



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Robert Cabral (*co-chair*), Jeff Hiben, Ralph Smith, Joel Diaz, Tom O'Neil, Diane Eberhardy, Linda Robison, Jeannette Redding, Lisa Hopper, Judy McArthur, Ishita Edwards, Ana Valle, Alan Hayashi,

Absent: Erika Endrijonas, Karen Engelsen (proxy to Joel Diaz), Leo Orange (proxy to Judy McArthur), Carolyn Inouye, Jim Merrill (proxy to Jeanette Redding)

Guests: Gail Warner, Carmen Guerrero

Meeting Date: **05/02/2012** Minutes Approved: **04/18/12** 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 2:05 p.m. |
| II. Public Comment | I | No Comment |
| III. Approval of Meeting Minutes | I | The council reviewed the meeting minutes of March 21, 2012. D. Eberhardy moved to approve the minutes, J. Redding seconded and <i>the motion carried with refinements.</i> |
| IV. Budget Guidelines | I | R. Cabral briefly reviewed the Guiding Principles for PBC and said that S. Johnson recommended including dollars per FTES. He would like to discuss/revise the document and vet it at the May 2nd session. He added that in speaking with S. Johnson one of the takeaways from the last session was when looking at program costs we shouldn't be looking at GF dollars per program – it should be total fund cost. She indicated to R. Cabral that Tom Kimberling was working on this information and will try to get it to PBC by the next meeting. |
| | I | I. Edwards asked about program costs which R. Cabral responded that we would address. C. Guerrero said if we include total cost, that includes one-time monies, however, there needs to be a caviat which states that it may not be there next year. R. Cabral said we will have to footnote that somehow. A. Valle said that it would be nice to have the base program cost and all other items are operational costs and extra monies. |
| | I | J. Redding asked if there were decisions that needed to be made before the end of the fiscal year and R. Cabral |

responded that by the end of the semester we should have completed program reviews, guiding principles, and resource requests from Business Services.

I C. Guerrero made mention that our intention is to evaluate those programs that are most costly, but if something is funded by a grant, it's supplemental funding. R. Cabral responded that we will need to footnote that somehow. A. Valle added that it would be nice to have the base program cost and all the other costs are operational and extra monies.

I,D R. Cabral said PEPC felt the committee itself didn't want to be part of a program recommendation and they felt it was the role of PBC to make those types of decisions. As we structure program review template that includes the AP4021 metrics we are having program writer's answer those questions. But he is sensing that PEPC didn't want to be involved in ranking the programs. R. Cabral thinks that if PBC is able to identify true program costs of 26 programs and have a committee that can identify qualitative aspects of the program, then someone here at PBC can compare the qualitative and cost of the program so that if we have to go through an analysis of the programs, it will be based financially, however, he doesn't think that we can get there this year. J. Redding responded that the other campuses are doing their analysis in a staged fashion using a program review process. A. Valle thinks that it should start at PEPC and wants a grid with elements of what they look at and provide an overview of the program to provide to PBC. R. Cabral responded that he will emphasize this information to PEPC to provide some type of ranking but he knows it's difficult because they see the different types of programs and when it gets to PBC we tend to look more at the financial side because whatever we do at PBC goes to the President and he looks at dollars.

I C. Guerrero stated that the original purpose of these guidelines was for program improvement and it was only until this program crisis that it became related to program discontinuance. She added that we got rid of courses not doing well a long time ago and what we have left with perhaps a small exception are huge demand, high student enrollment, lots of job and interest in transfer. So when we are asking PEPC to rank them; they are ranking good programs as they are all good programs.

- I J. Redding asked if the committee should meet earlier in August to try and avoid what happened last year. A. Valle responded that in the past we had subcommittees come in over the summer. A. Hayashi recommended considering getting constituent groups to figure out who the committee members will be in the fall so that if there is an emergency meeting, we know who to call.
- I,D,AT R. Cabral reviewed the budget guidelines and following changes were made:
- Title: FY 2012-13 Guidelines for Budget Recommendations
- Bullet #1 will read: All General Fund positions will not be filled unless they are critical to the college and reviewed by the Planning & Budget Council (PBC).
- Bullet #2: removed
- Bullet #3 will read: Courses offered will be based upon the definition of core courses, as determined by the college along with meeting the college's mission.
- Bullet #4: removed
- Bullet #5 will read: The college will reduce full/part-time positions as needed, but only as a last resort.
- Bullet #6 will read: All areas are to participate in college budget reductions.
- Bullet #7 will read: Total Cost of Ownership principles need to be included in resource allocation.
- R. Cabral requested that the PBC Goals be inserted above the guidelines. He added that he will take this to the Senate as an informational piece.
- I A. Valle said in keeping with PBC's goals the guidelines need to ensure they optimize funding and utilize resources. She also talked about having an allocation model here at the college and J. Redding agreed that it would be helpful to have a campus allocation model.
- I C. Guerrero spoke about Dental Hygiene and said that going forward until the budget crisis is gets better; we are only going to run one cohort of students every other year and with the diminishing hourly budgets we were given, Dental Hygiene was a large part of the CTE

budget. She added that a cohort can be a maximum of 20 students. She said that Jan Straka expressed concern about the impact to the science courses as most of the prerequisites are there and doing this only once a year may affect sciences.

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| V. PBC Process Review | I | No Update |
| VI. Accreditation | I | No Update |
| VII. Adjournment | I,AT | The meeting adjourned at 3:57 p.m. |
| VIII. Future PBC Meetings | I | <ul style="list-style-type: none">○ May 2, 2012 |