



PARCEL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, January 21, 2026
Meeting Time: 3:00 pm to 5:00 pm
Location: Peralta District Board Room
333 8th Street, Oakland, CA 94606
Zoom Video Conference Meeting ID: 869-9121-4146

Committee Members

Mr. Robert Shoffner, Chair
Mr. William Higgs, Vice-Chair
Ms. Tammy Le
Mr. Thomas Mulvihill
Ms. Irene Kisch
Mr. Doug Lindsey
Ms. Myoshi Broadnax

Note: Blue identified as absent or vacant members above.

PCCD Staff Present:

Dr. Marla Williams-Powell, Interim Associate Vice Chancellor, Finance & Administration
Mr. Dave Vigo, Director of Fiscal Services (formerly Budget Director), Finance & Administration
Mr. Mark Johnson, Executive Director of Marketing, Communication & Public Relations
Mr. Richard Ferreira, Executive Assistant, Administrative Services (Minutes)

Guests:

(None)

1. Call to Order and Introductions

The meeting was called to order at 3:05 pm with quorum by Chair Shoffner.

2. Review and Approval of Agenda

Motion to approve the Agenda with no changes.
Motion approved unanimously.

3. Review and Approval of Minutes

Motion to approve the Minutes from October 8, 2025, with no changes.
Motion approved unanimously.



4. Public Comments

No public comments at this time.

5. FY 2025-26 Year-to-Date Parcel Tax Expenditures Report – 2nd Quarter

Dave Vigo, Director of Fiscal Services presented the Parcel Tax Oversight Committee with the Fiscal Year 2025-26 Year-to-Date Parcel Tax Expenditures Report – 2nd Quarter. Berkeley City, College of Alameda, Laney College, and Merritt College receiving allocations of \$1.7 million, \$1.4 million, \$2.8 million, and \$1.9 million, respectively. The total expenditures were \$3.58 million, representing 44.75% of the total budget, with faculty salaries and benefits being the largest expense at \$3.7 million. The remaining balance of \$4.42 million (55.25% of the total budget) was reserved for spring instructional needs, indicating prudent fiscal management.

There was a breakdown of the main areas of expenditures for each college as follows.

Berkeley City College

Chemistry
English
Laboratory Science Technology
Mathematics
Biology

College of Alameda

Other Health Occupations
Physiology
Mathematics
General Studies
Chemistry

Laney College

Mathematics
Tutoring
Spanish
English (Not English as a Second Language ESL)
Ethnic Studies

Merritt College

Physiology
Biotechnology and Biomedical
English
Real Estate
Library



6. Form 700 – Conflict of Interest

Committee members were asked to complete the Form 700 (Conflict of Interest) and time was allocated for them during the meeting. An example was provided that if a member has a business that is contracted with the District and/or one of the colleges, that the information must be disclosed. Members will need to complete the form annually and were advised not to use their private residence/information since the form is a public record. The District address and phone number was utilized in those areas.

Forms 700 (Conflict of Interest) were completed and received by:

Mr. Robert Shoffner, Chair
Mr. William Higgs, Vice-Chair
Ms. Tammy Le
Mr. Thomas Mulvihill
Ms. Irene Kisch

Richard Ferreira, Executive Assistant will email completed copies to each member.

7. Meetings Schedule

The next Parcel Tax Oversight Committee meetings are scheduled for:

Wednesday, April 22, 2026, 3:00 pm to 5:00 pm
Wednesday, August 26, 2026, 3:00 pm to 5:00 pm

8. Other Announcements

Chair Shoffner was welcomed back.
Chair Shoffner discussed the Parcel Tax Annual Report to the Board of Trustees.

Future Agenda Items

1. Committee members to complete of Form 700 (Conflict of Interest) using Peralta District address and phone number; return to Richard Ferreira for the remaining members.
2. Committee members: Draft and prepare the committee's annual report for fiscal year 2023-24 for presentation in April (to include compliance statement and summary of activities).



Peralta Community College District

3. Dave Vigo: Provide information on average class size and breakdown of number of classified staff versus adjuncts and full-time faculty at the next meeting.
4. Dave Vigo: Break down and share details on "Other Health Occupations" expenditures at College of Alameda for the next meeting.
5. Dave Vigo: Consider itemizing AI-related spending under Math (or as a separate activity code) in future reports.
6. Richard Ferreira: Provide completed copies of the Form 700 from all committee members via email.
7. Richard Ferreira: Update all committee members' calendar invites with the new April 22nd meeting date.
8. Richard Ferreira: Provide a copy of the previous committee annual report to assist with drafting the current year's report.
9. Mark Johnson/Marla Williams-Powell: Schedule the independent audit firm to present their findings at the April meeting.

9. Adjournment

The Parcel Tax Oversight Committee meeting adjourned at 3:37 pm.