



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Jennifer Clark (*acting co-chair*), Diane Eberhardy (*co-chair*), Graciela Casillas-Tortorelli, Catalina Yang, Amy Edwards, Tom O'Neil, Leo Orange, Luis Gonzalez (*proxy from Jonas Crawford*), Cesar Flores, Elissa Caruth, Alan Hayashi, Chris Renbarger, Lisa Hopper, Carolyn Inouye, Cynthia Herrera

Absent: Mike Bush, Armine Derdarian, Richard Williams, Veronica Isais, Oscar Cobian, ASG Rep, Linda Fa'asua, Linda Kama'ila, Art Sandford, Christina Tafoya

Guest(s): Cynthia Azari

Meeting Date: **09/20/17** Minutes Approved: **05/10/17** 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 2:10p.m. |
| II. Public Comment | I | No comment. |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. It was requested that Item VI move above Item V. A. Edwards moved to approve, T. O'Neil seconded and <i>the agenda was approved unanimously with changes.</i> |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the discussion notes from April 19, 2017. A. Edwards moved to approve the minutes as with changes, C. Renbarger seconded, and <i>the minutes were approved unanimously.</i> |
| V. PEPC Results & Resource Request Forms | I | Diane Eberhardy passed out the 2016-17 Resource Requests by Discipline for FY2017-18. She called on PBC to go over this spreadsheet. She stated that PEPC went through and ranked the multi-year programs and annual reviews. C. Flores asked about the presentations by Student Services and their requests not being included on this spreadsheet. C. Inouye said down the line the plan is to have everything integrated however PEPC has always concentrated on instruction. Dr. Azari added that once we have goals and objectives in the strategic planning process, we will be relating them to the resource requests on campus. |

D. Eberhardy said as far as PEPC goes, the committee was not advised to rank non-instruction for 2016-17, but will next year. A. Edwards asked if we can do it in the Fall when PEPC isn't so busy. D. Eberhardy responded that PEPC ranks in the spring because of the data and grades that need to be input into the system.

These were all the requests that came forward to PEPC to send to PBC. Included in the spreadsheet was the program name, discipline, resource description, amount, criteria, fund source, priority, and who submitted by. PEPC asks these departments what they need to keep their program functioning properly.

C. Herrera said the only gap is PEPC is ranking the programs and not addressing the requests. This is not reflective of what PEPC needs to be doing. C. Inouye added that in the past PEPC did rank programs and sent their list to PBC, however it hasn't been done in the past few years. L. Gonzalez said as part of the strategic planning process we are going to write in what the PEPC process is and the clear connection from PEPC to PBC.

D. Eberhardy said the responsibility of PBC and one of their main goals is to optimize funding, allocation, and utilization of all Oxnard College resources in a manner that promotes the fulfillment of its educational program.

Dr. Azari recommended that the recommendations go to the Deans Council this year only and then to President's Cabinet for final approval. She will work with the executive team and discuss funding sources.

In collaboration with the data submitted for program reviews, there was a motion made for all resource requests to be collected for both non-instruction, instruction and merged with the current PEPC list, given to the deans to review, prioritize, and then submitted with their recommendations to the President with the report back in the fall for FY 17-18. Motion was made by L. Hopper, seconded by A. Edwards, and the committee were all in favor with one exception. The motion carried and passed.

VI. Budget Update

- I J. Clark said the budget is still a moving target. There will be a conference call Thursday at 10am, and the Governor will present the May revise. She is currently working on the tentative budget and numbers are due next Tuesday. We have the draft mostly completed and will incorporate any changes based on what the Governor says tomorrow. She passed out the comparative budget summary for the unrestricted

general fund. For FY18 we are facing some challenges as we have a revenue shortfall and spending increases. We now have a budget gap we have to close. She passed out a perspective of this year (16-17) of what we've expended through 4/30/17. She went through the summary and outlined each item and its cost.

A. Edwards asked if salary and benefit costs are usually that high being 95% and Dr. Azari said that is high and usually you want to keep it below 90%.

D. Eberhardy asked what contingency means and J. Clark said every college budgets contingency every year due to surprises, and there is always some sort of surprise. She said it does not appear that we will need to spend all of that contingency, but we will see how the summer enrollment is. She then presented the Budget Balancing Strategies: use of prior year transfer, staff turnover, PAB reductions, budget reductions, and transfer from other funds, and lower contingency. She added that we need to get our enrollment up and our expenses down.

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| VII. Information on IELM and Lotter Funds | I | J. Clark passed out a copy of the IELM spreadsheet for 16-17 and how it was spent. She said whatever is not spent will carryover. C. Inouye asked if we have the flexibility to decide if we want to change the allocation of the IELM funds. J. Clark said that's how it's being done now. Business Services just needs to be notified of the change. L. Gonzalez said that part of the strategic plan will hopefully address all of this and makes sure there is a proper process and procedure. |
| VIII. 2017-18 Meeting Calendar | I | The committee members stated that the calendar is fine for next year. D. Eberhardy asked the chairs of the committee for the list of faculty who will attend next year. |
| IX. Informational Item: Accreditation Update | I | Tabled until next meeting. |
| X. Informational Item: Strategic Planning | I | Tabled until next meeting. |
| XI. Adjournment | I | The meeting adjourned at 3:50pm |
| XII. Future PBC Meeting | I | ◦ September 20, 2017 |