



## PARCEL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, August 27, 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  
Mr. William Higgs, Vice-Chair  
Ms. Tammy Le  
Mr. Thomas Mulvihill  
Ms. Irene Kisch  
Mr. Doug Lindsey  
Ms. Myoshi Broadnax

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

(None)

### **PCCD Staff Present:**

Dr. Tammeil Gilkerson, Chancellor  
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 3:00 pm with quorum by Chair Shoffner and introductions were made.

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

Motion to approve the Agenda without any changes.  
The agenda was approved unanimously.



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

Motion to approve the Minutes from April 30, 2025, without any changes.

Motion approved unanimously.

### **4. Public Comments**

No public comments at this time.

### **5. Committee Membership Update – Welcome New Members**

The Parcel Tax Oversight Committee meeting began with introductions from committee members, including Robert Schaffner, Chair, and Mr. William Higgs, Vice-Chair. Introduction from Administration began with Greg Nelson, the Deputy Chancellor and Chief Operating Officer from the Peralta District and others.

Mark Johnson, Executive Director of Marketing, Communication & Public Relations, welcomed everyone to the Parcel Tax Oversight Committee and thanked them for their service. He discussed the recruitment process for members, noting that there was high interest in the Bond Oversight Committee, with more applicants than seats available. With this, applicants were made known of the Parcel Tax Committee and the District is appreciative of those who accepted the opportunity to participate in the Parcel Tax Oversight Committee.

Committee members will need to complete the Conflict of Interest (Form 700) for the Peralta Community College District.

Dr. Tammeil Gilkerson, Chancellor, appeared at the meeting welcoming the new members. She expressed gratitude for the committee's support of the District's 30,000 students and to invite the committee members to participate in upcoming ribbon-cutting ceremonies for new facilities. She also expressed appreciation to the current members for their continued support.

At the request of the Parcel Tax Oversight Committee, the Chancellor also discussed the proposal of consolidate Laney College and Merritt College into one college named Oakland City College, while maintaining College of Alameda and Berkeley City College. The consolidation aims to reduce duplication, coordinate programs better and improve support for specific student populations. It was emphasized that this restructuring, which would take two years to implement, is a part of a broader effort to make the District more efficient and better to serve the community, despite the declining state funding and changing demographics.

The committee appreciated the Chancellor's attendance and update of the Peralta District.



## **6. Committee Purpose & Member Responsibilities**

Greg Nelson, Deputy Chancellor, presented and discussed the role and responsibilities of the Parcel Tax Oversight Committee, which reviews expenditures from the four colleges to ensure they align with budgets and addresses overruns or shortfalls. The committee's purpose is to provide input and thoughts to help the District, with each college presenting their financial plans in the Fall. The committee members were briefed on their two-year terms, with a maximum of three consecutive terms, and the importance of preparing an annual report consistent with the District's fiscal year.

Administration also explained and reviewed the Brown Act requirements for committee members, including the need for in-person attendance, public notice, and quorum rules. It was emphasized that committee members must be present in person to vote, unless excused and cannot use technology to form a quorum.

## **7. FY 2024-25 Year-to-Date Parcel Tax Expenditures Report – 4th Quarter**

Dave Vigo, the Director of Fiscal Services presented the FY 2024-25 Year-to-Date Parcel Tax Expenditures Report – 4th Quarter.

The committee focused on reviewing the report, which detailed how the District's \$8 million Parcel Tax allocation was distributed among the four colleges. Administration explained that Berkeley City College spent 59% on Instructional Salaries and 28% on Counseling, while College of Alameda allocated 48% to Mathematics and 30% to Counseling. The discussion highlighted each college's unique programming focus, with Berkeley City College emphasizing Transfer Programs, Laney College focusing on Trade Programs, and Merritt College prioritizing Allied Health.

Administration announced that the Presidents from each college would present their budget plans at the next meeting, allowing for a comparison between planned and actual spending.

The Fiscal Year 2024-25 Parcel Tax expenditures were reviewed by the committee, highlighting the committee's role in overseeing Measure B (2012) and Measure E (2018) funds, which require an annual report and audit until December 2026.

### **AI Integration at Laney College**

The committee discussed the integration of Artificial Intelligence (AI) across various programs at Laney College, including its use in teaching, plagiarism prevention, and administrative processes.

### **Fiscal Year-End and Project Updates**

The committee discussed the fiscal year-end processes with Administration explaining that the accounting books close on June 30th, allowing 6 weeks for reconciliation, and a two-month overlap period during which the new fiscal year budget is implemented.



## **Peralta Community College District**

Administration outlined upcoming events including ribbon cuttings for the Horticulture Project at Merritt College (September 2nd), the Transportation Technology Center at College Alameda (September 30th), as well as, a ground breaking for the Learning Resource Center at Laney College (October 28th). The committee will receive straw polling data on a potential parcel tax continuation at the next meeting, and Administration will provide guidance on campaign-related statutes and restrictions.

### **Parcel Tax Expiration and Replacement**

Administration explained that the District's total budget is approximately \$340 million, with \$8 million coming from the Parcel Tax, for funding Adjunct Faculty salaries and other programs. It was clarified that the current Parcel Tax measure will expire on December 26th, and a new one will be put to voters, using the same provisions as the existing one. It was emphasized that administrative salaries are not paid out of the Parcel Tax funds, as per the measure's requirements. It was noted that only four community college districts in the state have Parcel Tax measures, highlighting the rarity of Parcel Tax funds.

### **Faculty Funding and Enrollment Trends**

The committee focused on the allocation of funds for Faculty, with approximately 70% dedicated to Adjunct Faculty due to their flexibility and the temporary nature of their positions. Administration explained that Full-Time Faculty are preferred for General Fund dollars, while Part-Time Adjuncts are adjusted based on enrollment fluctuations. The discussion also covered enrollment trends, noting a slight increase in Full-Time Equivalent Students (FTES) post COVID, and highlighted ongoing construction projects, including a new library and learning resource center, as well as, infrastructure improvements.

The committee accepted the Parcel Tax Expenditure Report – 4<sup>th</sup> Quarter.

## **8. Meetings Schedule**

It was agreed to schedule quarterly meetings with a preference for Wednesday afternoons as far in advance and calendar invites will be sent.

The next Parcel Tax Oversight Committee meetings are scheduled for:

Wednesday, October 8, 2025, 3:00 pm to 5:00 pm

Wednesday, January 14, 2026, 3:00 pm to 5:00 pm

Wednesday, April 18, 2026, 3:00 pm to 5:00 pm

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

## **9. Other Announcements**

There were no other announcements at this time.

## **10. Adjournment**

The Parcel Tax Oversight Committee meeting adjourned at 4:00 pm.