



## PARCEL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, April 30, 2025  
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: 918-6732-5184

### **Committee Members (Present):**

Mr. Robert Shoffner, Chair  
Ms. Kathie Smith

### **Committee Members (Absent):**

Mr. William Higgs, Vice Chair

### **PCCD Staff Present:**

Mr. Greg Nelson, Deputy Chancellor & Chief Operating Officer  
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 3:10 pm with quorum by Chair Shoffner and introductions were made.

### **2. Review and Approval of Agenda**

Motion to approve the agenda. The agenda was approved unanimously.

### **3. Review and Approval of Minutes**

Motion to approve the Minutes from January 29, 2025, without any changes.  
Motion approved unanimously.



#### **4. Public Comments**

Robert Shoffner, the Committee Chair, expressed his great appreciation to Kathie Smith for her service on the Parcel Tax Committee and wished her the best for her future plans. This will be her last meeting. Mark Johnson also thanked Kathie for her service and wished her luck. Kathie offered to help the committee if she could think of anyone suitable for the role, she will recommend that the person applies.

#### **5. Committee Membership**

The Chair then moved on to the next agenda item, committee membership, and discussed the need to recruit additional members for the committee.

Mark Johnson, Executive Director of Marketing, Communication & Public Relations, provided an update to the overall process of the committee membership applications. He created and execute a media campaign to recruit new members for the Parcel Tax Committee. Mark stated that he converted the application form from a PDF document to an online submission form and had posted a blog post encouraging people to volunteer. The application was visited on the website considerably and we are hopeful to begin receiving applications. He also mentioned that they had sent an email out looking for volunteers for both the Parcel Tax and Bond Committees. As he screens individuals who applied more for the Bond Committee and asking if they would be interested in the Parcel Tax Committee.

His goal is to have a number of candidates selected to pass along to the Chancellor and the Board of Trustees for review in the June, 2025 Board of Trustees meeting.

#### **6. FY 2024-25 Year-to-Date Parcel Tax Expenditures Report – 3rd Quarter**

Dave Vigo, Director of Fiscal Services provided information on the FY 2024-25 Year-to-Date Parcel Tax Expenditures Report – 3rd Quarter. Dave presented the expenditure report for the Parcel Tax Fund, noting that all colleges were on track with their spending. He highlighted that 86% of the fund was spent on instructional salaries and benefits, while 14% was allocated to classified salaries and benefits. The total expenditure as of March 31<sup>st</sup> was approximately \$7 million, with 12% remaining to be spent in the last quarter. Dave also provided a breakdown of how each college was spending their Parcel Tax monies, with counseling and guidance being a top priority for most.

Moving forward some of the colleges may be bringing forward changes to the distribution because of budgetary challenges. Some of the colleges may move some of the non-instructional support through the Parcel Tax to the instructional side, so they can support more adjunct to help support the schedule for students.

The District is currently looking into a new Parcel Tax.



**7. Annual Report to the Board of Trustees per Bylaws**

It was recommended by Chair Robert Shoffner that the Parcel Tax Committee provide an Annual Report to the Board of Trustees in September, once the Year-End is completed for FY 2024-25. He also mentioned the need for an annual report for the Board based on the Bylaws and would be able to provide a two-year report.

**8. Meetings Schedule**

The next meetings were scheduled for:

Wednesday, September 3, 2025, 3:00 pm to 5:00 pm

Wednesday, October 8, 2025, 3:00 pm to 5:00 pm (Tentatively)

Calendar invites will be sent.

**9. Other Announcements**

It was requested that the College Vice Presidents come to the Parcel Tax Committee Meeting and report.

**10. Adjournment**

The Parcel Tax Oversight Committee meeting adjourned at 3:34 pm.