



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Catalina Yang, Armine Derdarian, Tom O'Neil, Leo Orange, Jonas Crawford, Cesar Flores, Chris Renbarger, Jennifer Clark, Lisa Hopper, Alan Hayashi, Oscar Cobian, Lisa Putnam, Linda Faasua, Christina Tafoya

Absent: Graciela Casillas-Tortorelli, Amy Edwards, Richard Williams, Elissa Caruth, Carolyn Inouye

ExOfficio/Guest(s): Cynthia Azari, Art Sandford, Cynthia Herrera, Luis Gonzalez, Diane Eberhardy

Meeting Date: **10/18/17** Minutes Approved: **10/04/17** 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 12:30p.m. |
| II. Public Comment | I | No comment. |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. C. Renbarger 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 September 20, 2017. T. O'Neil. A. Edwards moved to approve the minutes, L. Orange seconded, and <i>the minutes were approved unanimously.</i> |
| V. Discussion:
Coordination of PEPC
and PBC Calendar | I | D. Eberhardy reported on the discussions regarding the program review calendar and the resource requests. There appeared to be no issues between PEPC's calendar and PBC's. M. Bush said Business Services will send forward three departments to PEPC, although all departments will still do an annual, then three will go the next year, and finally two will go forward the third year. O. Cobian said for Student Services, certain units will go forward with program review to PEPC as well as Transitional Studies. He added everything that has a resource will be going forward. |

VI. Approval of Budget Calendar	I,AT	<p>M. Bush presented the proposed budget calendar as previously presented and discussed during the September meeting.</p> <p>O. Cobian motioned to approve the calendar as presented, C. Flores seconded, and <i>the calendar was accepted unanimously.</i></p>
VII. Personnel Resource Decision Matrix	I	<p>The committee reviewed Moorpark's Faculty Prioritization Assumptions sheet along with the current form - PBC Faculty Priority Ranking Worksheet and discussed how to integrate both forms into one. It was agreed upon to only use Items I-V of the Moorpark Faculty Prioritization Assumptions document and insert it at the beginning of PBC's current ranking document. Some of the wording on the current document was changed as well as the table with the rankings. A couple categories were removed and retirement was added as well as some wording changes to other categories.</p> <p>The resource request form was discussed as well and D. Eberhardy said it will be rewritten so that it addresses how it relates to the program. L. Putnam recommended a three ranking system be used in PEPC's review of resource requests that includes highly recommended, recommend, and not recommended. These recommendations would be forwarded to PBC as part of the program review report.</p> <p>A. Hayashi asked the question if extra money comes in, what the rubric is that decides where the money goes.</p> <p>M. Bush said we need to come up with a way to integrate all the resource requests. They also discussed how a program can get a score to be reduced and M. Bush said the first go around of reductions would take a look at what could be reassigned to categorical funds, then we look at vacancies and decide how or if we replace it. He is not currently anticipating any layoffs or reductions for next year and said we are in pretty good shape at this campus. L. Kamaila clarified that if PEPC said a program needs to be reduced, it doesn't mean it will go away, it means we will look at it to see if it will be okay with less resources. Those decisions would go through this committee, executive cabinet, and the President. C. Tafoya asked about programs that keep requesting resources, come close, but never receive anything and how they can get past the threshold to receive resources. T. O'Neil said that if you've been on the list for a long time and aren't receiving things, there must be a reason why.</p>

- VIII. Adjournment | The meeting adjourned at 4:05pm
- IX. Future PBC Meeting | ° October 4, 2017