



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Cynthia Herrera, Richard Williams, Art Sandford, Jonas Crawford, Armine Derdarian, Sandra Mayorge, Linda Fa'asua, Catalina Yang, Alan Hayashi, Leo Orange, Tom O'Neil, Elissa Caruth, Amy Edwards, Carolyn Inouye, Oscar Cobian, Lisa Hopper, Luis Gonzalez

Absent: Chris Renbarger, Veronica Isais, Cesar Flores, Christina Tafoya, Graciela Casillas-Tortorelli

Guest(s): Dr. Azari

Meeting Date: **01/18/17** Minutes Approved: **11/16/16** 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 2:02p.m. |
| II. Public Comment | I | No comment. |
| III. Adoption of the Agenda | I,AT | The committee reviewed the agenda as presented. T. O'Neill moved to approve, A. Hayashi seconded and <i>the agenda was approved unanimously.</i> |
| IV. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from October 19, 2016. A. Derdarian moved to approve the minutes as presented, C. Yang seconded, and <i>the minutes were approved unanimously.</i> |
| V. FON: Report Back | I | At the last meeting the committee agreed to move forward with last year's ranking of faculty. M. Bush passed around the rubric summary, ranking, and email from Dr. Limbaugh regarding the six faculty positions he was moving forward on and reasoning for doing so. |

The main issue with the increase in FON is due to failed search in communications. We still have the number and hopefully we will have a spring hire. It will go to consent in January for January start. The position had already been created by the board, so we can hire for it and they ratify the hire date. There are more than six on the list, in addition to this list we hired three counseling positions and went up nine for the FON. He passed

*Handouts

around another document to make sure we are meeting our FON and we were not the only college that exceeded the FON, the other colleges did as well.

He added that one of the things against the college is we are at 66% and other two colleges are lower. We have a .56% growth target and are 5% over on the FON and get to grow by .5% so we are good for five years.

M. Bush asked the committee if we are crossing off those hired and send the rest forward, since we did not get a recommendation last year from PEPC? A. Edwards responded that PEPC met and discussed it and they have a list. She will send it forward to the committee that reflects this list and moved some items around. C. Inouye added that they reaffirmed this list and also added some other faculty requests. M. Bush requested the list from PEPC so he can send it forward to PBC. He also requested Student Services to send any of their requests forward as well. The plan for the next meeting is to put the list sent from PEPC through the rubric and send our list forward.

VI. Strategic Planning Process Consultation

I Dr. Azari provided a PowerPoint presentation to the committee for the strategic planning process and asked for everyone's input. She discussed the components of a strategic plan, the process to develop, implement, and review the strategic planning process, most importantly, how to integrate it into existing Oxnard College plans. She asked the committee if anyone is interested in the being on the steering committee and if so to send her an email with why you'd like to be on the committee or if you want to recommend someone as well. She wants this to be an integrated process. We will begin in December looking at institutional effectiveness. Cynthia Herrera briefly talked about what they have done so far regarding the environmental scan and data collected. A. Sandford expressed concern about the timeline and M. Bush said we may do the plan this year and vet it in the fall. The plan isn't to have it done by graduation. L. Kamaila said if we have it ready by May, we can have activities for flex week centered around this process.

L. Kamaila mentioned that we should also add some of the accreditation standards to the agenda. The committee talked about the filing system for documents and M. Bush said that he doesn't feel that SharePoint is works properly. A. Hayashi recommended once the guidelines are put together for filing, they should go to the department chairs so all their minutes follow the

