



## PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

**Present:** Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Ishita Edwards, Karen Engelsen, Judy McArthur(proxy from Leo Orange), Erika Endrijonas, Lisa Hopper, Carolyn Inouye, Tom O'Neil, Jeannette Redding, Robert Cabral, Alex Lynch, Jeff Hiben, Alan Hayashi (proxy from Marlene Dean), Ana Valle, Linda Robison

**Absent:** Leo Orange, Mike Abram, Graciela Casillas-Tortorelli, Marlene Dean

**Guests:** Carmen Guerrero, Chris Horrock, Jeff Erskine

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Meeting Date: **03/20/13**      Minutes Approved: **02/20/13**      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 2:05 p.m.   |
| II. Public Comment               | I    | <p>A. Valle said the ASG is having a budget forum tomorrow from 6pm-8pm, where legislatures will be present.</p> <p>T. O'Neil announced that PBC is on YouTube from a past PBC meeting.</p>  |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from January 16, 2013. R. Cabral motioned to approve the minutes, I. Edwards seconded, and <i>the minutes were accepted unanimously</i> .   |
| IV. Report from Senate to PBC    | I    | L. Kama'ila presented and began discussing the PBC/Senate handout* and the report out. Next month's meeting will have facilitators present from the District. She addressed the DAC's Mission Statement at the bottom of the handout. She spoke of the hiring rubric presented at Senate and if faculty are hired; it should be towards disciplines with existing AA-T's. Student Services requested more hours in the library and more tutors. As for safety concerns, Senate discussed the inadequate locks on doors as a serious campus threat. Regarding program review and professional development, Senate would like an emphasis on transfer courses and note high success rate for CTE programs. |

\*Handouts

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|--------------------------------------|---|--|
| V. Report from PEPC to PBC           | I | PEPC now has a slot for program review in looking at the AAT process. M. Bush referenced the Resource Request form which has a piece in it now about SLO's as it is an Accreditation requirement. He said that we need to tie it to our budget. As part of the section of what it aligns with.   |
| VI. District Educational Master Plan | I | <p>L. Kama'ila addressed the (7) questions from her Senate handout which will be discussed at the upcoming EMP Focus Groups. I. Edwards asked where these questions came from and E. Endrijonas responded that they were decided after Consultation Council and District Council on Education and Planning, over the course of a couple weeks and these were what was decided. She added that not every question has to be used in each focus group and that the goal is to get as much feedback as possible. Including herself, B. King-Rushing, K. Hughes, J. Lulejian are the facilitators for Oxnard College. Everyone in PEPC, PBC and the Senate will participate in these focus groups. She will send the feedback to Robin Calote at Ventura College by April 18<sup>th</sup> where there will be a joint meeting with a large presentation. J. Redding requested a list of all the groups and meeting dates. A. Valle stated the questions were too broad and asked what data will be done. E. Endrijonas said with every facilitation experience a SWAT analysis will be done as part of the process and that this is not designed to be a data driven rather it is to get your perspective. She added that there are no right answers. She also said that this year is for the District and next year the colleges will be addressed. She added that these questions will not change and the purpose for such broad questions is to figure out what possible things need to be taken into consideration. The facilitation will never be able to answer every question everyone has but if you have any concerns within the focus groups, raise them during the process.</p> <p>J. Redding addressed Question #7 and asked how can we better serve our communities and connect more closely with them in fulfilling our mission?</p> |
| VII. Current Budget Information      |   | M. Bush addressed the handout that E. Endrijonas brought regarding IELM Funding and Restricted Lottery Funding*. E. Endrijonas discussed the handout and said this is a list of what was requested last year and what was allocated. She said that the request for this information was made by this group and she will create this chart every year there is money to be allocated.   |

- I M. Bush first discussed the global budget and said the best news is that tax receipts are exceeding prediction for current year budget. He talked about another issue of double dipping with green projects whereas it should go in Prop 98 and be divided out in K-14 institutions. He also provided a District budget update and stated that we are going through principles of the funding model and will see if it's going to change the allocation model; however, it appears that everyone likes the principles as they are. He added that right now, we do not know how much FTES we need to grow but the estimate is about 2%. They restored some FTES current year and we would grow on top of that.

VIII. Discussion:  
Recommendation for  
Budget

- I M. Bush said we need to discuss how we are going to expand for when we are putting things together. He added where this really came up was in our FON. We run the highest percentage in the District. He said another item to propose is to fund existing programs. He ventured to say that many of the departments do not have adequate supply budget as he has reviewed the numbers. He said that before adding programs back, his suggestion would be to fund an existing program. We need to grow FTES and Student Services before we grow Administrative Services.
- I R. Cabral asked for clarification on resorting some of the programs that have gone away and how to define lost programs and does it include those recently discontinued. M. Bush responded that any program that went through discontinuance is not being looked at to come back.

M. Bush stated that the committee needs to come up with principles of recommendation. He added that with the Foundation's continued support, we now have the opportunity to use \$200K to grow FTES which is about 40 sections. L. Kamaila responded that we need to listen to students' wants and needs. J. Hiben said that Auto Tech has a huge need for full-time faculty. J. Redding suggested looking at programs that aren't so healthy, while A. Valle said the ESL program never hurt for enrollment and it's a service to the community.
- I L. Kamaila discussed Dr. Duran's several different perspectives on hiring and that he hasn't set upon one of them yet, but we need to be prepared when he does. M. Bush said we were asked to increase FON by one and we are advertising for an EMT for next year. E.

Endrijonas said that PEPC has done faculty ranking and sent it to PBC, where they said “yes” or “no” before making a recommendation to Dr. Duran. Although he doesn’t have to take it in ranked order, he does try to respect what/how it is presented to him. She talked about a past practice because of AP4021 where we couldn’t really do the faculty ranking and as a result, this body articulated its belief that if there were to be money available; EMT, ESL and AutoTech positions would be recommended. We were told we need to increase FON by one; therefore he put forward the EMT position. She added that in the Fall, PEPC will focus its attention on faculty ranking and all other things it needs to do.

- I L. Kamaila reminded everyone that Academic Senate is a representative body and if you want to come to a meeting, everyone on this committee is technically a member. The meeting will be at 2:45. E. Endrijonas added that PBC will do a focus group in March so it's imperative that you encourage your constituents to go on Monday because you will participate here.

#### IX. Adjournment

- I The meeting adjourned at 3:55p.m.

#### X. Future PBC Meeting

- o March 20, 2013
- o April 17, 2013