



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Chris Horrock, Armine Derdarian, Amy Edwards, Tom O'Neil, Leo Orange, Jonas Crawford, Richard Williams, Alan Hayashi, Chris Renbarger, Lisa Hopper, Oscar Cobian, Carolyn Inouye, Ken Sherwood, Art Sandford, Cynthia Herrera

Absent: Cesar Flores, Veronica Isais, Linda Robison (proxy to Lisa Hopper), Christina Tafoya

Guests: James Limbaugh

Meeting Date: **11/18/15** Minutes Approved: **10/21/15** 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 2:02p.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, C. Horrock seconded and <i>the agenda was approved unanimously.</i> |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from September 16, 2015. A. Edwards moved to approve the minutes as presented, T. O'Neil seconded, and <i>the minutes were approved unanimously.</i> |
| V. Mission Statement – Review for Accreditation Purposes | I | J. Limbaugh passed out the Strategic Planning Template to Focus on Mission Achievement: Oxnard College 2015*, and provided a bit of his background for those members who did not know. One of the items he was put in charge of was Accreditation and tying the mission to planning. He went through the college's Educational Master Plan (EMP), and was not able to locate a document on this campus that shows how this institution achieves its mission, it's implied, but no clearly defined document is available. He added that looking at it from an accreditor's point of view he could not write down that we are meeting our mission. The best planning document he found was how the institution was meeting the requirements of six goals. He asked that the committee take advantage of a very clean mission statement. He suggested a way to create a centralized master document that pulls together all the work |

*Handouts

everyone does but allows us to focus on the priorities. This document is an organic document and should be reviewed and updated each year.

He reviewed the Objectives, Strategies and Key Performance Indicators for the Mission of “A learning-centered institution that embraces academic excellence by providing multiple pathways for student success.” His advice to the committee was to learn what the mission means first, then look through the plans and prioritize. He said there has to be a difference between tasks and aspirational goals and get used to evaluating on an annual basis.

M. Bush stated the Student Equity Plan and 3SP Plan will be submitted soon and recommended to those working on these documents to go through it and pick out the Key Performance Indicators. L. Kamaila added that she will do the same for senate documents.

C. Herrera recommended using the PEPR's and having department heads come together from each division for a systems approach by division and have the department heads bring forth their recommendations.

J. Limbaugh said to make sure that whatever is done, it states “this objective supports Board Goal 1, 2, 3,” etc.

L. Kamaila said the Deans, Assistant Dean and Vice President of Student Development will review their plans and at the next meeting everyone will present what they have and we can define the terms.

VI. Faculty Hiring Priority List

I L. Kamaila passed around the Faculty Ranking Worksheet tally form. The committee read through the document and reviewed the ratings. M. Bush stated that Oxnard College was at 7 faculty hires, but is now going up to 9. This is converting adjunct faculty to full-time. L. Kamaila added that these positions need to get into ORAP ASAP for the hope to hire the positions in Spring. She said this is a recommendation from PBC, but for people who retire, resign, etc. the president needs to decide if that position will be replaced. There were questions about the form and how the ranking should work on the form. K. Sherwood talked about creating a rubric that has multiple criteria that is fair and objective.

C. Herrera added if we are looking at data and projections and we need to look at student needs. The committee talked about PEPC's ranking before this

ranking and discussed rubrics. K. Sherwood said when the accrediting agency looks at this college one of the things we need to demonstrate is that we made these decisions based on the data and SLOs. L. Kamaila reviewed the top nine ranking positions on the list. Math and English – 1st and 2nd, Auto Tech and Addiction Studies – 3rd and 4th, Sociology and Athletics – 5th and 6th, Dental Assisting – 7th, Communication Studies & Culinary Coordinator – 8th and 9th.

J. Limbaugh requested an official document with the recommendations rather than looking at the ranking sheet. L. Kamaila will put together the recommendations based on PBC's rubrics along with the rubric used and will email to D. Inda so she can send to the committee as well.

VII. Strategic Planning Matrix	I	Tabled until next meeting.
VIII. Sustainability Planning	I	Tabled until next meeting.
IX. Informational Item: Accreditation Update	I	First draft is being worked on
X. Campus Planning – Report from CUDS and Senate	I	Discussed locking mechanisms that were discussed in CUDS and flashing lights for CTE areas as well as safety tags.
XI. Adjournment	I	The meeting adjourned at 3:57p.m.
XII. Future PBC Meeting .15	I	◦ November 18, 2015