



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Carolyn Inouye (proxy for Mike Bush, *co-chair*), Linda Kamaila (*co-chair*), Tom O'Neil, Debbie Guzman, Jonas Crawford, Alex Lynch, Leo Orange, Linda Robison, Gloria Guevara, Amy Edwards, Jenny Redding, Bola King-Rushing, Ashley Lajoie, Karen Engelsen

Absent: Mike Bush, Robert Cabral, Graciela Casillas-Tortorelli (proxy to Leo Orange), Erika Endrijonas (*ex-officio*)

Guests: Jeff Erskine, Lisa Hopper, Ishita Edwards, Carmen Guerrero, Ken Sherwood, Cesar Flores, Chris Horrock, Chris Mainzer, Jeff Hiben

Meeting Date: **10/16/13** Minutes Approved: **09/18/13** 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 2:05p.m. |
| II. Public Comment | I | Public Comment was made by Cesar Flores, ASG Senator and Ishita Edwards |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from May 15, 2013. T. O'Neil moved to approve, L. Orange seconded and <i>the minutes were approved with refinements.</i> |
| IV. Review District Vision – Mission – Values | I | The District completed their Educational Master Plan (EMP), but beforehand had to go through their mission, vision and goals. This committee is in charge of looking at the Mission and if anything needs to be discussed or changed, this committee is where it will happen. The committee read through the District's Vision, Values and Mission Statement*. L. Kamaila spoke of the EMP's at the college level and said that ours will help drive the Districts. She also said the District chose three of their goals and will have to work on them; one being to have more students as our numbers are up and down. |
| V. Review College Vision – Mission – Values | I,D | L. Kamaila stated our mission statement looks very similar to statements that were done 15 years ago. The committee read through the Vision, Mission, and Values Statement. Linda passed out Brainstorming the Mission* handout which also had Examples of Community |

*Handouts

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College Mission Statements. General comments about the mission statement were it should be short and to the point. C. Guerrero said it would be beneficial to review the language in Standard I, which is about the Mission.

- I,D L. Kamaila said that in addition to this, M. Bush will be arranging two large focus groups to discuss this. One will be politically charged and the other will involve the community. The point is to get feedback and will need to have something to present in November. She asked the committee how they want to begin this process and said we will have “All College” forums in the next two weeks and then again before the end of the semester. C. Guerrero added that we have a lot of people who have been trained to facilitate the process. G. Guevara recommended we come up with a few key concepts. L. Kamaila requested that everyone come to the next meeting with key phrases so that we can break up into small groups and discuss. C. Inouye recommended that everyone read Standard 1A in the Accreditation document so that it’s in your mind as you are going through the process. L. Kamaila also requested that a student be in each one of the focus groups. She also mentioned the community’s input and really listening to what they have to say as they gave us a lot of data for our previous EMP and it didn’t show up in the plan. She said we will do our plan between now and April

VI. College Hour

- I L. Kamaila said the issue of resource use came to Academic Senate and that some brought the idea that they wanted to have a college area that is similar to other colleges being an attempt to make sure classes are in session during a certain time of day so students can participate in college life. She said Academic Senate made a sub-committee and found that there aren’t a lot of classes between 12:20pm and 2:00pm. Asking faculty to hold office hours during that time would be helpful and would encourage faculty to use resources slightly different. She said the senate is going forward with it as a pilot program.

VII. Informational Items: Accreditation

- I E. Endrijonas said the 1st reading of the mid-term reports have been reviewed by the Board. The final copies of all evidence are being worked on now and once it is signed off, it will go in the mail.

VIII. Adjournment

- I,AT The meeting adjourned at 2:55 p.m.

IX. Future PBC Meeting

- I ° October 16, 2013