

## 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 20, 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 March 16, 2016
- V. (I) Ranking of Restitution of Budget Reductions
- VI. (D) Strategic Planning
- VII. (I) Informational Item: Accreditation Update
- VIII. (A) Adjournment
- IX. (I) Future PBC Meeting
  - May - TBD





## PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

**Present:** Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Carolyn Inouye, Armine Derdarian, Chris Horrock, Jonas Crawford, Ken Sherwood, Jesus Vasquez (*ASG Rep*), Chris Renbarger, Tom O'Neill, Linda Fa'asua, Art Sandford, Veronica Isais, Cesar Flores, Amy Edwards, Leo Orange, Elissa Caruth, Richard Williams, Lisa Hopper, Alan Hayashi

**Absent:** Oscar Cobian, Ken Sherwood, Cynthia Herrera, Christina Tafoya, Luis Gonzalez

**Guests:**

---

Meeting Date: **04/20/16**      Minutes Approved: **03/16/16**      Recorded By: Darlene Inda

---

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

---

### **DISCUSSION/DECISIONS**

- |                                 |      |  |
|---------------------------------|------|--|
| I. Called to Order              | I,AT | After everyone went around the room introducing themselves to our new ASG Rep, the meeting was called to order at 2:05p.m.   |
| II. Public Comment              | I    | L. Kamaila talked about the nine new offices in Condor Hall and they will go by seniority by Friday. We have to have the decision made soon so M&O can make plans. M. Bush offered a tour of Condor Hall. He said we will have more study rooms in the Library because Instructional Technologists will go into Condor Hall.   |
| III. Adoption of the Agenda     | I,AT | The committee reviewed the agenda as presented. A. Derdarian moved to approve, C. Renbarger seconded and <i>the agenda was approved unanimously.</i>   |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from February 17, 2016. A. Edwards moved to approve the minutes as presented, A. Derdarian seconded, and <i>the minutes were approved unanimously.</i>  |
| V. Budget Update                | I    | M. Bush said last year was the best budget year ever and had a modest COLA of 1.2 and \$6 million for operational increases (PERS and STRS). We received about \$1.4 million for full-time faculty conversion. We received \$2.4 million of new money and took \$800K towards prior year salary adjustment, PERS and STRS, and health benefits costs. We took another \$800K for |

\*Handouts

PBC Minutes (03/16/2016)

restoration of positions. We set aside \$800K in the budget knowing that FT faculty will cost more and set aside money for increase PERS and STRS for next year. We then had some items not in our favor which was growth. The college gets paid for how we grow up front, so the district would put it in the ending balance and the colleges would get that money the year after. We used that money for the current year salary settlements. We learned late in the game there was no pot of money sitting there and the colleges would need to absorb the current year settlements. He talked about SEIU settlements. We were asked to plan on a 3% salary increase plus increase in health, welfare, PERS and STRS. Total cost is going up 5%. 90% of our costs are going up 5%. We then found out about the implicit price deflator. As we were very happy that gas was going down, our COLA went from 2.2 from a .47 COLA. We are not going to meet our base as a district. We also have declining enrollment. Our base gets re-benched. We are going down by almost 2% and will take a hit close to \$500K.

M. Bush passed out the "2016-17 Estimated Budget Adjustment"\* sheet and reviewed the costs, revenue & cost avoidance, and possible reductions. He reviewed the sheet and said that no one is looking at layoffs. The executive group met and then met with Presidents Cabinet and made some more reductions. Next steps after we close the gap, the President's Cabinet will look at this list and prioritize. The recommendation to the president is to have two bodies do the prioritization.

Regarding enrollment, M. Bush said once we finish the Dental Hygiene building, we will have two cohorts again and will complete and increase enrollment. The completion of Condor Hall will help too. L. Kamaila asked about 2017-18 and M. Bush said he is hopeful we will have growth. She also asked about Prop 30 and he said it's going to go away and due to sunset.

They talked about the property/land being sold in Camarillo at the FSTA. The land that's worth the most is the corner of Pleasant Valley and Las Posas, because it's a street frontage. The Sheriff's Dept. and a private developer are interested.

## VI. Program Planning

- I Regarding program review – some programs have received a much greater drop than others. A. Edwards said we moved to a three year cycle for PEPRs. We called people who did the multi-year PEPR last year. Current concerns were posed by the PEPC committee that if everyone wasn't filling out a form (PEPR) they would have nothing to compare how the PEPR relates to the resource request. A short form was created for those not doing a PEPR so they could do a resource request form. Amy went through the changes PEPC wants to the resource request form. L. Kamaila said there is also talk about reducing their resources. In addition to EMT and Theatre Arts we need additional athletic performance classes. They talked about CTE courses and recertification classes and continuing education classes as well as not for credit and credit courses. L. Kamaila said there are proficiency certificates we can do that wouldn't cost us much. The biology people are talking about classes that help for nursing majors. Those proficiency certificates do not have to go to the state, just to the Board. She talked about what other schools are doing and what their popular classes are. A. Edwards said we need to change the dialogue in the PEPR so the program review does what it's supposed to do. She doesn't want to see a program review with a campus wide dialogue.

A. Hayashi said our current budget is based on FTES and one of the things when the budget is going good we try to build our enrollment and when it goes down, we are cutting our enrollment. We need to think about maybe looking at exchanging summer FTES, getting to our cap because at some point when our budget goes down – we will see an increase in students. He thinks we need to have planning in terms of the college and looking at where we want to go, not based on the budget. Right now we don't do that as a college or a district. L. Kamaila said we need to have a more concrete list of programs. Program review can never invent a new program.

## VII. Future Budget Prioritization

- I M. Bush said we are not ready. Tomorrow we will have the rest of the data to do prioritization. The next meeting we can present and prioritize. If you have ideas or thoughts about this you can email him. K. Sherwood said one of the things he recognized in all the research but not doing as much on the front lines is maintaining a high interaction with our students. We need to communicate constantly with our students, keeping on track.

VIII. Informational Item:  
Accreditation Update

I No Update

IX. Adjournment

I The Committee talked about changing the priority registration date again over at the district. L. Kamaila said we will bring it here to PBC first and then over to senate.

The meeting adjourned at 4:02p.m.

X. Future PBC Meeting

I ° April 20, 2016

DRAFT