



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Robert Cabral, Marlene Dean, Ishita Edwards, Alex Lynch, Tom O'Neil, Leo Orange, Mike Abram, Daniel Goicoechea (proxy from Ralph Smith), Ana Maria Valle, Jeanette Redding, Jeff Hiben, Lisa Hopper, Karen Engelsen, Carolyn Inouye, Juan Smith-Valle (*ASG Rep*), Linda Robison

Absent: Ralph Smith, Erika Endrijonas

Guests: Gail Warner, Cynthia Herrera, Jeff Erskine, Jonas Crawford, Chris Horrock

Meeting Date: **09/19/2012** Minutes Approved: **09/12/12** 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,AT | The meeting was called to order at 2:05 p.m. |
| II. Public Comment | I | L. Kama'ila discussed last night's Board meeting where they asked the college's to explain their processes for discontinuance. She handed out and read through the District's mission statement* and said that as we go through what we are about to do today, we need to talk about the core mission and vision of our college and decide what we think we should have while still fulfilling our primary mission. |
| | I | M. Bush spoke about the budget and what our portion of the budget cut is if Prop 30 doesn't pass which is approximately \$1.6 million; \$800K of instruction and \$800K of non-instruction. L. Kama'ila added that the president has asked PBC for our advice on what to recommend for instructional and non-instructional cuts. |
| | I | L. Kama'ila stated that we will look at Cost per FTES and reshaping our budget. She added that Engineering Tech has already volunteered their program for discontinuance which would save the college approximately \$40K. |
| | I | R. Cabral asked if there has been the assumption that every program is on the table. L. Kama'ila responded that we decided to look at cost per FTES but the problem is if we know what our expensive programs are, we need |

*Handouts

to identify our strategies. There was a discussion amongst the committee regarding Dental Hygiene and Television being given a one year reprieve, but M. Bush stated that the direction he received from the president was that nothing was off the table.

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| III. Approval of Meeting Minutes | I,AT | J. Redding made a motion to approve the meeting minutes of August 29, 2012 and I. Edwards seconded. R. Cabral stated that he was not at the meeting. <i>The minutes were accepted with all in favor and one abstention.</i> |
| IV. Cost per FTES Data | I | M. Bush stated that the data and detailed sheets are uploaded to Share Point. He provided a breakdown of how he calculated the data. |
| | I | A. Valle talked about Auto Technology's program review and high success rate for the college. She talked about NATEF certification and said that this program is the gateway for the college for a large majority of Latino men. |
| V. Discussion of Procedure | I,D | There was much discussion by the committee as to what procedure should be used in applying the rubric. A. Lynch recommended going through the Cost per FTES data, PEP reports and the rubrics and each member create their own list of program reductions. L. Hopper stated that the data is available and just needs to be pulled together and compressed. M. Bush added that he would like to give it a shot and put the data together and see how it looks. |
| | I,AT | A. Valle motioned to follow the rubric for all programs, J. Redding seconded, twelve members were in favor and two opposed. The motion was accepted by majority. M. Bush requested each member to bring a list with at least the top 5 programs they recommend to reduce, suspend or eliminate to the next meeting. L. Kama'ila added that there will be no anonymity and we will use the lists and have a discussion on how each member voted. |
| | I | J. Redding asked about public comment and asked if there was a plan to monitor it during the next meeting. L. Kama'ila responded that public comment can be made at any point in the meeting. |
| | I | L. Kama'ila said at the next meeting if everyone comes back with similar lists we should be able to have a vote at that point. We can then move onto administrative and student services. She passed out a sheet from the Adoption Budget* to use as reference. |

*Handouts

VI. Co-Curricular/Title V	I	Item not discussed
VII. Establishing Rubric	I	M. Bush stated that a rubric needs to be established for those things we want to measure so that we can get into the data and discuss.
	I,D,AT	<p>The committee discussed items they would like to be included in the rubric to measure programs and the following were decided on (in no particular order):</p> <ul style="list-style-type: none"> • Total cost • Cost per FTES • Applies to degree or certificate • Demographics of service area • Ethnic representation • Unduplicated enrollment • Retention • Success rate <p>There were a couple more items discussed; redundancy and long-term cost of ownership and it was decided to include them in a 2nd tiered rubric if necessary.</p>
	I	R. Cabral asked if this rubric only applies to AP4021 and M. Bush responded that we will begin using the rubric for AP4021 and will amend the rubric as needed when we discuss administrative and student services.
	I	M. Bush stated that when looking at reduction, we need to focus on getting students out so if we start reducing and we don't have the classes for students to succeed, it can create a bottleneck. C. Inouye spoke about Math and their reduction method of redesigning their program to increase success and bring down the budget.
VIII. Accreditation	I	No Update
IX. Adjournment	I	The meeting adjourned at 4:23 p.m.
X. Future PBC Meeting		<ul style="list-style-type: none"> ○ September 19, 2012 ○ October 17, 2012 ○ November 21, 2012 ○ January 16, 2013 ○ February 20, 2013 ○ March 20, 2013 ○ April 17, 2013

District Mission

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.