



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, Ashley Lajoie, Veronica Isais, Karen Engelsen, Carolyn Inouye, Francisco Ferreyra (*ASG Rep*), Jennifer Clark, Raul Cardoza

Absent: Alan Hayashi, Lisa Hopper

Guests: Elibet Valencia

Meeting Date: **03/18/2015** Minutes Approved: **02/18/15** 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 2:00p.m. |
| II. Public Comment | I | Early registration will begin in March for summer registration. Students will be contacted through student services but they should listen to their instructors on the new dates. M. Bush said the biggest problem will be with payment plans; if a student has a plan and puts money down for summer but it's still spring semester, the money will go towards their balance from spring. We will be offering a 4-week session which will mostly be online because it overlaps into the next session. He added that the District will be paying for this – not the College. It's not coming out of our college allocation. He also said that although it may not be the best 4-week schedule for students; the good news is we will get more FTES. There is also talk of having Fall 2016 registration in March 2016. A. Lajoie said it will be in favor for students with the BOG because if they register for Fall before Spring is over, and they don't pass their class – their BOG waiver can't be revoked. Registration for Fall 2015 is in June 2015. |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from December 17, 2014. A. Edwards moved to approve the minutes as presented, T. O'Neil seconded, and <i>the minutes were approved with refinements.</i> |
| IV. Student Services: 3SP Update | I | K. Engelsen passed out the 3SP 2013-14 Year-End Expenditure Report. She said we are on top of the |

**Handouts*

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budget as the amount is less than half of what we have for this year. As we get closer to the end of the semester, she will provide more updates on the expenditures. She said we have served 50-70% of our students. A. Lajoie passed out the Student Success and Support Services Monthly Update* and said the services on the report could have received these services from other colleges. She went through the update and explained to the committee. She also handed out a letter that will go out via email to the student addressing what they have not completed. She's hoping it will be a way to assist students in understanding why they may be delayed in their registration.

K. Engelsen stated that group counseling workshops will be offered and she's working with Graciela on this. She added that most students are not checking their portal so they will follow-up with an email as well as a letter to their home address. She said the goal is to get the numbers to 100%. The whole point of 3SP to get them prepared. L. Kamaila mentioned that students are saying they weren't aware they were waitlisted. She checked with IT and she found that they for sure were emailed. So she asked that everyone encourage their students to check their portal and email.

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| V. Informational Item:
Accreditation Update | I | L. Kamaila said she will email faculty to see if there is a gap they see in the standard. She also mentioned that we are very close (10 away) from the FTES goal we set. Ventura is in danger of losing their medium college status, so if we gain a couple percentage points in FTES it might offset that. |
| VI. Informational Item:
Communications Council | I | No meeting last month and are working on trying to come up with a date that will work best for everyone. L. Kamaila said we have done a much better job at this campus in communicating than we used to do. |
| VII. Adjournment | I | The meeting adjourned at 2:35p.m. |
| VIII. Future PBC Meeting | I | ◦ March 18, 2015 |