Assets: An issue right now. The way it was setup last year, we received only information via a spreadsheet and the documentation that was subsequently going to be loaded into the system has never occurred. It has not been brought forward through the end of June. Per Vice Chancellor Gerhard, we are in the process of uploading it right now. 2) Student Financial Aid at Berkeley City College. Last time the staff there was on vacation. Some of the student accounts will need to be revisited. • Everything that we had received or that we have gone in discussions with either the District offices or out at the colleges, we had nothing but good cooperation. • We are on track for a December 31, 2010 audit report. If there are any issues, it will be brought to Vice Chancellor Gerhard's attention. • The District will be closed from December 22, 2010 through January 3, 2011. • The plan is that at the end of the first week or the beginning of the second week of December to provide Vice Chancellor Gerhard with a draft report. Our process would be to have everyone's approval of the draft report by December 23rd. Then we will use the week between Christmas and New Years to go through our internal 	

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	<p>quality control review. We will send via email the final report. If that is approved, we can get direction to go ahead and issue the report by Dec. 31st.</p> <ul style="list-style-type: none"> • Last year around this time, there was no possibility of getting cash reconciliation, 311 report, and key components of the report to be finalized. To have that level of information completed this year is tremendously different. 	
<p>IV. Discuss the issues involved, strategies and timeline to address all of the recommendations covered by the external audit process for fiscal year 2009</p> <p>Ronald Gerhard</p>	<ul style="list-style-type: none"> • We are using and updating the Recovery Matrix in lieu of implementing the MS project manager. The status column will say specifically what was implemented. • Information is being sent between VC Gerhard, Bill Rauch, Brandon Harrison, and Heidi White. Reports are received by VTD as they are updated and ready. • Audit findings begin on page 72 of the June 30, 2009 Audit report. • Examples: <ol style="list-style-type: none"> 1) Audit finding #2009-1: District Financial Report. That was started at the last Audit and Finance Committee meeting. It was taken to the Board meeting on October 26, 2010 as an informational item. 2) Audit finding #2009-2 District Budget Monitoring: In the last column, it is said to be presented and adopted on September 28, 2010. Completed. • There are a few findings related to federally funded programs that VTD determined to be high risk. As a consequence, we had three audits in the last 90 days. One was from the Department of Labor. We just had the exit conference last week and are disputing the facts and sending more documentation. Audit finding #2009-39 relates to Student Financial Aid Pell Disbursements. • Full resolution of all the FY 2009 audit findings is expected by June 30, 2011. • Although some findings are ongoing such as #2009-18: Other Postemployment Bonds. Assets in the OPEB need to be monitored, summarized, and reconciled. This process started this fiscal year 2010-2011. It was not implemented on the District ledger on a regular and timely basis. We are currently implementing it on a monthly basis. • In terms of software system review, the Board approved consultants to come in and start the process of testing the pro-rata project for adjunct payroll. That is the first project. • As critical positions are filled, we will have more manpower to meet audit findings deadlines. 	
<p>V. Review and discuss a proposal to conduct a formal workshop for the SMT that would have our external auditor</p>	<ul style="list-style-type: none"> • We had a briefing of the audit which included institutional understanding and the scope of the audit to SMT. • VC Gerhard spoke to Heidi White about setting up a training geared toward middle to upper management at the campuses and District. It would be for the first or the second week of December 2010. 	

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Board Audit and Finance Committee Meeting Minutes
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<p>cover the objectives, scope, legal requirements and process of an external audit.</p> <p>Ronald Gerhard</p>		
<p>VI. Review the current financial status of the fiscal year 2011 budget.</p> <p>Ronald Gerhard</p>	<ul style="list-style-type: none"> • The State owes us approximately \$13.8 million. We received some of it in July 2010 and the rest on October 28, 2010. • From a cash flow perspective, we are okay for now. The deferral for this fiscal year doesn't start until January. Last year was \$13.8 million. This year we are projecting it to go up to \$18 million. • We are working with the County Department of Education and the County Tax Collector's office. We have a cash flow plan in place. • Helene Maxwell asked for a venue to talk about and correct budget errors such as OPEB costs. VC Gerhard replied that the first venue is to talk with the Vice President at the campus. • Chancellor Allen quoted Governor Elect Jerry Brown in saying, "This is a zero-sum game. If we gave you more money, who are we going to take it away from?" • Peralta's situation is similar, if we increased funding here, where will we cut? 90-95% of our budget is made up of salaries and benefits. • Heidi White gave a quick overview on the Measure A Bond Financial Audit. With Proposition 39 Bond, we are required to have a separate financial audit as well as compliance agreed upon procedures performance audit. The financial statement received an unqualified opinion. Additional information regarding the budgets and expenditures are on page 17 of the report. In total, from a budget of \$183.9 million for bond expenditures since inception through June 30, 2009, the District spent \$79.3 million. The report shows which projects have been started and which ones are being close to completion or were completed at this time. No new bonds were issued in 2009. All expenditures were approved by the Board in accordance to budget and needs for allocation from 2008-2009. All expenditures selected derived from the budget allocation as certified by the Vice Chancellor of General Services. Adjustments were made to Accounts Payable to the bond as of June 30, 2009 that was specific to the general obligation bond fund. Per VC Gerhard, Accounts Payable did some internal testing and accrued all in 2009-2010. • There are changes in Bond audits effective January 1, 2011. GAGUS will provide the auditors with check lists which will set a higher bar. GAGUS will require audit firms to have a minimum CPE training. VTD currently meets and exceeds this requirement. 	
<p>VII. Review the status of the recovery plan</p>	<ul style="list-style-type: none"> • This item was not discussed. 	

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<p>and the recruitment and hiring of personnel for the finance department</p> <p>Ronald Gerhard</p>		
<p>VIII. Review the status of the internal review process and report to the State Chancellor.</p> <p>Ronald Gerhard</p>	<ul style="list-style-type: none"> • The first self study report is due January 10, 2010 to the State Chancellor's office. • Chancellor Scott asked for three FCMAC requirement items to be incorporated. • Hope to take it to the Board by December 7, 2010. • Ultimately mark "yes" or "no" for the answer. • VTD requested a copy of the report. • This is a semi-annual report, but the Board would like to make it a quarterly report. 	
<p>Adjournment:</p>	<p>6:52 PM</p>	
<p>Next meeting:</p>	<p>December 16, 2010</p>	

Minutes taken: Sui Song
Attachments:

**Peralta Community College District
Board Student Services Committee Meeting Minutes
December 2, 2010**

Present: Trustee Linda Handy, Trustee Nicky Gonzalez Yuen, Trustee Abel Guillen (by phone), Joseph Belanski, Tina Vasconcellas, Jacob Ng, Donald Moore, May Chen, Anthony Powell, Eric Gravenberg, Kerry Compton
 Guests: Judy Cohen, Indra Thadani, Robert Adams, Drew Gebhart
 Absent: Brenda Johnson, Alexis Montevirgen

Agenda Item and Presenter(s)	Discussion	Follow-up Action
Meeting Called to Order	4:44 p.m.	
I. Review and Approve Agenda	<p>Moved to approve the agenda by Linda Handy.</p> <ul style="list-style-type: none"> • Approved as presented. 	
II. Review and Approve Minutes	<p>Minutes from the October 7, 2010 meeting.</p> <ul style="list-style-type: none"> • Approved as presented. 	
III. Health Services Update Jacob Ng	<p>Dr. Ng reported that the new health services program started on October 13 and we have had 67 medical appointments. The clinic will be moving to the Student Center at Laney College on December 16.</p> <p>Indra Thadani stated that she would like to see more integration between Peralta students and Asian Health Services. The health services work group will discuss this issue with Jen Lee.</p> <p>Dr. Ng stated that a video has been produced about the health services that are now provided and that the agreement with Asian Health services was finalized last week. It was noted that if the numbers for SingleStop don't increase, we may lose those services.</p>	
IV. Financial Aid Process Judy Cohen	<p>Judy Cohen reported that 1,256 financial aid checks were produced in November which is up 20% from last year. There are 3,084 students still to be served. It was noted that financial aid staffing numbers have gone down and student count has gone up which makes it difficult to process all the files in a timely manner.</p> <p>It was suggested that an effort be made to get the word out to students to get their applications in early. Some suggestions were to get faculty involved, to notify students by email, and to involve the Marketing department. The Marketing department will need to take action immediately.</p> <p>It was requested that electronic depositing of financial aid checks be researched. Dr. Ng stated that he will speak to Chancellor Allen about who could look into best practices for automated financial aid payments.</p>	<p>Dr. Ng to look into best practices at Fresno City College.</p> <p>Dr. Ng to discuss marketing plan with Judy Cohen and Jeff Heyman.</p> <p>Dr. Ng to meet with Chancellor Allen about automated FA payments.</p>

**Peralta Community College District
Board Student Services Committee Meeting Minutes
December 2, 2010**

<p>V. Student Financial Holds</p> <p>Jacob Ng</p>	<p>Dr. Ng reported that we have started placing holds on the accounts of students who have outstanding fees. Over 7 million dollars have been collected for Fall 2010. Students will be notified and then dropped from classes two weeks prior to the first day of class if they haven't paid their outstanding balances.</p>	
<p>VI. Update on Textbook Costs</p>	<p>It was reported that the availability of electronic books and the rental textbook program have made an improvement in the cost of textbooks. There were many suggestions about how to further reduce textbook costs. The Board will go to Chancellor Allen for a comprehensive approach to lowering the cost of textbooks.</p> <p>It was noted that Follett will not be issuing book cards anymore but will use the money to put books on reserve at the campus libraries.</p>	<p>Board to talk to Chancellor Allen about an approach to lowering the cost of textbooks.</p>
<p>Adjournment:</p>	<p>6:32 PM</p>	
<p>Next meeting:</p>	<p>January 6, 2011</p>	

Minutes taken: Karen Croley

PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
JANUARY 6, 2011
4:30 – 6:30 P.M.
PHYSICAL PLANT CONFERENCE ROOM

Agenda

1. Review and approve the agenda.
2. Review and approve the minutes of the last meeting.
3. Health Services Update
4. Financial Aid
 - a. Report on best practices at Fresno City College
 - b. Update on automated payments to students
 - c. Marketing
5. Update on Textbook Costs

