



## PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

**Present:** Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Armine Derdarian, Amy Edwards, Tom O'Neil, Leo Orange, Jonas Crawford, Richard Williams, Cesar Flores, Elissa Caruth, Alan Hayashi (*AFT Rep*), Chris Renbarger, Veronica Isais, Lisa Hopper, Oscar Cobian, Carolyn Inouye, Sandra Mayorga (*ASG Rep*), Jennifer Clark (proxy from Linda Fa'asua, Ken Sherwood, Art Sandford, Catalina Yang

**Absent:** Chris Horrock, Cynthia Herrera, Christina Tafoya

**Guest(s):** Cynthia Azari

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Meeting Date: **10/19/16**      Minutes Approved: **09/21/16**      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 2:03p.m.   |
| II. Public Comment              | I    | Richard Williams – he thanked the committee for the reinstatement of instructor in Auto Tech, they are now fully staffed. The committee members went around the room and introduced themselves.   |
| III. Adoption of the Agenda     | I,AT | The committee reviewed the agenda as presented. T. O'Neil moved to approve, C. Renbarger seconded and <i>the agenda was approved unanimously.</i>   |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from April 20, 2016. A. Edwards moved to approve the minutes as presented, R. Williams seconded, and <i>the minutes were approved unanimously.</i>   |
| V. Membership & Charge          | I    | <p>L. Kamaila reviewed the membership and said she does not see any changes this year as we have a very robust membership. She added that we may want to add another member for Transitional Studies.</p> <p>The committee reviewed PBC's goals and one of the main charges is to be the planning body for Oxnard College. Currently, Oxnard College does not have a strategic plan because the district's integrated planning model says they will create a plan and they have not. Moorpark and Ventura have done their own plans and</p> |

\*Handouts

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we need to start thinking about what we want to do for ours over the next three years. We will receive feedback from other committees such as LOT, PEPC and CUDS about planning, so that we make sure all areas have looked at it.

## VI. Budget Update

I L. Kamaila started off stating the budget is going to be relatively flat for the next four years but the expenses are going to go up. We did our best to move as much as we could into special funding, however, doing that is quite different than general fund. No one has talked about cuts this year and probably not next year but year three may be gloomy.

M. Bush provided a recap of last year and said we did have a nice May surprise from the Governor and received some extra funding at the college and were able to restore some items in the budget; substitute instructors budget, president's cabinet concurred with hourly counseling but had sufficient funds in 3SP to cover, we charged student worker's (tutoring) to special funding and added Marketing Specialist Tracey Basset. The other thing added back in was the Latino Thought Makers Series but at a negotiated amount where the college pays \$50K and district pays \$50K. This will be a one-time only this year and they are exploring ways to partner with other districts.

He said there are a lot of questions regarding the shift of FTES. We are looking at our target this year of 5225 FTES. All indications are that we are on track to hit the target. We have done a multiyear projection for the college and our budget is deficit spending by almost \$100K but on \$30Mil budget we are 99.8% good. It is very tight though. Our retiree benefits are going up as well as faculty health. The health benefits committee is looking at coming up with solutions.

He passed out a very optimistic document "Community College Update from the School Services of California". They are continuing push for 2% growth or access increase. He reviewed the top funding request as well as the one-time funding requests if they should come available in 2017-18. L. Kamaila added that not every district will get the same amount of growth. Impoverished areas would get more and areas like Ventura would get less and no matter how much we grow we would get .67. Districts that have been educating students despite having the money to do it are now getting more money. They also go by how

many are educated. There is a document that talks about the philosophy of funding in our district. At some point we need to have a discussion about the county and our ratios as we are on the impoverished area of the county but we are still getting less. M. Bush said there is unclaimed FTES growth in the State which is then given out to the districts that did grow and Ventura has benefited from this in the past. It's possible we can get more than 0.6%.

M. Bush also announced that the District is buying a building and anticipating going into escrow in October. The rent savings from the current location will be up to \$700K per year. It does need a board room constructed but includes the furniture. He passed out a fact sheet about the building.

VII. Enrollment Management  
(Persistence and  
Retention)

I

L. Kamaila said Vice Chancellor, David El Fattal convened a committee called the FTES work taskforce. This is a subcommittee under DCAP. He invited Academic Senate Presidents, EVPs of the three colleges and the Vice Presidents of Business Services as the audience. The idea of the committee is to come up with FTES goals. The closest thing the college has to an enrollment group is PBC. We review persistence and retention as part of program review so it will also be at PEPC. The committee discussed summer session and M. Bush said our target for this year did include a 4-week session. A. Hayashi discussed having an 11 or 12-week session rather than a 4-week and 6-week, although C. Inouye stated that is pretty much how we do it now. K. Sherwood talked about Dept. of Education looking very closely at our success rate and how there is increased incentive for us to pay close attention to our student success as they are looking at the numbers which will be the standards they look at for funding. A. Sandford added the Distance Ed. Committee is looking at the data for fully online courses vs. hybrid courses.

VIII. Sustainability Plan

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M. Bush talked about the Sustainability Plan which will be sent to all committee members for review so it can be discussed as an agenda item at the next meeting. L. Kamaila added that program review is going to talk about this issue this year and whether their program is sustainable. Our productivity rates are okay but it has involved teaching way more students than before.

IX. Board Goals Matrix

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M. Bush said we have college goals that link to the Boards' goals. He passed out the Board Goals Matrix and discussed the Board Goal and College Goal and

how it relates to the Educational Master Plan. L. Kamaila said the part that's missing is where we get the data. M. Bush said it's a "living" document so if things need to be updated, we can do that and Karla Banks houses the document.

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| X. Meeting Conflicts                            | I    | December, March and May are dates that conflict with the Curriculum Committee. Some members of PBC also attend Curriculum. It was decided that they may just send proxies or go to both for a shorter time during these months. A. Hayashi suggested we may even be able to table PBC until January.   |
| XI. Informational Item:<br>Accreditation Update | I    | The team is here all next week. We should have their schedule today or tomorrow. They will go to PEPC and Curriculum as well as President's cabinet. They are sending a team with some members of our committee to district starting Monday. The first two forums are in LS-8. The first forum is Monday 9/26 at 4:15, second is Tuesday 9/27 at 3pm and the closing forum Thursday 9/28 in the PAB. |
| XII. Adjournment                                | I,AT | The meeting adjourned at 3:27pm  |
| XIII. Future PBC Meeting                        | I    | o October 19, 2016   |