



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush, Linda Kamaila, Armine Derdarian, Amy Edwards, Francisco Ferrerya, Lisa Hopper, Tom O'Neil, Jonas Crawford, Graciela Casillas-Tortorelli, Ashley Lajoie, Veronica Isais, Jennifer Clark, Cesar Flores, Chris Horrock, Alan Hayashi, Carolyn Inouye, Raul Cardoza,

Absent:

Guests: Chris Renbarger, Ken Sherwood

Meeting Date: **04/15/2015** Minutes Approved: **03/18/15** 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 2:02p.m. |
| II. Public Comment | I | Francisco – announced English honor society having open mic night. Poetry, standup comedy. Proceeds go to a charity.

World Water day March 22 nd |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from February 18, 2015. A. Edwards moved to approve the minutes as presented, F. Ferrerya seconded, and <i>the minutes were approved unanimously.</i> |
| IV. Resource Request Process | I | L. Kamaila said the resource requests are typically tied to program review for instruction. She asked the committee how they want to do this and if a rubric is needed. T. O'Neil stated in the past, the ratings on program review were done by trading, group meetings, etc., so if you tie funding to program review, there may be a tendency for it to affect the program review. L. Kamaila responded that for accreditation we have to show some sort of connection between program review and resource requests. Student Services, Business Services and Instruction will all rank their own units and submit their rankings to PBC. The committee talked about what they've done in the past and presentations that were made. All three rankings of resource requests (Student Services, Instructional and Business Services) will come at the next meeting in April. |

*Handouts

PBC Minutes (03/18/2015)

The committee talked about separating personnel from equipment, items and the importance of items needed relating to safety issues. Mike said we do have some hard areas to fill (personnel) with adjunct faculty. He thinks we will restore a lot of our adjunct sections by next year which has its own process and timeline. He said we did go up one faculty member this year and hired a career counselor full-time.

- | | | |
|---|---|--|
| V. Integrated Planning Processes | | Discussed within Item IV. |
| VI. Informational Item: Accreditation Update | I | The committees are moving forward. R. Cardoza said we are asking each standard to give a presentation. K. Sherwood provided it for Standard I. The next meeting is in April where we have standard II (Student Services, Library and Instruction) who will present that day. He added that Dr. Duran does not want an outline, he wants a narrative. There may be another meeting in May as well. M. Bush said once we have everyone's writing, we still have a commitment from Carole Bogue that she will finalize and make it in to one document. Dr. Cardoza's last day is April 3 rd and he will be returning for interviews and will be here for graduation. |
| VII. Informational Item: Communications Council | I | Having hard time to find time to meet. The idea was to address an accreditation need to for better communication. Dr. Duran suggested we have a study on communication patterns on campus. What tools are we actually using to keep in touch? L. Kamaila talked about communications discussion at the Department Chair meetings. |
| VIII. Adjournment | I | The meeting adjourned at 2:55p.m. |
| IX. Future PBC Meeting | I | ◦ April 15, 2015 |