



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Chris Horrock, Armine Derdarian, Amy Edwards, Tom O'Neil, Leo Orange, Jonas Crawford, Graciela Casillas-Tortorelli, Cesar Flores, Alan Hayashi, Lisa Hopper, Karen Engelsen, Carolyn Inouye, Rick Post

Absent: Jennifer Clark (proxy to Lisa Hopper), Ashley Lajoie, Veronica Isais

Guests: Dave Fuhrmann, Mike Alexander, Randy Gonzalez (for Joel Diaz), Brian Fahnestock, Emily Day, Joel Justice, Richard Duran

Meeting Date: **05/13/2015** Minutes Approved: **04/15/15** Recorded By: Darlene Inda

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

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| I. Called to Order | I,AT | The meeting was called to order at 2:05p.m. |
| II. Public Comment | I | M. Bush introduced Chief Joel Justice, Brian Fahnestock, and Emily Day from the District office.

A. Edwards mentioned the Theatre Club's Comedy Show on May 1 st . The comedians are professional working comedians. \$5 entry fee. |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. T. O'Neil moved to approve, A. Edwards seconded and <i>the agenda was approved unanimously.</i> |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from March 18, 2015. L. Hopper moved to approve the minutes as presented, A. Edwards seconded, and <i>the minutes were approved unanimously.</i> |
| V. International Student Plan | I | M. Bush discussed the handout and went over what the college is doing about international students. There has been a change to the allocation model to keep access to international students at the college to build the programs. Our sister colleges have some students but not a lot. We lost our SEVP certification when we lost our retiree. We are looking at the following year to bring someone on board provisionally sharing a person to assist in building the program. Our hope is to have 100 international students. |

*Handouts

PBC Minutes (04/15/2015)

VI. District Staffing Study

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BUSINESS SERVICES

Brian Fahnestock presented what the District feels they need staffing wise. This is for long range planning and being presented to all three campuses for feedback. In the end we will internally prioritize and reflect on the input given. When we do get viable resources we will go down that list. He went through the Proposed 3-5 year plan for each department. Talked about proposed, upgraded and restored positions and briefly explained the reasoning behind all positions needed.

-Police

Joel Justice presented his evaluation. He said we have one Sergeant who doesn't have any supervisory authority so we would like to upgrade to a Lieutenant position. He would also like to add a Clerical Assistant, as the department only has one Administrative Assistant who covers all three colleges. He would like the addition of (4) police officers so that there are four officers per shift. In the event of an active shooter we would have a full staff of police to assist. He did a study of campus police departments in the state of CA and four student/officer ratio, is 51 out of 86. He briefly discussed campus safety officers as well.

-Technology

Dave Fuhrmann provided a PowerPoint presentation and talked about IT staffing resources and addressing IT staffing needs through the program review process. He is in the process of doing a departmental re-alignment, addressing staffing districtwide as well. He provided a current model of the IT organizational chart and FTES comparison with CCC Districts within the state and said we are the least staffed for the size. His proposed IT staffing structure is until FY17.

HUMAN RESOURCES

Michael Shanahan passed out an organizational chart of positions in Human Resources at the District. He reviewed the new, upgraded, restored and existing positions as well as discussing the costs. He provided a narrative which goes along with the organizational chart on what he feels the department needs at this point in order to get the work done. He discussed and provided reasoning for each position he would like to have in his department and stated this is a very conservative plan.

VII. Resource Requests

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BUSINESS SERVICES

M. Bush talked about Business Services Resource Requests, Student Services Requests and said after PEPC has their list finalized we will talk about prioritizing

all three. He passed out the resource requests for the Business Services Unit and said the program reviews for each department under Business Services will be posted on SharePoint. He said the requests are separated by equipment and personnel and ranked individually. He discussed the requests and provided reasoning for each one.

STUDENT SERVICES

K. Engelsen talked about Student Services Resource Requests and said the post program reviews will be posted on SharePoint. She passed out the Prioritized Resource Requests for Student Services and went over the process used. She reviewed all the resources requested for staff, faculty, budget items (supplies, travel, equipment), and 3 SP funding requests.

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| VIII. Informational Item:
Strategic Technology Plan | I | M. Bush said the Strategic Technology Plan was sent out via email to everyone. Dave Fuhrmann added that this plan is required for accreditation and out of 18 objectives, 12 have been completed. He said there are still ongoing projects going into the new plan and he is in the process of editing the plan as the last one was done in 2011. He hopes to take it to the Board in June. He went through the 18 initiatives in progress. He added that there is a college technology plan as well which addresses the needs at a local level. |
| IX. Informational Item:
Accreditation Update | I | Tabled until next meeting. |
| X. Informational Item:
Communications Council | I | Tabled until next meeting. |
| XI. Adjournment | I | The meeting adjourned at 4:13p.m. |
| XII. Future PBC Meeting | I | <ul style="list-style-type: none"> ◦ TBD |