

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, April 19, 2017
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 March 8, 2017
- V. (I) Student Services Program Review Recap
- VI. (I) Budget Update – Dr. Azari/Dr. Bush
- VII. (I) PEPC Report Out
- VIII. (I) Informational Item: Accreditation
- IX. (I) Informational Item: Strategic Planning
- X. (A) Adjournment
- XI. (I) Future PBC Meeting
 - May 10, 2017 – Condor Hall Conference Room



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Amy Edwards (*acting co-chair*), Graciela Casillas-Tortorelli, Catalina Yang, Armine Derdarian, Tom O'Neil, Leo Orange, Jonas Crawford, Cesar Flores, Elissa Caruth, Alan Hayashi, Chris Renbarger, Veronica Isais, Carolyn Inouye, Linda Fa'asua, Linda Kamaila, Art Sandford, Cynthia Herrera, Luis Gonzalez

Absent: Diane Eberhardy (*proxy to Amy Edwards*), Richard Williams, Lisa Hopper, Oscar Cobian, ASG Rep, Christina Tafoya

Guest(s): Cynthia Azari

Meeting Date: **03/07/17** Minutes Approved: **02/15/17** Recorded By: Darlene Inda

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

DISCUSSION/DECISIONS

- I. Called to Order I,AT The meeting was called to order at 2:00p.m.
- II. Public Comment I No comment.
- III. Adoption of the Agenda I,AT The committee reviewed the agenda as presented. E. Caruth moved to approve, L. Fa'asua seconded and *the agenda was approved unanimously.*
- IV. Approval of Meeting Minutes I,AT The committee reviewed the meeting minutes from February 15, 2017. C. Renbarger moved to approve the minutes as presented, C. Yang seconded, and *the minutes were approved unanimously.*
- V. District Office Lease
- o Lease Savings of Current Office I, AT M. Bush discussed the impact on the district budget and that the new office building has tenants and they will collect rent on these tenants. Currently, we have an estimate of \$281K a year we should be collecting from the tenants. He said there are expenses in operating the building and some are associated with the tenants and some are with the other space when the DAC moves in there. There has been a debate on what should happen with that rent. At the new building there will be utilities, etc. and a lot of unknowns but what was decided was that the rent and expenses will go into a 114 account until we get a handle on it. There's been talk about
 - o Rental Income on New Building

**Handouts*

PBC Minutes (02/15/2017)

throwing the rent into the infrastructure model but we will hold it for a year until we get some hard data.

He discussed a more volatile issue regarding the district's allocation. He said in prior years the district received 6.98% of the overall available funds to run the district; \$420K was to pay rent to Ventura Unified. The district has now stated they need to need to keep the \$420K in order to cover their payroll so they are still going to need the available funds. There are strong feelings about this in that the savings should be reduced off of the district allocation and that the colleges and district office should benefit from the rent savings. There is also a tradition that we want to hold harmless. No one wants to force the district office into layoffs. There is proposed language that we will have to weigh in on. Mike read the proposed language to get feedback from PBC. Although it was never articulated that the money would go to the colleges, we would like to recommend a change but will continue discussing it for the 2019 budget.

L. Kamaila said when this came up as part of the discussion at Academic Senate, every senator was very upset and directed her to go back to DCAS and talk about the building. M. Bush said at the retreat a Board member made recommendations on a district reorganization that involved four high level positions that included a Deputy Chancellor, Assoc. Vice Chancellor of Facilities, and an Internal Auditor. There was not a board action as far as he is aware but they are doing a study. It's at the discussion level right now and no positions moving forward on a recommendation at this time. M. Bush asked the committee what they would like to do with the language DCAS is proposing.

A. Hayashi added that this year they have not used the \$420K to cover the current salaries and expenses that are at the district and this is new money starting May 1st. The argument from the senior management at DCAS says they need the \$420K to cover the current level of expenses they have now in this next fiscal year and basically the Vice Chancellor was not willing to present a budget that did not include keeping the \$420K for next year. He feels this is a tremendously uncomfortable compromise from the Academic Senates at the colleges as well as AFT.

J. Crawford motioned to move forward with the proposed language from DCAS presented by M. Bush, T. O'Neil concurred, and the committee voted unanimously.

E. Caruth would like to amend the motion to make the language stronger to say either "request", "will", or "shall", rather than "would like to". J. Crawford amended the motion, T. O'Neil concurred, and the committee voted in favor unanimously.

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| VI. PEPC Report Out | I | A. Edwards said we are working on the program review cycle now. All annual and multi-year forms are due March 7 th into SharePoint. There are 12 programs in the scrutinized multi-year process. Every other program will put up a one-page annual. The reason this is due in March is so faculty can put their resource requests together to go with the program review. We are talking about ranking the resource requests at PEPC. M. Bush added we need to overhaul our program reviews across campus and revisit our resource allocation process as these were hints that came through accreditation but it's up to us to do it but we need to start with strategic planning instead. A. Edwards responded that there is a lot of connection between the Student Learning Outcomes and resource requests. |
| VII. Report/Rubric for Service Unit | I | Tabled until next meeting. |
| VIII. Informational Item: Accreditation Update | I | Dr. Azari spoke about the letter from the ACCJC and the Charrette on the 23rd. She's hoping by the end of the semester we have goal areas. She said the ACCJC will come visit in late April/May 2018 and we will be able to show them the process we have followed. The district has a recommendation and Dr. Azari read the recommendation to the committee. She is confident with the report due next year and thanked everyone who helped with the accreditation process. |
| IX. Informational Item: Strategic Planning | I | C. Herrera said there is a lot of planning going into the charrette process. The committee is trying to ensure it is a collaborative effort by having the steering committee play an active role in creating this process. At the next meeting we will be looking at the data obtained from the vision and values event and also the charrette. |
| X. Adjournment | I | The meeting adjourned at 3:09pm. |
| XI. Future PBC Meeting | I | ◦ March 8, 2017 |

PLANNING AND BUDGET COUNCIL
DISCUSSION NOTES
March 8, 2017

ATTENDEES: Mike Bush (*co-chair*), Diane Eberhardy (*co-chair*), Tom O'Neil, Leo Orange, Jonas Crawford, Cesar Flores, Alan Hayashi, Chris Renbarger, Veronica Isais, Oscar Cobian, Carolyn Inouye, Sandra Mayorge (*ASG Rep*)

ABSENT: Graciela Casillas-Tortorelli, Catalina Yang, Armine Derdarian, Amy Edwards, Richard Williams, Elissa Caruth, Lisa Hopper, Linda Fa'asua, Linda Kamaila, Art Sandford, Cynthia Herrera, Christina Tafoya, Luis Gonzalez

DISCUSSION START TIME:

2:09pm

No quorum – no action taken on approval of meeting agenda and meeting minutes.

NEW BUSINESS:

Budget Update – Mike Bush

Not a lot of updates – State tax receipts holding steady. Waiting for the official word on STRS to increase after adjusting the returns. The Board adopted budget assumptions and allocation model so we can start building the budget. It will be lower next year. Modest year budget like last year but we are not anticipating layoffs or any big budget reductions. The Governor is proposing to give EOPS and DSPS 1.8 % COLA. SSSP and Student Equity are not getting COLA – they are flat.

Update on DAC Lease Language – Mike Bush

He passed out what was proposed at DCAS and what will go into the budget book. There was a lot of discussion about it last night from the three of Academic Senates, which is a conversation that will continue. For 2018, it will be left alone and we will continue conversation right after the budget is wrapped up for this year. We didn't let go of anything but we have the practical solution of moving forward.

INFORMATIONAL ITEM: ACCREDITATION:

Reduced down to one improvement which revolves around planning. There is an expansion of the District's recommendation stating that any employee involved instruction should be part of student learning outcomes. The ACCJC are coming back in 18 months. D. Eberhardy said Academic Senate are upset and do not believe student learning outcomes should be part of their evaluations. C. Inouye said it's in there to improve the entire learning process for students. D. Eberhardy talked about the PEPC process and reviewing service units and coming up with metrics to evaluate.

D. Eberhardy invited PBC to PEPC's next meeting to view their program reviews which will be held on March 28th. PEPC will be reviewing multi-year and annual program reviews on April 25th.

INFORMATIONAL ITEM: STRATEGIC PLANNING:

C. Renbarger said there was an All Campus Review in January where we received feedback on the Vision and Values statement. In February, we had the charrette event from community members and he's now going through data.

DISCUSSION END TIME:

2:30pm