



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Armine Derdarian, Amy Edwards, Diane Eberhardy, Leo Orange, Chris Renbarger, Tom O'Neil, Oscar Cobian, Vanessa Alcaraz (*ASG Rep*), Cesar Flores, Linda Faasua, Jennifer Clark, Alan Hayashi, Catalina Yang, Lisa Putnam, Carolyn Inouye, Jonas Crawford, Lisa Hopper, Elissa Caruth

Absent: Graciela Casillas Tortorelli, Richard Williams

ExOfficio/Guest(s): Cynthia Azari, Art Sandford, Cynthia Herrera,

Meeting Date: **10/04/17** Minutes Approved: **09/20/17** 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 2:05p.m. |
| II. Public Comment | I | No comment. |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. A. Edwards moved to approve, A. Derdarian seconded and <i>the agenda was approved unanimously.</i> |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from May 10, 2017. A. Edwards moved to approve the minutes, L. Orange seconded. A. Hayashi had some changes to the minutes for grammar and rewording. The minutes were <i>approved unanimously with changes.</i> |
| V. Review of Membership, Charge and Goals | I | <p>L. Kamaila said we have adopted changes to reflect organizational structure that still need to be ratified in the PG manual. M. Bush said when we went to the two VP model and additional departments to the college, it was decided we would add an additional faculty member, senate rep member and two VP's were added as managerial representation. The third management position is the Dean of Math & Science. Membership now has (10) senate appointed faculty members, (1) AFT rep, (4) voting managers, (4) voting classified, and (1) student rep from ASG.</p> <p>L. Kamaila added this committee makes recommendations to the President on all matters,</p> |

*Handouts

PBC Minutes (09/20/2017)

planning budgeting and shared decision. She continued to read the purpose of the committee and read through what the members of the committee's responsibilities are as well as the goals of the committee. In reading the goals she said in the last three years we've seen all the relevant plans come through this committee on some level. She also said we are supposed to review certain documents, such as the facilities master plan and educational master plan, and we are supposed to evaluate these as an integrated whole as this committee makes modifications to the manual before it goes to the senates.

M. Bush talked about our processes which were highlighted as being deficient with accreditation. He talked about the budget allocation development and planning process adopted in 2012, which is very involved and asked C. Herrera to help synthesize the document to one page. He passed out a flow chart for Oxnard College's Integrated Planning Process * which talks about program review. He also handed out two budget calendars*, one is current and the other is proposed, which shows the State, District and Oxnard Colleges items for each month of the year. He went through each column and items that are due and the actual dates. He talked about building the budget and how we need resource requests done by March 2018. He said everyone will now do program review in the fall. Under the proposed calendar, he talked about the highlighted areas. He's also proposing to develop a matrix that takes into account program reviews and recommendations. We need to be doing this and say we are doing this every year. He added that in October we would finalize personnel and then look at facility requests. On a side note, he talked about the marine center which some felt didn't go through the proper process. He said for now, the money is in an account so that the request can go through the proper process. As far as supplies and equipment, we received a lot of requests which we will have to go through as well. He proposed to get this done by November and requested some additional meetings in the beginning to get caught up as our window to respond to accreditation is short. The chancellor said the report is due in March, however, he wants a 1st and 2nd reading first so it's due now in November, so our window for writing the report and gathering evidence would be October. He would like to meet in two weeks to talk about the rubric/matrix for the process.

D. Eberhardy expressed concern for PEPC as they are trying to get all program reviews done before spring break and next week the PEPRs will barely be available for data. Dr. Azari said we need to look at our program review process and make changes now. D. Eberhardy said she knows it will be more work, but she thinks PEPC should evaluate all departments and then make recommendation to PBC. M. Bush said board policy states that the programs will be reviewed. L. Putnam said we can have a rubric for different departments and of course each department can decide what their rubric is. L. Kamaila added that as part of program review she needs to know what each department needs with supported documentation. M. Bush said this is a step in the right direction and it needs to go into the minutes of PEPC as well. We need to know when PEPC will be evaluating so we can be there and answer questions. C. Herrera said at PEPC's last meeting, the PEPRs are due in October with review and recommendations by January.

There were questions about submitting resource requests and allocation and Dr. Azari said we don't just do program review for allocation, although it may lead to that, we do review for the program itself. There were questions also about rating resource requests and L. Kamaila said this year won't be perfect but we need to get a plan feedback on the rubric to make sure they tie back to the educational master plan, facilities master plan, or whatever plan relates back to the strategic plan to help us figure it out. M. Bush added that when we look at different areas, we can go through what the definitions for each are and look at how we want to rank them and tie it back to the appropriate funding source.

VI. Enrollment Update

I L. Putnam said we committed ourselves to increase in fall by 3% and we increased to 1%. The state declined by 1%. According to trends in terms of headcount, we are lower, but this is a nationwide issue and she feels that our 1% increase is still pretty good. She handed out an updated version of what was shared with the department chairs, looking at FTES and the set targets. She said looking back at summer, we not only reached our target, we exceeded. In the fall, our goal was 2,400 FTES and as of today, we are at 2,311, but after grades are posted, we will be at 2,346. We also still have October start classes and a lot still have plenty of room in those classes with really great opportunities so she hopes to see a bump. She does not have the projected FTES for spring yet and hopes to have it by Friday,

hopefully reaching 2,400 to make up for fall. Summer 2018 is still blank, but the goal is at least 120 for the first session. M. Bush said enrollment is up 4% and commended Academic Affairs on a great job. Dr. Azari commended the Deans for making changes to drop classes we didn't need and add those that we did. A. Sanford asked our student reps if they had any input as to why students aren't taking more classes and V. Alcaraz said it has a lot to do with other responsibilities outside of class related to their families. C. Flores mentioned the BOG waiver issue and how we are seeing the impact now and taking classes they can realistically do. L. Faasua said she and her staff noticed that students can't find a class at the time they need one or they were counseled not to be full-time. A. Hayashi mentioned classes in the afternoon and said this was done years ago but they had a hard time filling them. L. Kamaila said a lot of our units are online, but not many of the golden four are offered.

VII. Budget Update

I

M. Bush said we adopted a balanced budget but the challenge was the increase in PERS and STRS. He said the second the budget was adopted, it was no good and the main reason was the salary settlement with SEIU, which is going to the board next month and will hit us for \$200K and will have to be built into the budget. Another issue is the state legislation support for DACA students and lowering block grants for IELM and scheduled maintenance. This is hitting IELM funds by \$15K and scheduled maintenance by \$15K. He said there was a question regarding instructional lottery and IELM funds, so J. Clark will bring the prioritization to the next meeting to show what was funded.

VIII. Strategic Plan Update & Calendar

I

C. Renbarger passed out a draft document for the Planning Framework of the Strategic Planning Process* which has non-substantive updates. He asked everyone to look at the Vision and Values Statement as well as the initiatives and goals. Currently, they are working on higher level initiatives and afterwards will go through processes to reach the goals and initiatives. He spoke about the upcoming student charrette and said they want to make sure we meet the student's needs. All of the PGM bodies will look at this and provide feedback. It has already gone to Academic Senate, Associated Student Government, Classified Senate, Business Services Council, Program Effectiveness and Planning Committee, and now here at the Planning and Budget Council. The timeline for this is to have it vetted in August/September, objectives in October/November,

*Handouts

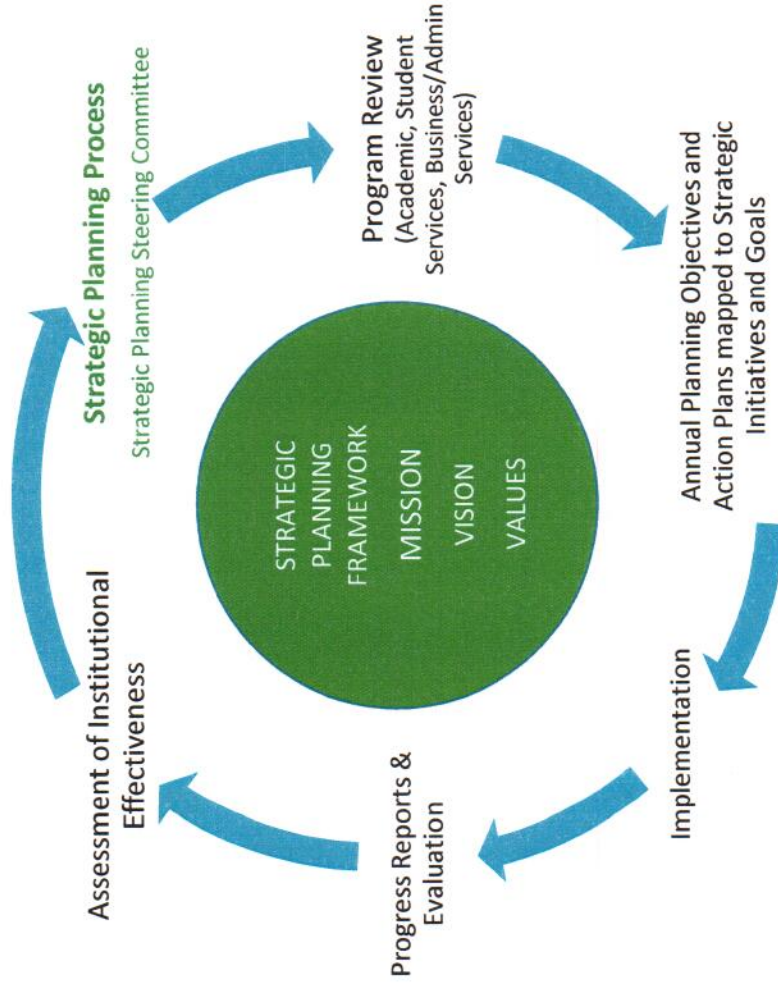
and action steps in December, putting it all together January/February for complete vetting by March. L. Kamaila said her constituents are weighing in on this and her department has issues with the Mission statement. A. Edwards responded that we are not working on the Mission statement at this time but after further discussion it was decided to put brackets around it to show it has already been reviewed and approved.

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|-------------------------------------|---|--|
| IX. Accreditation Update & Calendar | I | Dr. Azari said the ACCJC is looking for additional reviewers so if anyone is interested, let her know. C. Herrera said we are looking at responding to the one recommendation we got. Because this is not our self-study and it is a follow-up report we will write it a little different. She said the writing teams met and each has an assignment to write. We are looking at writing it in four different sections: strategic plan, program review, resource allocation, and how we utilize institutional data for institutional effectiveness. We are going to cross walk it with the (21) different standards. She encouraged anyone talking with a team writer to submit any evidence if applicable. The timeline is to have the forum on October 26 th to talk about the report format. |
| X. Use of Ad-Hoc Sub-Committees | I | M. Bush said we will have a lot of work to do during the fall semester. He talked about how the deans previously did the ranking of resource requests and functioned as an Ad-Hoc committee. He feels it would be a good idea to have these small committees to go through all of these requests and do the initial rankings. We can develop the rubric, the smaller committees can do the rankings, and then bring it back here. There was talk about needing to know the funding sources for these requests, and M. Bush said that he and J. Clark will attend these meetings as well. |
| XI. Adjournment | I | The meeting adjourned at 4:05pm |
| XII. Future PBC Meeting | I | ° October 4, 2017 |

Budget Calendar			
	State	District	Oxnard College
September			PBC Adopts Budget Calendar: PBC Develops Matrix for prioritizing Personnel Requests
October			PBC finalizes Matrix for Personnel Requests; Develop Matrix for Facility Requests
November			PBC Develops Matrix for Supply and Equipment Requests
December			
January	Governor's Proposed Budget (10th)		PBC and Other Committees Receive Resource Requests
February			PBC Prioritizes Personnel Requests
March		Preliminary Budget Targets	PBC Prioritizes Facilities Requests
April			PBC Prioritizes Supply and Equipment Requests Tentative Budget for Auxiliary Funds (28th)
May	Governor's Revised Budget (12th)	Final Targets for Tentative Budget (12th)	Tentative Budget Due for General and Restricted Funds (17th)
June	Legislators Send Budget to Governor (15th) Governor signs Budget (30th)	District Tentative Budget (13th) (must go through DCAS, Administrative Services Committee, Consultation Council prior to Board Meeting)	
July		Final Targets for Adopted Budget, General Fund (27th)	Adoption Budget for Auxiliary Funds Due (27th)
August			Adoption Budget for Restricted Funds Due (1st) Adoption Budget for General Fund (3rd)
September		District Adopts Budget (15th) (must go through DCAS, Administrative Committee, Consultation Council prior to Board Meeting)	

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OXNARD COLLEGE INTEGRATED PLANNING PROCESS

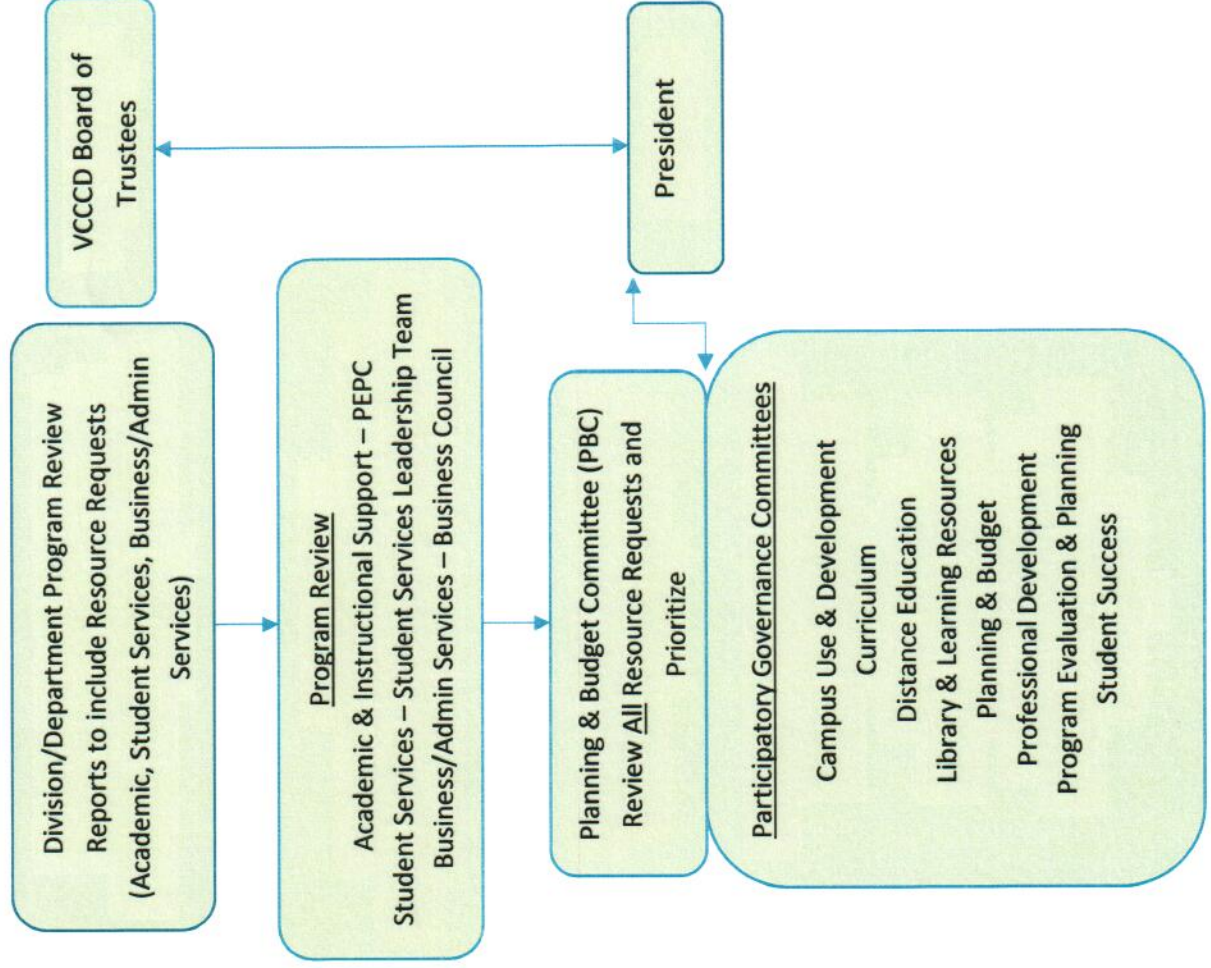


Strategic Planning Process:

- Creation of Strategic Planning Steering Committee
- Implementation of Stakeholder Charrettes (3)
 - Faculty & Staff, Community, Student
- Revisions to Vision & Value Statements
- Development of Oxnard College Initiatives and Goals
- Development of Objectives & Action Steps
 - Institution-wide, Division, Department/Program
- Continuous Quality Improvement via Integrated Planning Process

PROPOSED 2017-18 PROCESS FOR PROGRAM REVIEW & RESOURCE ALLOCATION

(STRATEGIC PLANNING PROCESS UNDERWAY – EXPECTED TO GO TO BOT IN APRIL 2018)



Planning Framework

The Oxnard College Mission, Vision and Values Statements serve as a framework to guide and ground the strategic planning process.

Mission Statement:

Oxnard College is a learning-centered institution that embraces academic excellence by providing multiple pathways to student success.

Vision Statement:

Oxnard College aspires to be the Community College of choice for its surrounding and neighboring communities, and to be a destination college for the greater Ventura County area. Oxnard College will pursue excellence with a focus on preparing students for success in their educational and career endeavors.

Values Statement:

Oxnard College values:

Student Success

- Supporting students' academic goals and improvement of interpersonal (self-efficacy) skills and professional competencies.

Responsible and Sustainable Innovation

- Promoting creativity and opportunities for innovative practices that consider potential impacts while maintaining purposeful and thoughtful use of resources.

Excellence with Integrity

- Doing the utmost to provide a positive example with unflinching honesty to the highest standards, while being responsible for actions, results, and success.

Leadership

- Developing, fostering, and empowering students, staff, faculty and administrators.

Community

- Investing in the development of meaningful collaborations and partnerships between the college and the region.

Diversity, Inclusivity and Respect

- Embraces a culture that welcomes all individuals, valuing and recognizing others' differences, viewpoints, and perspectives.

Safety

- Fostering safe, secure and healthy environment.

Key

I. Initiatives

I.A. Goals

I.A.1. Objectives

I.A.1.a. Action Steps

Strategic Plan

I. Innovate to achieve equitable and inclusive student success.

I.A. Actively identify current and future students' educational needs.

I.B. Improve enrollment management practices.

I.C. Improve the pace of student progression towards completion.

II. Provide outstanding integrated college programs and services.

II.A. Strengthen the college's responsiveness to student needs.

II.B. Focus on quality instruction.

II.C. Provide comprehensive student support.

III. Invest in people, planning, and support structures.

III.A. Enhance recruitment and professional development.

III.B. Focus on institutional effectiveness.

III.C. Continually refine the college's planning and resource allocation processes.

III.D. Optimize organizational support structures.

IV. Actively partner with the community.

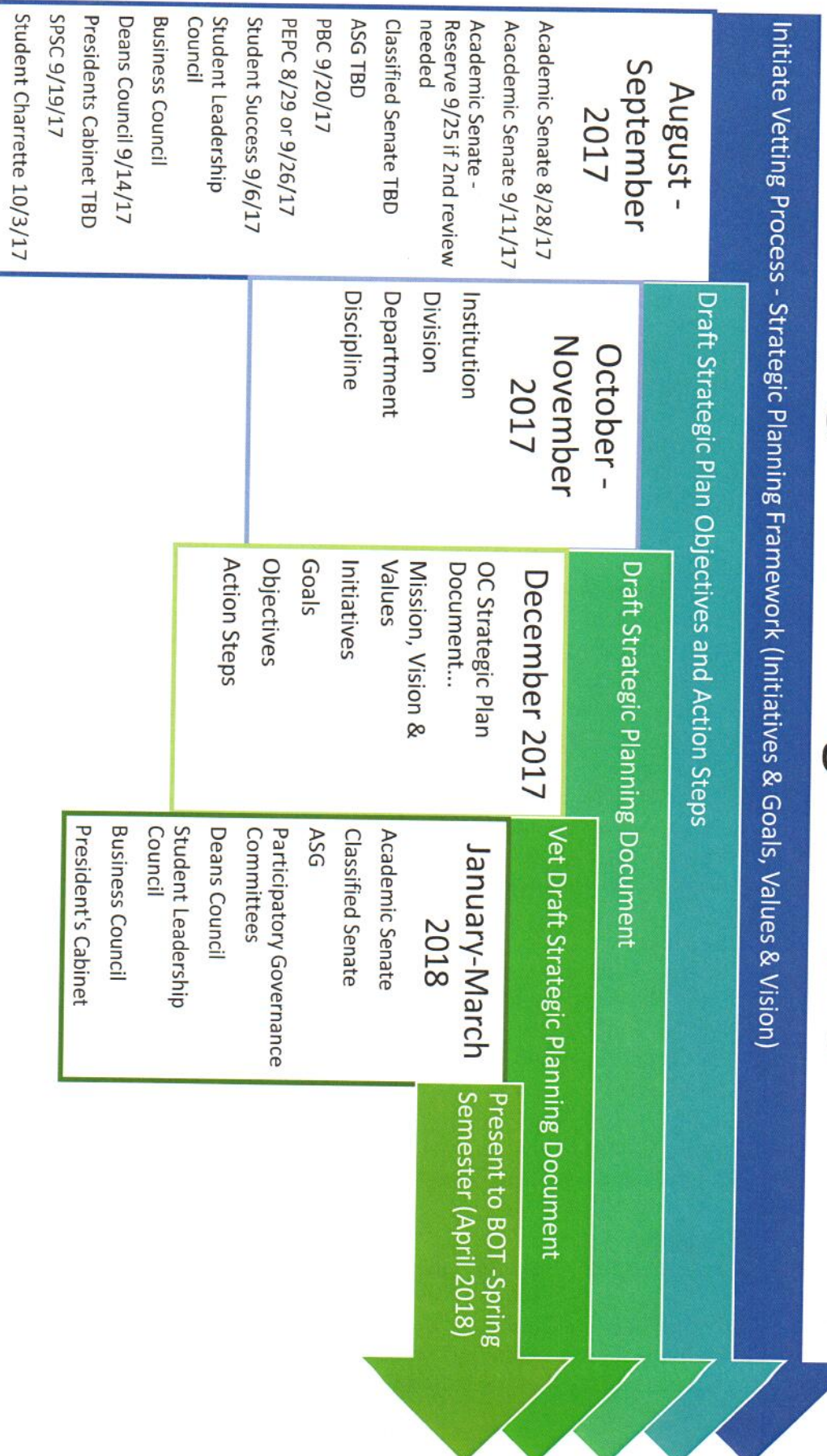
IV.A. Enhance awareness and positive perception of the college.

IV.B. Foster collaborative community relations.

IV.C. Promote shared resources with educational partners.



Strategic Planning Timeline



Strategic Planning Steering Committee (SPSC)

The responsibility of the Strategic Planning Steering Committee (SPSC) is to steer the process and to provide direction and advisement throughout the strategic planning process.

The Steering Committee will listen to input from the range of stakeholders, aggregate and synthesize feedback/data collected throughout the planning process and, shape the outcomes into plans for Oxnard College.

The Steering Committee will be tri-chaired by a representative from the Administrative, Faculty and Classified staff. It will meet regularly to monitor progress, review pertinent documents, provide feedback, make recommendations regarding the planning process and communication; as well as refine successive versions of the emerging strategic plan within the established mission and core values of Oxnard College and the Ventura County Community College District. The SPSC reports to the President, oversees the process as a whole, makes recommendations and provides input into the final strategic plan.

Members of this committee understand they represent the campus, as-a-whole, and are expected to solicit input from others, campus-wide. Each meeting will produce minutes which will be placed on the Strategic Planning Steering Committee webpage under the President's office website. The SPSC webpage will contain sections related to Questions & Answers, Announcements, links, meeting/activity minutes and other pertinent documents which are easily accessible and readily available to all.

Committee Charge

- Fully participate in the processes and activities associated with strategic planning.
- Establish the structure, process, and timeframe for strategic planning activities.
- Establish guiding principles and key themes.
- Ensure effective coordination with the President and Executive Team members regarding the strategic planning process.
- Ensure regular communication with the College about the strategic planning process.
- Establish and charge advisory committees, as needed.
- Establish clear processes to ensure effective communication and coordination with sub-advisory committees, as needed.
- Receive ideas and recommendations from participatory governance committees; provide guidance and responses, as needed.
- Develop a communications plan to promote engagement and information flow to/from internal and external constituencies: administrators, faculty, students, staff, alumni, community at-large.
- Synthesize products from working groups and circulate draft strategic plan for comment as appropriate.
- Assist in producing the final strategic plan.
- Ensure implementation through normal institutional operations and management structure.
- Assess progress of strategic plan implementation and report findings for



Oxnard College Strategic Planning Steering Committee 2017 – 2018

Administrators

Cynthia Azari – President
Lisa Putnam – Interim VP Student Learning
Mike Bush – VP Business Services
Oscar Cobian – VP Student Services
Carolyn Inouye – Dean Math & Science
*Cynthia Herrera – Dean Institutional Effectiveness
Luis Gonzalez – Dean LTSHAPE

Faculty

*Amy Edwards – Department Chair VPA
Armine Derdarian – Department Chair Dental Programs
Diane Eberhardy – Academic Senate President
Elissa Caruth – Department Chair Letters
Graciela Casillas-Tortorelli – Department Chair Counseling
Josh Lieser – Department Chair Social Science
Letty Mojica – Counseling, Transfer Center Coordinator
Linda Kama'ila – Academic Senate VP
Lilia Ruvalcaba – Instructor Math
Robert Cabral – Department Chair Business
Shannon Newby – Department Chair Science

Classified

Ashley Chelonis – Instructional Technologist & DE Rep
*Chris Renbarger – College Services Supervisor
Jennifer Clark – Classified Senate President
Joel Diaz – Registrar
Karla Banks – Executive Administrative Assistant
Laurie Nelson-Nusser – Senior Administrative Assistant
Linda Faasua – Financial Aid Officer
Susan Nicoll – Administrative Assistant

Students

Crystal Lopez – ASG President

*Committee Tri-Chairs include one administrator, one faculty, and one classified staff.