

## 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 FOR THE MEETING OF Wednesday, February 18, 2015 2:00 P.M. in SSCR – Student Services Conference Room**

- I. (I) Call to Order
- II. (I) Public Comment
- III. (A) Approval of Minutes from  
December 17, 2014
- IV. (I) Informational Item: Accreditation Update
- V. (I) Informational Item: Communications Council
- VI. (I) Adjournment
- VII. (I) Future PBC Meeting
  - March 18, 2015
  - April 15, 2015
  - May 20, 2015\*





## 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, Cesar Flores, Alan Hayashi, Ashley Lajoie, Lisa Hopper, Karen Engelsen, Carolyn Inouye, Jennifer Clark, Raul Cardoza

**Absent:** Graciela Casillas-Tortorelli (proxy to Leo Orange), Veronica Isaïs

**Guests:** Chris Renbarger, Ken Sherwood

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Meeting Date: **02/18/2015**      Minutes Approved: **01/21/15**      Recorded By: Darlene Inda

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

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### **DISCUSSION/DECISIONS**

- |                                  |      |   |
|----------------------------------|------|---|
| I. Called to Order               | I,AT | The meeting was called to order at 2:02p.m.   |
| II. Public Comment               | I    | None  |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from November 19, 2014. A. Edwards moved to approve the minutes as presented, L. Hopper seconded, and <i>the minutes were approved unanimously.</i>  |
| IV. Student Services: 3SP Update | I    | K. Engelsen said the Student Success and Support program is about shared responsibility, and going back a few years, we lost a lot of money and had to get new students. The whole campus is helping to realign our efforts. She handed out and reviewed the "Condors Soar: Student Success and Support Plan – A Task and Resource Overview"*. She said it's not just about bringing students on campus rather it's about using this funding to make sure each student will be able to get an assessment. Next is the orientation and what can be provided, followed by counseling so they can get a really good educational plan. Students are worked with very closely on follow-up to ensure students stay in their classes. She added that they are starting to move into the outreach with the high schools and working with our high school partners. She also said the Student Leadership team is doing program review on 3SP, which will tie into the accreditation self-study. As for spending our money, K. Engelsen said we are on track and have spent about half of our counseling dollars |

\*Handouts

She handed out the Student Success and Support Services: Fall 2014 Report Out\*. Ashley Lajoie walked the committee through the handout and said the focus was to look at our new students for Fall. She added that what's most significant is the Comprehensive Ed Plan and said we have decided in orientations to have a 2-semester Ed plan. By getting this information we are refocusing our efforts. We are calling, emailing and leaving messages to let them know they need to come in. If they don't do this, they will lose their priority registration. Students don't seem to understand what losing their priority registration means. In Fall 2016, students that are on BOG fee waivers (which is 80% of students) and don't meet the academic requirements, will lose their funding.

V. Discussion:  
Faculty Priority List

I M. Bush said in the past PEPC has sent over program review scores. We haven't been hiring new faculty and that's the case for this semester. We are hiring a music professor to replace James Kenney. We have also hired a new counselor, but there will be pressure on us next year to hire a new-hire. We don't know what our new interim or permanent president will do but this semester as a committee we really need to figure out our process.

He said this year Student Services, Business Services and all groups resource requests need to come together. Whatever the need might be we need to have it for all groups. He asked that at the next meeting, everyone should come prepared to discuss the process and principles to decide. He added that we did not fund all the staff requests but with IELM monies we were able to fund equipment and office supplies that were requested. We have a long ways to go on staffing, not just faculty. L. Kamaila talked about FTES generation and high productivity and that it doesn't have to be this committees' principal but we can discuss other principals.

VI. Discussion & Update:  
Waitlist & Registration

I Waitlist doesn't automatically move the students into a class. They must have access to the portal or email forwarded that they check. Students really need to check the portal otherwise they won't know they've been promoted to the class. Questions were asked why we wait so late to register students for class and the discussion at DTRW-SS about when should we have registration came up. Because of prerequisites, students don't register until they know if they're going to pass.

VII. Student Equity Funding:  
Implementation &  
Planning

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Dr. Luis Gonzales is coming on board next week as our new Assistant Dean. He will be the Student Equity Coordinator to handle the funding. L. Kamaila said we don't know at this time if a Transfer Center will be proper use of equity funds yet. Questions regarding what classification the coordinator must be came up and the general idea was that each campus should be able to make their own decision. C. Flores said there are implementing guidelines for transfer centers that we can use as reference. L. Kamaila said she will bring it to Senate on Monday. She asked the committee how they want to go about writing this and the general consensus was towards flexibility.

VIII. State Budget Update

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Mike handed out an email about the 2015-16 Governor's Proposed Budget\*: Prop 98 is doing well. Analyst foresees prop98 continuing to grow. It will then slow to 1.5-2% growth, but the caviat is that we are due for a recession. \$200 Million went into student success which was split equally between 3SP and Equity. We will get about \$450K for each of the programs. Increased access money – there is now a formula based off of need based of the geographic need. COLA – 1.58%, Prop 39 – \$900K we will get, \$358 million in block grants, \$500M investment in Adult Ed, Basic Skills, Citizenship, ESL and CTE programs. This is a proposed budget. There are several groups in the state that are not happy – they think more \$ should have gone to social service, healthcare and the safety net.

R. Cardoza asked what 1% growth means for Ventura and Oxnard and M. Bush said if it was equal across the district, we would be able to grow by 51. It's important to keep in mind we don't get funded for growth in the year we grow. District will go up 230 and depending on the day and how ambitious people feel – we will have an opportunity to grow by 3%. We have a sister college who is behind 9%. We are close to 20%. The committee discussed how the money is handled. DCAS is a recommending body.

- IX. Informational Item: Accreditation Update I L. Kamaila said a list will be going out of people who are writing each standard. We are trying to gather evidence of where we are doing well and interested in hearing from people where the evidence is and where we are not doing well. She will send out the list of who's co-chairing and who is writing. M. Bush said we will be organizing tomorrow and will have an outline done in a week.
- X. Informational Item: Communications Council I Referenced the handout from November. They did not meet in December. There will be a survey of the members to find out what works best.
- XI. Adjournment I The meeting adjourned at 3:35p.m.
- XII. Future PBC Meeting I ° February 18, 2015