



## 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, Lisa Hopper, Oscar Cobian, Carolyn Inouye, Linda Fa'asua, Linda Kamaila, Art Sandford,

**Absent:** Diane Eberhardy (*proxy to Amy Edwards*), Richard Williams, Veronica Isais, ASG Rep, Christina Tafoya, Cynthia Herrera, Luis Gonzalez

**Guest(s):** Cynthia Azari

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Meeting Date: **05/10/17**      Minutes Approved: **04/19/17**      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**

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| I. Called to Order                       | I,AT | The meeting was called to order at 2:06p.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. Orange seconded and <i>the agenda was approved unanimously.</i>   |
| IV. Approval of Meeting Minutes          | I,AT | The committee reviewed the discussion notes from March 8, 2017. C. Yang moved to approve the minutes as presented, C. Flores seconded, and <i>the minutes were approved unanimously.</i>   |
| V. Student Services Program Review Recap | I    | <p>O. Cobian presented that in March everyone submitted their program reviews as well as allocation requests. He plans to change this process in his department in the upcoming year to make it better.</p> <p>G. Casillas-Tortorelli presented the resource requests and said she understands that there are limited funds for these requests but she at least wants it documented.</p> <p>-(1) FT Counselor – she discussed the CTE Counselor and SSSP Counselor. They are in high demand with students as well as with Student Equity and 3SP. We are having to redo Educational Plan and Comprehensive Plans. We do not have the resources needed to serve the students as they deserve.</p> |

\*Handouts

PBC Minutes (04/19/2017)

-(1) FT Office Assistant - they do not have an Administrative Assistant.

-(1) Screen in the reception area to run educational videos, services for the college, etc. Something for the students to view when they are waiting.

Graciela will upload the program review, resource requests to SharePoint – Mike requested the link be sent to the committee.

J. Diaz presented his requested items:

-Travel Budget Line Item request. He spoke about Registrars conference where he can get updates, compliance information, etc. He's applied for PDC funds but denied because it was decided that this conference is mandatory in order for him to do his job. He's always been able to secure funds but it hasn't been easy. He's proposing \$3000 each year to be budgeted in. Having a budget line item will help his staff to attend these pertinent conferences.

-Line Item for Degree and Certificate Paper. We print them in house and have the software to do so. A standing line item be available in case we need more. \$4000 for three years. Cost to do in house is \$.75/degree or certificate and outsource is a couple dollars. Because his budget is so small – he sometimes can't order transcript paper, Certificate paper, and degrees, etc.

VI. Budget Update – Dr. Azari

I

Dr. Azari presented the 2017-18 budget challenges.

- Expected Challenges
  - Lower allocation from prior year shift
  - Increase in Retirement Benefits for STRS and PRS
  - Increase in Faculty Health Benefits
- Unexpected Challenges
  - Retiree Liability Increase
  - Actual health retiree liability
  - Calculated Retiree Rates FY18
  - Change
  - Overall 5.30% for faculty and 2.80% increase for Staff (unexpected increases for health liability)
- How does this Impact OC?
  - Budget Adjustment for 17-18. She reviewed revenue, faculty costs, STRS, HRL, Health Insurance and Classified and Management PRS HRL for a total over \$1.5 million that we will have

to look at in our current budget. We have to reduce our budget by this amount.

- Budget Strategies
  - Reverse Set Aside from FTES Shift
  - Non Positional Budget Reductions – we have to start looking at everything we do because she does not want to go into layoffs. We need to look into where we can cut back.
  - Hiring Freeze – when there is a vacant position – we evaluate before we fill it to make sure we really need it.

M. Bush discussed professional experts, provisional employees, and student workers. We will have to look at controlling those costs. Student Workers – maybe we can see if Financial Aid can assist with the cost or Cal Works. It's important we all coordinate to trim costs.

A. Sandford asked if the \$1.5 million is ongoing and M. Bush said yes, it will grow. We are looking at a 7% increase in faculty costs. We are paying 8% more to get the same amount of service. Every year STRS goes up.

Dr. Azari said this is all informational and she will continue this discussion and will also discuss with Classified Senate as well as Academic Senate.

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| VII. PEPC Report Out                              | I | A. Edwards said at the last meeting we reviewed the multi-year programs. Everyone recorded their feedback which can be viewed on SharePoint.<br>The next meeting, we will look at all the annual reports. We are on a three-year cycle – so there is a group of programs that have not gone through the multiyear cycle. |
| VIII. Informational Item:<br>Accreditation Update | I | No Update  |
| IX. Informational Item:<br>Strategic Planning     | I | Tomorrow is the Strategic Planning Session from 10:30-12:30 with lunch to follow. This is to give feedback on the college from faculty and staff. Over the summer we will work on the goals and objectives to be ready for October at flex.  |
| X. Adjournment                                    | I | The meeting adjourned at 2:52pm  |
| XI. Future PBC Meeting                            | I | ◦ May 10, 2017   |