



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: John al-Amin (*co-chair*), Robert Cabral (*co-chair*), Andrew Cawelti, Jonas Crawford, Diane Eberhardy, Tom O'Neil, Ana Maria Valle, Carolyn Inouye, Lisa Hopper, Linda Robison

Guests: Karen Engelsen

Meeting Date: **09/21/11** Minutes Approved: **05/18/11** Recorded By: Darlene Inda

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

DISCUSSION/DECISIONS

- I. Called to Order AT The meeting was called to order at 12:10 p.m.
- II. Approval of Minutes AT The Council reviewed the minutes of May 4, 2011.
- I,AN R. Cabral stated that as part of the Brown Act, we are required to post the agenda within 72 hours and recommended it be sent out to the attendees 3 business days in advance, not just 72 hours. T. O'Neil asked about having enough time to make additions to the agenda and J. al-Amin responded that additions need to be submitted to either Robert or himself, no later than 5 business days prior to the meeting. R. Cabral suggested this procedure for all PGM meetings.
- I The Council discussed the email that Ana Maria Valle sent out regarding additions to the agenda and that she wanted to have more discussion of CORE as well as the budget allocation model and bringing Sue Johnson down for the discussion. J. al-Amin briefly talked about the DCAS meetings and provided an explanation of the allocation model.
- I J. al-Amin handed out the Adoption Budget from 2010-11 and said that it's available online. He added that when you build a budget is you address your fixed costs and that the majority of our fixed costs are salary and benefits which is at 93% now. J. al-Amin stated that one of the reasons our school has had to take cuts is because of our fixed costs and added that we don't have many options and stated that our contingency (emergency/ reserves) is less than 1% next year whereas normally a minimum of 3-5% is put aside.

- AT After reviewing the meeting minutes, D. Eberhardy stated that she has proxy from Marie Butler. T. O'Neil moved to approve the minutes from May 4, 2011, A. Cawelti seconded, and *the motion carried unanimously*.
- III. Resource Request Review
- I,AT J. al-Amin discussed the handouts and explained what each one was. One of the handouts had all the "Other Requests" and another had the "Other Requests" prioritized by Program Name. The rationale behind this was to be able to give each department something. He reviewed the sheet and listed some items that have already been taken care of and said that some of the requests are for general supplies for departments. J. al-Amin also reviewed the Perkins funding sheet and talked about what has been funded through there and said that some of the items that should come from general fund are on the Perkins list. He talked about the use of STEM for instructional supplies and Health.
- I,D R. Cabral talked about the PEPC process and crafting the PEPR. He stated that the PEPR was a wish list as well as a document to memorialize the need for the program and suggested that maybe we need to look at the process done in PEPC. T. O'Neil said that PEPC is operated differently than before because he used to have to give presentations and although it was more time consuming, it worked. T. O'Neil feels that PBC is doing the job that should have been done at the department level. R. Cabral stated that a lot of the Faculty that sit on PBC don't sit on PEPC. D. Eberhardy suggested that when PEPC does their rankings, PBC members should be invited to come to that meeting so they know what their thought process is. C. Inouye stated that when reviewing the requests in PEPC, they ran out of time too. She added that we need to look at the representation of PEPC. She spoke about the PEPC membership and how everyone is chosen and stated that when it comes down to voting it is not balanced.
- I,D J. al-Amin suggested that any amount of funding available be provided percentage basis. C. Inouye expressed that doing this would not honor the original process. J. al-Amin responded that it gives money back to the department and if it's not used for the items on the list than it violates what the use is for. He provided an idea of what he would do by stated that it sends funds back to the dept. chairs and the managers to figure out and prioritize how the money is spent.

I,AN J. al-Amin asked C. Inouye if she felt there would be an issue with the other Deans or department chairs allocating funds. C. Inouye asked how the money would be divided up amongst the divisions and talked about the one-time monies and how it was distributed. J. al-Amin responded that he's comfortable with whatever is decided and C. Inouye said previously that she distributed the funds to everyone whether they needed it or not and then as the year went along and if the Deans/Dept. Chairs weren't spending, she took it out and distributed it to everyone. J. al-Amin said that a report would be given at the end of the year of where the money was spent and added that if every group were to get a little something, it shows that we are trying to address all the college needs and not just a few. He said that the list will go forward as a list of items recommending funding.

AT **Recommendation #1: Percentages for the allocation of available funding:**

- **76% of available funding will go to *Instruction and Student Services***
- **24% will go to *Business Services***

T. O'Neil moved to accept the motion, A. Cawelti seconded, with one abstention and *the motion was accepted and approved.*

AT **Recommendation #2: Deans and Executive Vice President devise a formula on how the money would be distributed for programs based upon existing program needs for any supplies and equipment.**

A. Cawelti moved to approve the motion, T. O'Neil seconded and *the motion carried unanimously.*

AT **Recommendation #3: Deans will provide a year-end report no later than April of the fiscal year of which they received funding, on any funds received to reflect the use based upon the submitted resource requests.**

T. O'Neil moved to approve the motion, J. Crawford seconded, with one abstention, and *the motion was accepted and approved.*

AT **Recommendation #4: PBC will work with PEPC during the Fall to revise as needed, the ranking process so that it adequately addresses the actual needs of the program.**

J. Crawford moved to approve the motion, T. O'Neil seconded, and *the motion carried unanimously.*

AT R. Cabral addressed the DRAFT calendar of the Participatory Governance Meetings, which show dates, times, room and chairs of each meeting and asked the PBC Council if anyone would not be attending next year. A. Cawelti stated that someone else will probably take his seat.

IV. Informational Item:
Accreditation

I J. al-Amin stated that everything we've done meets and exceeds what we've done. The form of evaluation and assessment for the performance of the committee, the role we play and what we need to improve on will be sent out electronically. He added that he and R. Cabral appreciate everyone's participation and that the work we do is very important and the work you do is valued. J. al-Amin wished everyone a great summer and to come back refreshed.

V. Adjournment

AT The meeting adjourned at 2:15 p.m.

VI. Future PBC Meetings

- September 21, 2011