



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), Sue Johnson (*co-chair*), Ishita Edwards, Tom O'Neil, Carolyn Inouye, Jim Merrill, Lisa Hopper, Jeannette Redding, Alex Lynch, Linda Robison, Ralph Smith, Jeff Hiben, Leo Orange, Karen Engelsen, Alan Hayashi, Ana Valle, Elizabeth Rangel (ASG Rep), Diane Eberhardy

Absent: Erika Endrijonas

Guests: Chris Horrock

Meeting Date: **04/18/2012** Minutes Approved: **03/21/12** Recorded By: Darlene Inda

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

DISCUSSION/DECISIONS

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| I. Called to Order | I | The meeting was called to order at 2:04 p.m. |
| II. Public Comment | I | L. Orange talked about a benefit fundraiser for Veterans which will be held at Casa Lopez on April 12 th . There will be a band, OC belly dancers as well as a silent auction. The cost is \$12-\$15 and if you can't make it, you can buy a ticket for a Veteran. The proceeds from this fundraiser will help pay for counseling and basic items to keep the center running. |
| | I | R. Cabral discussed an email sent by the Academic Senate President from Moorpark College regarding the Senate's request to temporarily suspend sabbaticals. |
| III. Approval of Meeting Minutes | I | The council reviewed the meeting minutes of February 15, 2012. D. Eberhardy moved to approve the minutes, R. Smith seconded and <i>the motion carried with refinements and one abstention.</i> |
| | I | J. Merrill requested that members bring any changes to the meeting to discuss as a group and approve rather than via email prior to the meeting. All agreed. |
| | I,AN | A. Valle stated that she didn't see "PBC Process Review" on the agenda as it's supposed to be a standing item now. D. Inda will include on the agenda from this point forward. |
| IV. Announcement: College | I | Budget Forums will be on March 28 th from 9:00am- |

Budget Forums

11:00am and March 29th from 2:00pm-4:00pm. The site for the forums has not been identified yet.

- I S. Johnson said the forum will cover the upcoming budget year in FY13, early projections for FY14 assuming that revenue is flat and the tax initiative does not pass, and how we got to the budget decision for the upcoming year and what will happen here locally. R. Cabral reviewed the DRAFT and spoke about the reduction slide saying that a lot of the content is what we've heard in the past couple weeks.

V. PEPC Program Review Update

- I R. Cabral stated that at the last meeting the committee was presented with a redefined working draft of the Annual Review Plan Report. The AP4021 had 10-11 elements that the colleges could use as part of their consideration for program discontinuation. R. Cabral took a look at the existing annual review form and weaved those elements into the form. He brought the form back to PEPC and the one recommendation was to include a diversity element. He added that because this became more of a grass root effort from the revision, he wasn't anticipating any major changes to the draft and went forward instructing PEPC members to begin using it as a working tool as Faculty wanted to start their work now. L. Hopper has already completed the program data element and it's been posted on SharePoint.
- I L. Hopper stated that the data is the same type of information looked at when going through the program discontinuance process last year. The data has diversity elements, unduplicated students, breakdowns by enrollment status, FTES, WSCH, productivity, awards and actual majors.
- I A. Valle asked if PEPC is incorporating the counting of disciplines for personal growth where these courses fall in for transfer level. She added that they may not get a degree in personal growth but it's embedded in general education requirements and suggested looking at BREADTH. C. Inouye responded that programs could address that in their narrative.
- I R. Smith stated that they do a lot of degree work not so much transfer which they do push but there are an awful lot of students who aren't ready to transfer yet. He feels that we need to get the data on that.

- I S. Johnson said she's not sure on the process here but something to consider is really how to **core** your curriculum as it's not good programs vs. bad, it's going to be good vs. good and you will have to incorporate elements that help you do that. She added that almost every class is going to be associated to the mission.
- I S. Johnson asked the committee if they consider what a program costs. D. Eberhardy responded that we didn't look at the cost because it wasn't one of the criteria's. S. Johnson replied that if you have a costly program vs. a not so costly, you're going to get extra resources for the most costly program.
- I R. Cabral said that as we are redefining the new form, it seems like we are trying to create the documentation so we can have something that will allow us to identify programs from other good programs and allow us to get some sort of placement based on certain criteria. He added in PEPC, all programs will go through a program review and it's the hope that they will be done this semester and have recommendations made for some type of ranking and placement.
- I T. O'Neil asked if it's been determined how the cost of programs will be computed. R. Cabral responded the programs in the capture list from being discontinued last year were using dollars per FTES and what's been allocated from the model to the division. S. Johnson added that we've talked about the model, general fund and restricted, but we don't track the cost of programs effectively. You have to be careful of the data you consider and be careful if you only look at general fund because you need to look at total cost of programs and make sure you're looking at aggregate of dollars spent on a program before you get your costs.
- I S. Johnson stated that if you truly want the cost of the program then you want ALL dollars. She talked about IELM funds, etc. and said that you need every single cost as most of it is not in the general fund. She also talked about accounting numbers and TOPS codes and added that Student Services have tons of funds that are outside of the general fund. Your definition has to be all funds that went into the program and every resource.
- I A. Valle said our main focus was to see how we do resource allocation but we haven't always known where the money's going. If we are entrusted as a group to gather this information, then as this group we are

supposed to say where they are going and make the recommendation. We as this committee are supposed to know the budget for this college and should have a feel for what our dollars are.

- I A. Hayashi asked about the direction of PBC the responsibilities and what are we going to look at. He said that we can talk about the data we need but until we know our responsibilities and what direction we are going, we can't do anything. He said that some of the concerns before when looking at costs, we were told just to look at the academic side of it and when the direction is to only look at one thing are hands are tied. S. Johnson responded when you review your guidelines and update, they should be general in nature but specific and should have balance. J. Redding said that we could follow our charge if we had that information given to us but we haven't seen it yet. S. Johnson responded that we need to stop moving backwards. She is here now and will bring us what we need and will not withhold anything from us.
- I A. Valle said in going back to data, we have goals and a charge and we can fine tune it but we haven't had the tools necessary to bring to fruition some of these things. She asked if S. Johnson could take a look at our goals and see if they are doable and see what information is readily available. S. Johnson responded that they are all doable but it depends on what everyone thinks they mean as there are very different connotations on what these words mean.
- I J. Redding said that we don't want to repeat what we did and end up in a process that is negative. She asked if S. Johnson could recommend what items will serve us best. S. Johnson replied that part of our role in the last bullet is to help accomplish the 3rd bullet. She passed out a document that she prepared for the committee a couple weeks ago. The document was a comparison of expenditures for general fund – unrestricted only. She went over the handout and said that this is a historical snapshot for yearend GF only and shows you that you've remained balanced but doesn't say if it's a good or bad balance, but the issue should always be "Is your college remaining balanced?" You only have so much money so how are you going to spend it? She knows that you need to have data but wants everyone to be careful what they look at because there's a difference between information and data and said that she will caution us as to where we could be drawing wrong conclusions. She

added that knowledge of the allocation model will help everyone understand everything.

- I S. Johnson stated that the next steps are to review the budget guidelines and what is missing and what you want to send to administration. She noted that our current set of guidelines does not talk about FTES and this needs to be in the guidelines.
- I S. Johnson stated that some of the work being done this year is for the FY14 budget as the FY13 budget is already being ranked. Overall there can be some minor juggling but nothing major.
- I R. Cabral asked S. Johnson if we were done with cuts and she responded that recommending cuts still hasn't fully happened and that the Board made some decisions on what to assume for this next year which is a \$8 million shortfall so now it's making the cuts that live within that budget and employees have been notified for the most part due to union contracts but bumping rights have not happened yet. She said that reductions themselves have been agreed upon and the recommendations formulated which will go forward to the April 10th Board meeting. The Board made a decision on what to assume with the tax initiative and to use reserves, so we've planned on using \$2 million now and an additional \$5 million should the initiative fail. The legislature has still not made their decisions on what our numbers will be but FY14 is going to be uglier and the amount is the same which will mean less money out of instruction. If the tax initiative passes, it stops sliding downhill.
- I K. Engelsen talked about R. Cabral's email earlier regarding temporarily suspending sabbaticals and if S. Johnson knew when those discussions would take place. S. Johnson responded that both contracts are closed and can't be opened with only one. We will sunshine our initial proposals in December because both contracts end June 30, 2013.

VI. Budget Review Follow-Up

- I See above as Budget Review was part of this discussion.

VII. Resource Ranking

- I Tabled item until next meeting.

VIII. Accreditation

- I S. Johnson talked about the triage team at the District called the District Council Accreditation Process (DCAP) which deals with district wide recommendations. The team has had two meetings and is moving directly and aggressively on each of the recommendations. They are

confident it will be done well in advance of the self-study that will need to be prepared which should be done by the end of the term so it can be shared with everyone before the break. R. Cabral added that they are taking a conceptual approach and identifying the gaps that have been missed and decide who needs to do it.

IX. Adjournment

I,AT The meeting adjourned at 4:00 p.m.

X. Future PBC Meetings

- I
 - April 18, 2012
 - May 2, 2012