

OXNARD COLLEGE MISSION STATEMENT

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

PLANNING & BUDGETING COUNCIL

Authority

The Planning and Budgeting Council (PBC) was created to serve as the main entity for shared decision making, planning, and budgeting at the College by the authority of the Oxnard College Shared Decision Making and Collegial Consultation document approved in 2006 by the Academic and Classified Senates, Associate Student Government, and Management. The Planning and Budgeting Council reports directly to the President.

Purpose

The Planning and Budgeting Council makes recommendations to the President on all matters related to planning, budgeting, and shared decision making at the college. In making those recommendations, PBC receives recommendations and other information from all other constituency groups and participatory governance committees. Also, part of the committee's purview is the review of the effectiveness of the participatory governance process on campus.

Membership

Members come from both constituency groups' representative bodies (i.e. the Academic Senate, Classified Senate, Associated Student Government) and from management. Members are to serve staggered two-year terms and can be re-elected. In addition, all members are to have a designated alternate attend in the event of their absence.

Members have the following responsibilities:

- provide written reports to PBC of their constituency's activities
- report information from PBC back to their constituency
- present the views of the constituency they were chosen to represent, not solely their own views
- attend PBC meetings on a monthly basis (or more, when PBC deems it so necessary)

Goals

- To oversee the coordination of planning and budgeting activities at the College that ensures an integrated planning process.
- To ensure the full implementation and effectiveness of the Colleges overall planning and budgeting process.
- To optimize the funding, allocation, and utilization of all Oxnard College resources in a manner that promotes the fulfillment of its educational mission.
- To gather and disseminate accurate and current information regarding the Oxnard College budget. To promote informed and constructive dialogue for the effective development of education at Oxnard College. To ensure that participatory governance processes are effective means of decision making at Oxnard College.



Oxnard College PLANNING AND BUDGETING COUNCIL

ORDER OF THE AGENDA
Wednesday, February 17, 2016
2:00 P.M. – Student Services Conference Room

- I. (I) Call to Order
- II. (I) Public Comment
- III. (A) Adoption of the Agenda
- IV. (A) Approval of Minutes from November 18, 2015
- V. (I) Budget Update
- VI. (I) Title V Grant
- VII. (I) Informational Item: Accreditation Update
- VIII. (A) Adjournment
- IX. (I) Future PBC Meeting
 - February 17, 2016
 - March 16, 2016
 - April 20, 2016
 - May - TBD



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Ken Sherwood, Leo Orange, Art Sandford, Jonas Crawford, Amy Edwards, Carolyn Inouye, Elissa Caruth, Chris Horrock, Lisa Hopper, Linda Faasua, Veronica Isais, Richard Williams, Armine Derdarian, Cynthia Herrera, Tom O'Neil

Absent: Cesar Flores, Christina Tafoya, Alan Hayashi (proxy to Leo Orange)

Guests: Oscar Cobian, Luis Gonzalez

Meeting Date: **02/17/16** Minutes Approved: **11/15/15** 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 2:02p.m. |
| II. Public Comment | I | None |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. A. Derdarian 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 October 21, 2015. A. Edwards moved to approve the minutes as presented, A. Derdarian seconded, and <i>the minutes were approved unanimously.</i> |
| V. Announcements | I | L. Kamaila talked about the faculty hiring list and positions in ORAP. There was also discussion about hiring three counselors which would be tenure track. |
| VI. Student Equity Plan and 3SP Plan Presentations | I | L. Gonzalez began his presentation of the Student Equity Plan and stated to date they have received \$844,816 from the state. This plan is intended to address equity gaps for disproportionately impacted student groups. Every activity has to address five categories: Access, Course Completion, ESL/Basic Skills Completion, Transfer rates and Degree & Certificate Completion. The biggest gaps are in our Basic Skills Completion. We have funds allocated for each of these areas. Access – hiring a matriculation outreach specialist to increase, (2) FT Library Assistants to extend our library hours especially on Saturdays, and |

*Handouts

PBC Minutes (11/18/2015)

a Hiring PT Librarian, and Financial Aid Specialist. All the groups will have a specific person to talk to for financial aid questions. Purchasing course content so we can advertise in the community (i.e. books to rent). Course completion – doing early academic alert system through Grades First. All tutoring on campus will be funded through the Student Equity Plan. ESL/Basic Skills Completion – looking into offering more of the Basic Skills courses. Starting increase in the summer. Embedded Tutoring with Transitional Math. Degree & Certification Completion – Tutoring and will have workshops in partnership with 3SP to let students know how to complete. Transfer – campus visits to universities. We can partner with different Universities and have money set aside for these visits. He talked about various part-time positions that will be hired through this plan. M. Bush talked about the plan relating back to the mission. L. Gonzalez said the purpose of the plan is to increase the five areas discussed. He talked about the mission and how the five areas encompass the multiple pathways and to improve academic excellence.

- I O. Cobian provided a presentation of his plan which was emailed to everyone. He reviewed Parts I, II, & III of the plan and discussed the counseling positions and their assignments. He is working closely with the equity plan to make sure they are in alignment by hiring a Dean of Institutional Effectiveness and Assistant Dean of Student Success, which are not permanent positions. A Marketing Specialist here at OC and a Programmer/Analyst at the DAC related to 3SP. Each of the three colleges will contribute to the cost of this through their 3SP funds. He also discussed Classified positions that will be hired off of 3SP as well as the District Match. He also passed out a document “How Does Student Success and Support Program (SSSP)” Alignment with the College Mission*. He said one of the positions being appointed is a replacement position for a CTE counselor. M. Bush added that there is a recognition that this is something wanted on this campus and if we are going to be a comprehensive campus, we will need this position. Christina Tafoya put in for a grant that would fund a Counseling Assistant that would be staffed in the career center which is only a concept at this point. O. Cobian also talked about revamping the campus with “Go” Days which is a three day orientation that helps the students. It is traditionally right after the summer session.

- VII. Strategic Planning I L. Kamaila discussed past practices for strategic planning and the possibility of maintaining a chart to keep track. She said this is a pending item but wanted to discuss it with the committee. C. Horrock said it needs to be something that everyone understands - a mini operational version of the educational master plan. L. Kamaila said hopefully we will have an outline of the plan soon as we need to do this for accreditation.
- VIII. Informational Item: Accreditation Update I L. Kamaila said we have something written on all four standards and the Co-Chairs are reading other people's stuff. The Board doesn't have to approve it until May or June.
- IX. Adjournment I The meeting adjourned at 3:18p.m.
- X. Future PBC Meeting I ° December 16, 2015