



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), John al-Amin (*co-chair*), Ishita Edwards, Jeanette Redding, Jim Merrill, Lisa Hopper, Linda Robison, Karen Engelsen, Ralph Smith, Alex Lynch, Jeff Hibben, Leo Orange, Liz Rangel (ASG Rep), Erika Endrijonas, Carolyn Inouye, Tom O'Neil, Diane Eberhardy, Alan Hayashi, Ana Valle

Absent:

Guests: Richard Duran, Gail Warner, Carmen Guerrero

Meeting Date: **02/14/12** Minutes Approved: **01/18/12** Recorded By: Darlene Inda

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

DISCUSSION/DECISIONS

- | | |
|--------------------|--|
| I. Called to Order | I The meeting was called to order at 2:12 p.m. |
| II. Public Comment | <div>I R. Duran announced that our VP of Business Services, Dr. John al-Amin has been selected for the Vice Chancellor of Administrative Services at Contra Costa Community College. There will be a "Good Luck" reception held at 3:00pm in the Cafeteria on Monday, January 30th.</div> <div>He added that we will begin to get the replacement position into ORAP as soon as possible. He stated that he doesn't expect that the position will be filled until July and that Sue Johnson will come here on a part-time basis as she did previously. Sue Johnson will serve as co-chair of PBC, Will Deits will serve as co-chair of CUDS and Rick Shaw will serve as co-chair of the Tech Committee.</div> <div>I R. Duran stated that at last night's Board Meeting, they approved program elimination of Accounting, CIS and Ceramics but we did keep some CORE courses in Accounting as they are requisites for Business as well as CORE courses in CIS as they are requisites for CAOT. The faculty positions for these programs will remain but they will teach in other areas as qualified. The Television program was given a one-year reprieve and will be brought back for review again in concert with other programs.</div> |

- I R. Duran provided a budget update stating that a week ago we were looking at \$6 million across the District and last night at the Board Meeting it changed again and now could be from \$6-12 million.
- I R. Duran spoke about the District approving an Art position even though it was not for the area that was discussed, it was for Art History. He added that we have two options within an existing Art degree. A. Valle responded that she saw the positions over the break but there wasn't a meeting to hear or discuss that these were the ones to hire. She also stated that she was surprised to hear about the Basketball team being suspended.
- I R. Duran stated that tomorrow afternoon there will be a workshop orientation for those serving on faculty committees, and even though he and Robert recommend people, he made a plea to the counselors to participate on these committees so that they can have input on faculty hires. He added that we have tried this before with counselors and they said they don't want to be on the committee.
- I R. Duran spoke about the Chancellor search and who from OC will sit on the committee; Robert Cabral and Carolyn Inouye.
- I R. Duran also stated that at last night's meeting, sabbaticals were approved as well as Mangers, Deans, EVP's, President's and Vice Chancellor's contracts.
- I R. Duran discussed AP4021 and stated the process is going to get started next week. It will start with PEPC where they will process PEPRs, data elements and be able to go through the review and analysis of the programs. PEPC will then forward their recommendations to PBC, and ultimately to R. Duran.
- I A. Valle asked about what data will be received and R. Cabral stated that PEPC will identify what those data elements are and want it to reside in PEPC. E. Endrijonas added that PEPC has to look at AP4021 and the possible data points that are listed and decide if that makes sense. Other issues are how faculty wants to evaluate the data whether it's a narrative or by assigning numerical values. R. Cabral added that the biggest challenge is to develop a culture in PEPC and getting involved in critical dialogue. E. Endrijonas stated that engaging in conversation not will give the committee

members the opportunity to decide if they want to sit on PEPC because they have to be willing to engage.

- I R. Duran stated that program review originally was for program improvement. There is a way to do these processes that keeps the integrity because if he comes to the committee stating that he needs to cut, he needs to know where to go. He added that unfortunately, we are going to get forced into these situations and we have to come up with a process.
- I D. Eberhardy asked about training for the committees and R. Duran stated that he has identified (3) different people who are good at data analysis and he will be contacting them.
- I T. O'Neil asked about shrinking a program rather than eliminating it because once it's discontinued, it won't come back. R. Duran responded that's why we retained Auto Tech; we chose to keep it at a reduced level because the data for the program was decent. He added that reducing a program is an option and doesn't have to be all or nothing.
- I A. Valle stated that what other campuses did was go through their catalog and basically "cleaned" house. She added that it's an opportunity to evaluate what we keep and what we don't.
- I J. Redding asked about an environmental scan data on the community and R. Duran stated that it is one of the goals this spring and we will have to revisit the Educational Master Plan. He stated that it's supposed to take us through 2015; however those assumptions don't hold anymore.
- I R. Duran stated that we now need to concentrate on getting ready for 2013-14 to meet the moving target. He said that we will have more budget forums this spring. He added that the upcoming changes to financial aid will affect our campus (i.e. PELL Grant), as well as changes to BOG waivers and eligibility standards.
- I A. Hayashi stated that there was a note sent out that a counselor was going to be hired. R. Duran responded that there was a transfer request, which got accepted and Graciela Casillas-Tortorelli will come over as a counselor next fall.

- | | | |
|----------------------------------|------|--|
| III. Approval of Meeting Minutes | I,AT | <p>The committee reviewed the meeting minutes of December 7, 2011.</p> <p>D. Eberhardy emailed her changes and A. Valle provided her changes in written form. A. Valle moved to approve the minutes, I. Edwards seconded, and the motion was accepted with refinements and two abstentions.</p> |
| IV. Resource Request Rankings | I | <p>R. Cabral stated that the Deans would be involved in looking at the Resource Requests that came from the PEPRs. They looked at four categories and produced a rank to provide to PBC. E. Endrijonas passed out the sheet that the Deans revised due to duplications and items that were already funded. E. Endrijonas stated that out of all the Resource Requests, general supplies were the first priority.</p> |
| | I | <p>E. Endrijonas stated that she asked the Deans to look at the ranking and number and come to Deans Council with their rankings. The Deans discussed the pros and cons and it was a difficult process but they wanted to balance the needs of each of the divisions.</p> |
| | I | <p>E. Endrijonas stated that the library does not fall under Business Services, Student Services or Instructions so she had them do a program review and they came up with two resource requests.</p> |
| | I | <p>R. Cabral asked the committee if the lists submitted are a recommendation to PBC as a consensus to vote on. E. Endrijonas responded that since there is no money for funding it's just a recommendation. D. Eberhardy recommended to use reports from 2011-12 to see what was spent and use it against the list.</p> |
| | I | <p>D. Eberhardy asked about a decision made last year at PBC that a report would be provided on what was spent. E. Endrijonas clarified the decision by stating that if the Deans were able to fund one of these requests with IELM funds, they would provide a report at the end of the year as to where the money went so we would have an informed record.</p> |
| | I | <p>J. al-Amin stated that some of these requests should not come to PBC because if it's a Health & Safety issue, it should go on the Facilities Master Plan. C. Inouye felt that for planning and budget, we need an overview of everything that is going on. J. al-Amin argued that if it's in the Master Plan, there is no reason for us to see it. E. Endrijonas stated that she has barely seen the Facilities Master Plan and doesn't know when the committee</p> |

meets and has never seen an invitation to the meeting or that items should even go there. J. al-Amin responded that CUDS is the place where this should go. He also stated that some of the items listed relate to technology and should go to the Technology Committee.

- I A. Valle stated that we need to make a recommendation to approve the rankings. J. al-Amin stated that we can't approve them, we have to receive them and when we get the other lists merge them together.
- I A. Hayashi asked what will be done with the list once it's reviewed. E. Endrijonas responded that they are memorialized in case we get money, we will know what to put it towards. R. Cabral added that this item is an Informational item on the agenda, not an Action item.
- I A. Valle noted the need to meet our stated goals as a committee charged with the coordination of planning and budgeting at the college that ensures an integrated planning process. R. Cabral responded that it would be an ongoing element of each PBC meeting.

V. Accreditation

- I The commission met last week and we are anxiously awaiting our notification. The response took about 2 weeks last time.

Other

- I R. Cabral stated that PBC has gone back to the normal meeting session of once a week and our normal meeting room of the President's Conference Room.
- I J. Merrill asked if our campus this year will receive any budget relief for mid-year retirements. E. Endrijonas responded that it was converted to hourly so we could hire another person. She also added that last week we added 8 classes to enhance students.
- I J. al-Amin ended the meeting by stating that it has been fun and interesting. He added that the budget situation is absolutely horrible as the state owes \$33 billion dollars and the budget deficit is \$2 billion. He also stated that the District spends most of the money on salary and benefits and what he, R. Duran and E. Endrijonas have to do is to find \$250K to balance this budget. While he understands that some people don't understand, we don't have the money and it's not coming out of the reserves. If you don't have reserves – districts cannot make payroll. He added that unless you can get constituents to vote for new tax dollars – it's going to get worse.

VI. Adjournment

I The meeting adjourned at 3:49 p.m.

VII. Future PBC Meetings

I

I

- February 15, 2012
- March 21, 2012
- April 18, 2012