



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kamaila (*co-chair*), Robert Cabral, Ishita Edwards, Alex Lynch, Leo Orange, Mike Abram, Graciela Casillas-Tortorelli, Ana Maria Valle, Jeannette Redding, Jeff Hibben, Lisa Hopper, Bola King-Rushing, Karen Engelsen, Erika Endrijonas (*ex-officio*)

Absent: Carolyn Inouye, Linda Robison, Juan Smith-Valle

Guests: Chris Horrock, Kevin Hughes, Carmen Guerrero, Cynthia Herrera, Jeff Erskine

Meeting Date: **09/18/13** Minutes Approved: **05/15/13** 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,AT | The meeting was called to order at 2:02p.m. |
| II. Public Comment | I | No Comment |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from March 20, 2013. B. King-Rushing moved to approve, I. Edwards seconded and <i>the minutes were approved with refinements.</i> |
| IV. Budget Update | I | <p>M. Bush said the Governor came out with the May revise and Adult Education isn't coming, they are going to study it and have a consortium. He also said there was a proposal to go away from census based but it was dropped. He said that next year's budget is off by only \$100K, so Sue Johnson did a good job forecasting.</p> <p>M. Bush walked the committee through the Budget Update* document and reviewed/discussed each page. M. Bush said that we will go up a little over \$700K for next year but we will need to budget \$600K to grow our FTES by 377 which is about 114 new sections with 48 of them in the summer alone. He added that Oxnard College has the highest productivity in the District.</p> |
| V. Budget Priority Recommendations | I | L. Kamaila discussed the Report to PBC from PEPC Summary of Program Review* document and explained that PEPC used a five point rubric. Communication Studies was the only program that came close to scoring a 5. Only one program came close to scoring a 5. She |

*Handouts

said the success rate for Fall 2012 was 64% and OC was at 67.5%, which is percentage point per year for the last 3 years. She also said that no programs were put into the categories that were on warning and none were recommended to be discontinued.

I,AT ASG presented a Full-Time Student Life Coordinator Resolution* document. R. Cabral read the resolution on behalf of ASG and said in order for students to continue a good momentum they need a student life coordinator. A student attended the meeting and spoke about the resolution and why it is needed. M. Bush added that more than once, he has assisted students who have to backtrack in the process because they didn't know what to do. K. Engelsen said the position helps in terms of their success and completion and can be academic. It will help with our big goal of student completion.

A. Valle put forth a motion to support the position and L. Orange seconded. R. Cabral said on behalf of ASG he appreciates the support in acknowledging the need for a coordinator but it's in our best interest to make a recommendation but leave it to the President's Office. A. Valle amended the motion to accept the resolution as listed and submit to the President, a recommendation that an ASG coordinator be hired. All were in favor and the motion carried as a recommendation only.

I,AT L. Kamaila addressed the rubric* she put together and after a few added elements provided by the group, A. Valle motioned to accept the rubric, J. Redding seconded and *the motion carried*.

VI. Resource Request Form

I Linda K addressed the Resource Requests 2013-14* spreadsheet and said the instructional programs met the cycle and filled out their forms. E. Endrijonas added that over the summer, M. Bush will inform her of the available unrestricted and restricted lottery funds of which she will then use this list when filling requests. M. Bush stated the reason Student Services and Business Services requests are not on the list are because the money that pays for these requests are mainly unrestricted funds.

I A. Valle recommended providing priority to safety and licensing items. C. Guerrero spoke about Perkins and what is and isn't allowed. E. Endrijonas addressed the spreadsheet and said it will be separated out by category. She also said that sometime in July when she has the lottery numbers, she will review it with the Deans.

VII. Adjournment I,AT The meeting adjourned at 3:30 p.m.

VIII. Future PBC Meeting I First meeting for the Fall:

- September 18, 2013