



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

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

Absent: Richard Williams, Cesar Flores, Ken Sherwood, Cynthia Herrera, Christina Tafoya

Guest(s): Cynthia Azari

Meeting Date: **11/16/16** Minutes Approved: **10/19/16** 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 2:05p.m. |
| II. Public Comment | I | None |
| 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 September 21, 2016. C. Renbarger moved to approve the minutes as presented, A. Derdarian seconded, and <i>the minutes were approved unanimously.</i> |
| V. Accreditation Recap | I | Dr. Azari first thanked everyone for their participation in the Accreditation process and spoke about the six commendations and two recommendations to the college. She said the first recommendation is about a strategic plan, which we don't have one for the college that is integrated. All planning needs to tie into that plan so they're integrated and need to include program review and develop a plan for resource allocation. The second recommendation was a comprehensive plan for distance education. She said we need to know what direction are we taking, how we assess those classes, retention program, etc. |

**Handouts*

PBC Minutes (10/19/2016)

There was one recommendation for the district which was on employee evaluations. Michael Shanahan at the district agreed that they were behind on evaluations.

She stated the next step is the DRAFT Preliminary Report, which we should get any day, and will only be for error in fact. She can't share the document, but can let everyone know what it includes. If we were going to be put on warning or something she may have to address the commission. A. Edwards asked what other possible options there are other than warning or probation and Dr. Azari responded that "show cause" is another option but she doesn't expect that.

With regard to strategic planning, Dr. Azari said she and a group of others sat down and brainstormed how to do this and decided we need an environmental scan. She would like to put together a steering committee to talk about the data we receive from the environmental scan, which she wants to be an inclusive process.

M. Bush asked her to talk about the difference between the Educational Master Plan (EMP) and Strategic Master Plan (SMP). She responded that the EMP is about 10 years and SMP is around every 5 years with an annual review to make any necessary modifications. She asked the committee what they thought about the visit. L. Fa'asua said she didn't find them as focused on what we wrote as she thought they would have been. She talked about how they talked more about facilities planning on campus and why buildings were where they were and how they got there. M. Bush responded that part of the SMP solidifies we need a new Facilities Master Plan and Technology Plan, but first we have to get the framework and make sure everything integrates into it. L. Kamaila asked if anyone was asked about the Mission. A. Edwards said in her interview with the team she was asked various questions and how things relate to the mission. A. Hayashi was surprised because in past visits, the teams were all over campus talking to people, students, etc. and this time he didn't recall seeing anyone in buildings at all other than scheduled meetings. He added that the exit interview's commendations mentioned were visible items such as grounds, etc. and he didn't feel like they got any understanding of the culture that makes up Oxnard College. O. Cobian disagreed with that as they came up to his area and met with counselors. L. Kamaila said we got commendations in everything other than academics

which she was bummed about. She said she didn't know if they went to any classrooms or not and some of the distance education members said they weren't in any of their classrooms as well.

VI. FON: Initial Discussion

I M. Bush said last year was somewhat of a windfall. He said to keep in mind the FON grows by the growth in FTES, which we didn't grow, we shifted FTES to make it. We are probably not going to get a large number on FTES. Districtwide if it goes up, it may be around 3. Even our college grew more on our FON than we were allocated. He asked PEPC members where they are in the process for faculty rankings and the committee discussed when the last time the rankings were done. After researching, the faculty recommendations to PBC were last discussed and ranked in October 2015. They talked about the rubric and possible items to add. The program review from PEPC, Student Services, and Business Services. J. Crawford proposed to go back to the list already created and make recommendations to the President based off that for the next few positions that did not get filled previously. C. Inouye asked that we still go back and see if there have been any changes before we pull from the list. L. Kamaila asked if we can have a full discussion about the process and review the previous list. We can compare it with Dr. Limbaugh's email and why certain positions weren't filled. M. Bush asked for a motion to bring back the former list in order in the order we used last year and formal rubrics for discussion. All agreed with no opposition. G. Casillas-Tortorelli asked about replacement of retirees and if they will be replaced. Dr. Azari said we would look at the position and see if we still needed it.

VII. Approved Sustainability Plan

I M. Bush said the plan was emailed to everyone. The consultant worked very hard on this and met with Academic Senate, Classified Senate and faculty to come up with goals and areas to work on throughout campus. We would like to get it approved and on the website as our plan. A. Edwards motioned to approve the Sustainability Plan as presented, L. Orange seconded, and *the committee accepted unanimously.*

A. Edwards asked for measures and where it is in the plan. M. Bush pointed out an example of waste management and how they will measure it. Everything has goals from 1-3 and 3-6. This committee oversees the plan. A. Hayashi asked about the funding for all of this and M. Bush responded that some of the items in this plan (i.e. information technology) fall under the

college budget. We also have Prop 39 money which was used for LED lighting. He also talked about the work Alan Ainsworth has done for air conditioning. He thinks we can work with the District on their budget to help with certain things.

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| VIII. Adjournment | I,AT | The meeting adjourned at 3:09pm |
| IX. Future PBC Meeting | I | o November 16, 2016 |