



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Tom O'Neil, Lisa Hopper, Carolyn Inouye, Armine Derdarian, Leo Orange, Jennifer Clark, Ashley Lajoie, Jonas Crawford, Veronica Isais, Carole Bogue, Alan Hayashi, Amy Edwards, Chris Horrock, Karen Engelsen, Graciela Casillas-Tortorelli

Absent:

Guests: Chris Renbarger, Dr. Duran

Meeting Date: **12/17/2014** Minutes Approved: **11/19/14** Recorded By: Darlene Inda

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

- | | | |
|----------------------------------|------|---|
| I. Called to Order | I,AT | The meeting was called to order at 2:06p.m. |
| II. Public Comment | I | None |
| III. Approval of Meeting Minutes | I,AT | <p>The committee reviewed the meeting minutes from October 15, 2014. T. O'Neil moved to approve the minutes as presented, A. Derdarian seconded, and <i>the minutes were approved unanimously.</i></p> <p>Robert Cabral and Alex Lynch stepped down from the committee. No AFT rep at this time. All 9 senate positions are filled.</p> |
| IV. Planning: Human Resources | I | <p>L. Kamaila stated this item has to do with accreditation and our need to begin conversations on the various standards as she is hearing about various needs for personnel from faculty, deans, etc. C. Inouye discussed the admin situation and the district office changing the job description and how it affects what our assistants can no longer do, which is no scheduling, preparing classes, enrollments, change in rooms, offers, etc. M. Bush discussed another admin issue of not having the right level of administrative assistants and said we are currently (3) assistants down at the Dean level. He added that the position of admin support is determined by the job. The rule from the District is Vice President's and EVP's can have up to a Senior Admin, Deans can have up to an Admin and Presidents can have up to an Executive Assistant. He said we may end up with two</p> |

*Handouts

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Senior Admins for the new Vice President positions, but it's not a promise. L. Kamaila spoke of the CTE Dean position and that nothing will be done before the holiday break and guesses it will be April before it's filled, but did add that adjunct hiring has been fast-tracked.

M. Bush talked about the 50% law stating we are at 52% and don't have a lot leeway and even if we had the funds, the positions we need are on the wrong side of the 50% and may take a few years with the way the laws are written.

J. Crawford asked for an update on full-time hiring situation and M. Bush said the District has to grow by 8 FTO. He said we are growing by one extra this year with our FT Counselor and will replace retirements. L. Kamaila said this committee last year did prioritize faculty hires and will do it again this year.

A. Edwards talked about Faculty Evaluations. C. Inouye said SLO's need to relate to evaluations. The committee reviewed the accreditation standards in relation to SLO's

V. Informational Item:
Accreditation Update

I

a. Gap Analysis

I

L. Kamaila said for each meeting remaining we will need to be talking in this committee and PEPC about gaps we're unaware of and the resources to fill those gaps. Feds are going to require that we have some attempt to make sure our students are who they say they are and we need to start talking about all of this at future meetings so it can get to the right authors who write reports.

C. Inouye talked about revisiting program review, planning, budgeting, etc., and thinks we need to tighten up the process. L. Kamaila said in order to tie it up we need to have documentation that shows where the gaps are. M. Bush added we have a uniqueness where instructional has a path, Administration and Business Services have a path and Student Services have a path and so we need to make sure that everyone's program reviews are on SharePoint and that our resource requests reflect these program reviews as we need to integrate all three. He said we have a lot of plans and it all needs to come through this committee to review.

L. Kamaila said one of the things asked for in Accreditation were targets for achievement. Those targets are going to have to be institution wise. If you fall

below your target, the Board is supposed to hear about it. Targets are supposed to be related to historical data.

A. Hayashi talked about students who come here to OC but finish at another college. He also talked about facilities/buildings related to Measure S and said it's not going to CUDS and it should be. M. Bush clarified by addressing Condor Hall and other buildings that are being redone and how it was in fact discussed in the Measure S update at every meeting. He added that after Condor Hall is done we will work on removing North Hall. Part of the Bond is to remove all the relocateables. We are currently working on a campaign trying to raise capital for the science lab and after that we will work on the art area. He finished by saying we grew by 14% in two years and if we keep growing like this we will run out of space and the state has no money to give us.

VI. Informational Item:
Distribution of DRAFT
Student Equity Plan

I C. Bogue walked through the Student Equity Plan* with the committee and discussed each section. She spoke about the need for an institutional researcher and talked about the specific goals of the student equity plan:

1. Access
2. Successful Course Completion
3. ESL and Basic Skills English Progression
4. Math Progression
5. Term-to-Term Persistence
6. 30 Unit Threshold
7. Transfer

She also pointed to some of the activities and actions that will be implemented to achieve these goals. She addressed Sources of Funding and where she drew a connection for the success indicator areas between General Fund, 3SP, Basic Skills, Grants, and Student Equity Funds. Dr. Duran said one of the things we might want to consider is the male initiative listed in the executive summary. C. Bogue added that \$500K of this money needs to be spent in the 1st quarter of the next fiscal year. Once the Board approves, we can start spending the money and can then discuss where that money went.

VII. Informational Item:
Communications Council

I Mike passed out the updated matrix from the communications council.

VIII. Adjournment

I,AT The meeting adjourned at 4:06p.m.

IX. Future PBC Meeting

I o November 19, 2014

**Handouts*