



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Dr. John al-Amin (*co-chair*), Robert Cabral (*co-chair*), Diane Eberhardy, Erika Endrijonas (*Ex-Officio*), Carolyn Inouye, Marie Butler, Tom O'Neil

Guests: Dr. Duran, Karen Engelsen

Meeting Date: **04/20/11** Minutes Approved: **03/30/11** 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 2:09 p.m. There were 8 members in attendance - had quorum. |
| II. Approval of Minutes | AT | The Council reviewed the minutes from the February 16, 2011 meeting. M. Butler brought up the issue of comments missing from A. Valle and R. Smith. E. Endrijonas stated the purpose of the minutes is not to have a word for word review, rather more of a synopsis of what was discussed. |
| | AT | T. O'Neil moved to approve the minutes from February 16, 2011. D. Eberhardy seconded, M. Butler opposed and <i>the minutes were approved 7 to 1.</i> |
| III. Resource Request
Follow-up | I | R. Cabral stated that Faculty and Deans filled out the Resource Request form and submitted them to PEPC. PEPC had a lot of requests, so a resource request file was setup on the SharePoint website where they were uploaded. At the last PEPC meeting, each attendee had a physical copy of the requests. A spreadsheet was later put together which divided them into categories and was distributed to each PEPC member to review and apply their ranking for each request and have it ready by the next PEPC meeting on April 26 th . Robert stated that when we come back from April session PEPC will be able to present their list to PBC. |
| | I,D | The President requested an integrated list. K. Engelsen stated that her Department did an initial review and ranking of their requests and are reviewing them to be ready to submit to PBC. J. al-Amin stated that Business Services has finished their program reviews and review of their list and will have it ready to submit to PBC. |

I,D K. Engelsen asked about moving the process to earlier in the year and recommended creating a calendar for planning purposes as she is already working on her Student Services calendar and wants to plan appropriately. J. al-Amin responded that we can come up with some specific target dates and added that January will be when resource request are due to PBC. He stated that next year the multi-year process will begin and not every program will go through program review, which should assist with moving the process up a bit.

R. Cabral stated that we will have to have organizational meetings in August and operational meetings in September and added that PEPC needs to get the data so they can work on it. E. Endrijonas stated that she wants to work with PEPC as to what will be included in the data and added that it still needs to be decided who's going to be doing the multi-year process. C. Inouye added that part of the reason for the data was to have Fall data as part of the program review. R. Cabral said it seems that we should be able to move up the process and thinks we have improved our process 35-40 days.

IV. Planning & Budget Review Process

I,D R. Cabral stated that at the last meeting, J. al-Amin passed out the current Planning & Budget model and said that he hasn't received any feedback and asked if anyone had any questions or issues or if more time was needed. E. Endrijonas stated she provided feedback already and was under the assumption that it was already being revised. J. al-Amin stated that he's still waiting for feedback as well and if he doesn't receive anything, he will have to make do with what we have. He also added that at the May meeting, a final draft of the Planning & Budget process will be presented for approval and will move forward.

V. Budget Update

I,D J. al-Amin stated that at the last meeting, the information discussed was prior to the agreement between the District and SEIU regarding the benefits and other cost benefits. These numbers changed the budget target numbers because these had to be integrated into it. He added that today 27 employees were alerted that their positions will be abolished or reduced to make budget. J. al-Amin stated that this is unfortunate due to union and contractual obligations. He added that currently, the budget is based on taxes passing in June. It is not likely that the Governor will get the votes he needs so we may not see a ballot until July.

J. al-Amin stated that District-wide counsel is recommending that 5% come from colleges and the next 5% from District reserves. We are looking at 14-15% cut. He added that the fiscal problem is that these are with one-time monies which mean that next year we will see more cuts. He stated that they were very shocked with the increased benefits costs as those are anticipated costs we need to incur this year.

J. al-Amin stated that the financial situation is not improving and it is his hope that California will vote for additional taxes to assist the Community College system. As of July 1st, we will be a different college as far as staff and size go. The Managers and Dept. Chairs have proposed some good feasible reductions to get us through this year and the majority of that cut is coming from the layoff of classified staff. J. al-Amin added that the cuts are in all areas; Cafeteria, Child Development Center, Bookstore, Business Services, Student Learning and Student Services. R. Cabral stated that it's tough because we depend on our classified staff and without that support it makes it difficult to provide services to our students.

Dr. Duran stated that what's going to the Board is Best Case Scenario and said that we aren't going to get another tax initiative on the June ballot. He added that if we go to the November ballot and it's defeated, we could be looking at mid-year cuts. Dr. Duran stated that the likelihood of going to the 7% cut is high and the Board could ask us to do more on top of the 7% cut. Dr. Duran did say that the cuts next year cannot come from more staffing. He said that if in 2012-13 there are more cuts because we're using reserves to prop up this year and it could mean eliminating programs. Dr. Duran stated that we already cut 1.5 million and we will get that same cut next year, unless something else offsets it.

J. al-Amin stated that as soon as the reserves go away, we still have to come up with that money. We have \$13 million in reserves now, which buys us 2 years. He stated that at least 6% of the reserves will be used for this year alone and most likely again the following year.

- D E. Endrijonas stated that the Senates have all looked at a discontinuance policy and now the Executive Vice President's at all three colleges are looking at it to see how to operationalize it and then it will go to the Board. It needs to be in conjunction with financial and other

decisions that have to be made in a timely manner. She added that it's important to have a clearly articulated practice. M. Butler brought up 4 and 5 unit classes as well as recommending a cost benefit analysis. T. O'Neil suggested getting PCAP (common course numbering) out of the contract and implement it. M. Butler added that an Educational Summit is should be in our future so that decisions can be made.

I Dr. Duran stated that the next budget forum will be in April where the tentative budget will be provided. R. Cabral said that if we use the budget as part of the discussion, stakeholders will come.

AN R. Cabral asked the Council if the discussion had to be operationalized, what they would like him and J. al-Amin to do. Should PBC recommend to someone an Educational Summit? R. Cabral said that he and J. al-Amin will meet with the President and have a dialogue on having this at the next Budget Forum and see if it could go towards something more specific.

VI. Informational Item: Accreditation

I, AN There was no particular update, but E. Endrijonas stated by making this a more robust process and connecting the requests and PEPRs here, we are addressing the Accreditation issue. She added that at one of the next meetings, PBC needs to articulate what the process is for starting the review of the mission statement every 3-5 years. She added that over the summer is when the report that has to be submitted to the ACCJC will be done. The initial draft will have to be done by August 15th, approved by September 15th and sent out by October 15th.

R. Cabral stated that we need to formalize something where key factors are addressed and create a checklist. E. Endrijonas added that once PBC has determined that the mission review needs to be conducted, it needs to be decided if it goes to another body, i.e. outside consultant.

Other Item

I J. al-Amin asked that everyone add an additional 30 minutes to an hour at the PBC meeting on May 4th. Student Services and Business Services Resource Request's will be reviewed at the April 20th meeting and PEPC's will be reviewed at the May 4th meeting with a final review of all the requests afterwards during the same time. The first step will be to establish criteria/rules on how to review and accept the requests.

J. al-Amin added that some items will be pulled out automatically as they may fall within other plans such as the Facilities Committee which may already have this request in their plan. He reiterated that the form needs to be filled out no matter what Fund it should come from, if it's not what PBC reviews, it will get referenced out if it falls under another plan.

VIII. Adjournment

I The meeting adjourned at 3:25 p.m.

IX. Future PBC Meetings

- I
- April 20, 2011
 - May 4, 2011