



## PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

**Present:** Linda Kamaila (*co-chair*), Mike Bush (*co-chair*), Ashley Lajoie, Karen Engelsen, Lisa Hopper, Leo Orange, Tom O'Neil, Jonas Crawford, Gloria Guevara, Carolyn Inouye, Cesar Flores, Alan Hayashi (*AFT Rep*), Josh (attending for Debbie Guzman), Linda Robison

**Absent:** Robert Cabral, Amy Edwards, Alex Lynch, Graciela Casillas-Tortorelli, Bola King-Rushing, Erika Endrijonas (*ex-officio*), Jeanette Redding (proxy to A. Hayashi)

**Guests:** Gail Warner, Jennifer Clark, Carmen Guerrero, Jeff Erskine

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Meeting Date: **02/19/14**      Minutes Approved: **01/15/14**      Recorded By: Darlene Inda

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

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### **DISCUSSION/DECISIONS**

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| I. Called to Order               | I,AT | The meeting was called to order at 2:06p.m.  |
| II. Public Comment               | I    | No Comment   |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from December 18, 2013. T. O'Neil moved to approve, L. Hopper seconded and <i>the minutes were approved</i> .   |
| IV. State Budget Update          | I    | M. Bush addressed the email* from Dan Troy, which provided the most detailed budget information for community colleges. He said that it's not called growth or restoration; it's called access. Essentially this is a 3% growth, but for the whole system to grow by 3% will be a miracle as a lot of enrollments are down. He stated that we hit our growth target for the district and grew by 2% district-wide, however, our sister schools are having difficulty meeting their target, but we are up 8.5% which has exceeded our target for the year. He said because the sister colleges are struggling, we were told we can go up more so we may go up around 12 more FTES. We have gone from 17% to almost 19% of the budget, but we want 20%. We are debating how much we want to grow next year and were thinking we could go 6% for three years which is an average of 3% per year. He spoke about COLA and said it's less than 1% and might cover the increase in healthcare. Student Success is getting another huge boost of \$200 Million divided up to \$100M for student success and support and \$100M to |

\*Handouts

close the gap in under achievement. As for deferred maintenance, allocation will be for both instructional materials and maintenance. He said the biggest pot of money is to pay off deferrals. Prop 39 will continue apportionments and each college is getting allocation; all 3 colleges are doing LED lights in parking lots and exterior lighting as it's a way to cut our electric costs. This is a project we can bid out and install rapidly with an immediate impact. He said there will be a little bit of money for statewide performance of technical systems. No Adult Education this year, will continue with regional consortiums and will deal with this in 2015-16. He reviewed what this means for the district and said that it basically means we will have a flat budget again which is good news as it's a fair budget. Lastly, he spoke about the allocation model and said the biggest portion for OC will go to funding instructional programs.

- I M. Bush made a local announcement that our athletic department has been reviewing sports offerings, costing them out as far as staffing, equipment, etc. and feasibility. They made a recommendation to Dr. Duran and explored Men's and Women's Basketball, Volleyball and Track & Field. Primarily dealing with the leagues Dr. Duran moved forward with restring mens and womens basketball. Volleyball is on hold. Track and field is still there – the issue with this – besides a head coach and assistant coach you need a buch more coaches (professional experts, etc.), when we researched with sister colleges it would be at least 6 coaches and 60-90 athletes. Fesability it's not there. We are going to make an investment into mens and womens basketball. This will be a late fall sport – beginning trainin in agusut and begin ngames in November – runs through holiday and ends in march. President's vision is looking for local teams and not recruitment from out of state.

Jonas said on the track and field note – he again praised Andy's presentation and effort towards the program. He spoke about MC who has this program and that they have all the equipment but still need to make some costly purchases to get certain part of the progam to work. The trimeframe for track and field is logistically impossible.

We will recruit fromour local high schools. We are restoring but with improvement. Carolyn said we hope to get more participation and buyin from the campus and the community.

Alan Hayashi asked about Prop 39 and if HVAC units were being looked into for classrooms that don't have them. Mike said yes for some. We are looking into some of those projects to expand. Its difficult to get because the priority is to remove high consumption items from your existin infrastructure.

## V. Student Success Update

I,D

Karen – talked about an introduction of the student success taskforce – effort is to ensure that there be some consistency amongst the campuses. We need to make sure we have common consistent messages for students.

### a) Online Counseling

I,D

We've established generic email account so students can email counselors with questions. We are not at the point where we are doing a face to face skype session.

### b) Online Orientation

VC started deveolpplng online orientation using some of the monies for titel v. when VC put theres together they thought that we and MC would use it. OC wanted the words to appeal to our students so we rewrote ours. That is still in process. This semester the videos will be made. We want to have that going by april.

Big discussion now – seeing that students who attend the in person orientation are going better so we need to figure out how to do this in an effective way.

Ingeneral – during flex week in February when we won't have a lot of students on campus – we want to use that opportunity to do some planning and have a schedule on what we will talk about and plan. We want to set schedule out and invite everybody.

Linda K – we now have mobile app – 10,000 downloads by students in the district. It has a 4.5% rating in the apple store. They can go to D2L – they can email faculty/staff. With no publicity at all, almost half of students have downloaded it. It works on the apple phones and android based phones.

Karen added: in terms of whats happening – now that we are in 2nd semester – we are already getging into retention mode. Next Wednesday we have Condor Day – its our chance to let students know of the opportunities. Class visits will start and are doing a lot of proactive work with early alert. Concentrating on retention.

Linda K – early alert – now academic alert and can be done more than once.

Lisa Hopper – asked so the effort in getting students into tutoring to retain them – is that going to happen before the census so they don't have to get a W if they are not going to be able to make it to the class? Karen – right now – this is not done for that effort – we are trying to push for students to stay successful in the ones they have.

The committee discussed the ways they communicate to their students. Alan asked about email addresses when registering and if they have to put an email address that the student actually uses.

Josh recommended that faculty should give students extra credit for emailing.

Cesar Flores is trying to inform students to use the portal as a tool for communicating.

Linda K said by next meeting we should have our scorecard ready.

Alan – previously at this committee we've talked about FON and replacement of faculty – his understanding is that we are going to request same number of positions will be equivalent to the # we are losing. Will there be a discussion at this level of what those positions will be and will that discussion be part of this committee?

Mike – we had 4 positions that were open because of matriculation (retirement, leaving) – we had a counselor, fire tech, English and American sign language. The deans or dept heads requested and Dr. Duran said we will replace the discipline that left. Those 4 searches are in ORAP now. We had a retirement in English – where they are with it – we do not know. Once that occurs we have PEPC list. Dr. Duran has committed every faculty member we lose with another Full time faculty member. Whether that means we will look at that list or they come back with class schedule and review it, it hasn't been decided yet.

Linda K talked to Dr. Duran this morning and he has the PEPC results and how you analyze it – there are top 5. He agreed that any of the positions would be beneficial to the college.

Mike – hopefully we will have info by the first part of next week.

- I L. Kamaila proposed to run the CTE Counselor request parallel through this meeting. A. Lynch wanted to discuss the CTE Counselor position and said that the counselors do a great job and a tremendous workload and having a CTE counselor would only help this. There are 57 programs that have data and 19 are CTE programs and would be nice to have one person who is trained on all the CTE programs and dedicated CTE counselor serves on regular workforce board, assists high school students, improving student success and scorecard outcomes.

VI. Adjournment

I,AT The meeting adjourned at 2:58pm

VII. Future PBC Meeting

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  - o February 19, 2014