



# PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

**Present:** John al-Amin (*co-chair*), Robert Cabral (*co-chair*), Jonas Crawford, Diane Eberhardy, Erika Endrijonas (*Ex-Officio*), Carolyn Inouye, Andrew Cawelti, Lisa Hopper, Marie Butler, Ralph Smith

**Guests:** Gail Warner, Karen Engelsen, Chris Horrock

---

Meeting Date: **02/16/11** Minutes Approved: **01/19/11** 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 2:05 p.m.   |
| II.    Additions to Agenda  | I    The Council decided that in addition to posting the agenda 72 hours in advance to abide by the Brown Act, a reminder notice will also go out to the attendees via email.<br><br>AT    March 16, 2011 meeting was moved to March 30, 2011.<br><br>AT    May 18, 2011 meeting was moved to May 4, 2011.  |
| III.    Approval of Minutes   | AT    The Council reviewed the minutes of the November 17, 2010 meeting. A. Cawelti noted his name was not on the list of attendees.<br><br>AT    A. Cawelti moved to approve the minutes of November 17, 2010, with the changes noted above. J. Crawford seconded, and <i>the motion carried unanimously</i> .   |
| IV.    College Mission Forum<br>Follow-up: <i>Review of<br/>Mission Statement</i> | I    Mission Statement was an action item at the December 6, 2010 senate meeting and was accepted with minor refinements, which were reverting back to “Promotes” vs. “Offer” and “inspire students to succeed” vs. inspiring students for success in achieving.<br><br>AN    J. al-Amin and R. Cabral will put together a one-page brief/timeline of the process. Once the Final Draft of the Mission Statement is prepared, PBC will submit it to the President so that he can take it to the Board of Trustees and have it vetted at the next meeting. |

|                                      |    |  |
|--------------------------------------|----|--|
|                                      | AT | R. Cabral requested a motion to accept the refined Mission Statement as articulated and provided by our campus and senate. A. Cawelti approved the motion and J. Crawford seconded, and <i>the motion carried unanimously.</i>   |
|                                      | AN | A recommendation was made to post the Mission Statement in areas for the students to see and to change the format so that it is easier to read and stands out more.  |
| V. Resource Request Form             | I  | J. al-Amin provided an explanation of the forms intent and use: <ul style="list-style-type: none"> <li>• This is a General Fund Resource Form.</li> <li>• To be used by PEPC, Business Services and Student Services.</li> <li>• Allows programs to utilize program review documents for justification for over and above costs and is not a reallocation of existing budgets.</li> <li>• Allows Faculty to collaborate more with the Dean and be more involved in the budget process.</li> <li>• Form must be filled out with justification, data and signed by the Dean for approval. It then goes to J. al-Amin or E. Endrijonas.</li> <li>• Each request requires a separate form.</li> <li>• Each request must relate to one of the plans listed under Criteria.</li> </ul> |
|                                      | AN | The Council provided the following changes to the form: <ol style="list-style-type: none"> <li>1. VATEA should read PERKINS.</li> <li>2. Add "Program Improvement" as another Criteria choice.</li> <li>3. Move "Fund Source" box down to the "Reviewed &amp; Recommended by" portion of the form.</li> </ol>  |
|                                      | AN | J. al-Amin stated that the Resource Request form will go to PEPC for review and comments/changes and will then be brought back to PBC's February meeting for a brief discussion/review and will then be finalized.   |
| VI. Strategic Planning/Budget Update | AN | J. al-Amin reviewed the 2011 Accreditation Evaluation Team Visit Recommendation Matrix and provided a brief explanation of the unofficial recommendations 1-7. <ol style="list-style-type: none"> <li>1. Continuous Quality Improvement. J. al-Amin stated that there needs to be a link between our resource allocation to all of these individual plans through data and assessments because this directly affects planning and budget.</li> </ol>   |

2. Communication Plan. J. al-Amin and E. Endrijonas spoke about communication and other ways to better communicate through SharePoint, the VCCCD portal, Committees, and forums. There needs to be improvement on how information gets out so everyone is on the same page.
3. SLOs. This recommendation needs to be done by Fall 2012.
4. Program Review/Multi-year approach. J. al-Amin stated that the Planning and Budget model needs to be reviewed and possibly updated.
5. Capital Planning & Resource Allocation/Total Cost of Ownership. J. al-Amin stated that in past planning these principles were not included as far as capital planning and development. He spoke about the 3 buildings that are going to be built in the next 3 years.
6. Systematic Personnel Evaluations. J. al-Amin stated that managers need to stay on top of this and analyze resources.
7. Support Services to All Students.

- | E. Endrijonas and J. al-Amin spoke about the above recommendations and stated that this information, although unofficial still, is being provided to Faculty so that they are informed on what is being worked on and also so that they are aware of what needs to be done to keep this institution accredited.
- AN J. al-Amin passed out and reviewed the current Planning and Budget model and stated that it needs to be updated. We need to decide how this is going to be evaluated and reviewed and make sure that it links allocation resources and planning. He asked that the Council take this, review it, mark it up and provide comments by the next PBC meeting in February.
- | J. al-Amin reviewed an email received from Scott Lay of the Community College League of California which explains Jerry Brown's budget and its impact on Community Colleges which if passed contained a \$400 million dollar reduction to the community college system. This also included \$110 million dollars in new revenue which is predicated upon a \$10 increase in the student fee from \$26 to \$36. The initial analysis of the new budget provided 3 scenarios of the funding:
1. Assuming Governor's budget is approved, the proposal provides a 6.4% reduction.

2. If June Tax Package fails and Prop 98 is funded at the minimum, the projected cut will be 9.9%.
3. If June Tax Package fails and Prop 98 is suspended, the projected cut is 14.4%.

This will have to be absorbed within our current budget. Oxnard College gets a base funding allotment based on the reduction.

| J. al-Amin addressed the issue of hiring new staff and stated that most likely the state will suspend the FON and we will not be hiring new or replacement faculty.

| R. Cabral asked J. al-Amin to provide a sense for all three scenarios of what the impact will be on Oxnard College:

Scenario 1: 3% reduction = \$1.2 million

Scenario 2: 5% reduction = \$1.7 million (likelihood)

Scenario 3: 7% reduction = \$2.2 million (worst case)

All the above scenarios are a reduction from the overall General Fund budget. Given the current FTES #'s, we are above CAP. The state is talking about readjusting our base which would fund us at a lower level.

| J. al-Amin stated that the timeframe for the first draft of budget reductions is mid February with final plans by March. Budget actions will not take place until June and the Budget will be in place by July 1. He did state that if the best possible scenario happens, money will then flow back.

| Erika stated that when it comes to budget cuts, we have to follow the 50% law and we also don't want to put ourselves into program discontinuance. She stated that she had all the Deans create a two-year matrix because we need to serve the students in these programs.

#### VIII. Adjournment

| The meeting adjourned at 3:58p.m.

#### IX. Future PBC Meetings

- |
- |     ○ February 16, 2011
- |     ○ March 30, 2011
- |     ○ April 20, 2011
- |     ○ May 4, 2011