



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 R. Smith), Ana Maria Valle, Jeanette Redding, Jeff Hiben, Lisa Hopper, Carolyn Inouye, Juan Smith-Valle (ASG Rep), Linda Robison

Absent: Erika Endrijonas (*ex-officio*), Karen Engelsen

Guests: Connie Campos, Liz Nava, Gail Warner, Jeff Erskine, All OC Athletic Coaches, All OC Athletic Teams, J. McArth, Frances Lewis, Graciela Casillas-Tortorelli, Carmen Guerrero, Chris Horrock, Karla Banks, Grace Joe

Meeting Date: **10/17/2012** Minutes Approved: **10/03/12** 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 2:05p.m. |
| II. Public Comment | I | L. Kama'ila stated that she will allow 15 minutes total for public comment at 3 minutes per person. |
| III. Approval of Meeting Minutes | I,AT | A. Valle moved to approve the meeting minutes of September 26, 2012, and R. Cabral seconded, and <i>the motion carried unanimously with refinements.</i> |
| IV. Budget Guidelines for Administrative and Student Services | I | L. Kama'ila asked the committee if they had any strategies to discuss regarding the \$800K reduction in non-instruction. |
| | I | J. Redding suggested moving the Director of Fire Technology to the CTE Dean, fill the Fire Technology position with a Coordinator, and move current CTE Dean to vacant Liberal Studies Dean position. She said the college would save the cost of a whole position. |
| | I | R. Cabral said instead of identifying individuals and positions, he recommended to send a message to the President that there should be more focus on a management restructure which would allocate to reduce spending by \$XX amount and let the President deal with specific positions. PBC should only offer a specific dollar reduction. |

*Handouts

PBC Minutes (10/03/2012)

- I M. Bush talked about data requests and addressed the organizational chart* and explained how it is divided into areas; administrative, student services, district-wide and co-curricular. He said the next piece of info requested was K. Engelsen's breakdown of student services on staffing and budget. He had Grace Joe review it and confirm the numbers. He then spoke about categorical and general fund expenses.
- I J. Redding said that looking at management's percentage of administrative dollars, the other two colleges comprise of 4%, whereas this college is 5.4%. She recommended that this campus align with the other colleges. J. Redding handed out her proposal*. L. Kama'ila responded that would be a reduction of 1.4% and maybe we should expect management to come up with that. She also said there have been 12-13 furlough days recommended.
- I I. Edwards asked about data on how many students and Deans are at other colleges and what the students per Dean ratio is. L. Kama'ila responded that Moorpark has 311 faculty and six deans, whereas they used to have nine. Every Dean has the same title and they are expected to be interchangeable. Oxnard has 118 faculty and four deans. Ventura has six deans as well. She asked why we are out of sync with Ventura and Moorpark when they serve twice as many students as we do. She did say that we have a robust CTE program which involves dealing with the community, Perkins and a lot of additional duties that don't fall under the regular Dean's purview, so it's difficult to compare deanships.
- I A. Lynch addressed J. Redding's earlier recommendation about Fire Technology and said that CTE is too large to share with another coordinator and Fire Technology can't be managed by just a coordinator and said we need to be concerned about eliminating a Dean or moving them around.
- I L. Kama'ila stated the \$1 Million is 10% of our budget and we have reduced slightly more than \$800K in instruction. For administrative a reduction of 10% in management salaries is starting point. She talked about supplies and materials and how the budget for this went up significantly. She spoke about the motion that was made last week about Classified where the general idea was that Classified went down already and was hit hard and said we need to take 10% out of each budget and

possibly a more if we want to spare Classified. She added that we may have to revisit Faculty, Student Services and Co-curricular and maybe expect more than a 10% reduction for management since they reduced nothing last year.

- I M. Bush said when talking about Classified, if the college reduces M&O staff we will be looking at weekly cleanings rather than daily and once a week grass cutting.
- I R. Cabral ran rough numbers off the budget and said if management goes from 5.4% to 4%; it would be a \$321K savings. L. Kama'ila responded that if they took the 12-13 furlough days that are being discussed, that's only a \$58K reduction. M. Bush asked R. Cabral to put together wording for management to take a portion of the reduction.
- I J. Redding discussed the proposal* handed out by Alan Hayashi where it's recommended not to fill Ralph Smith's position and proceed in a wise fashion with the savings. A. Valle responded that there are certain regulations and restrictions that need to be taken into account and it's important that whatever we look at in relation to counseling, we think twice about it. She said that this position is one that is already short in the department and we need to keep best in mind how to serve our students.
- I Public Comments regarding Student Services were made by Graciela Casillas-Tortorelli and Alan Hayashi.
- I The committee discussed the proposal from Alan Hayashi which recommends not filling Ralph Smith's position, eliminate Personal Guidance classes and shift responsibilities to hourly part-time work as counselors. This proposal would also have a savings in FTES which is something that has to be reduced. The proposal stated that filling Ralph Smith's position would be postponed until the budget is better.
- I L. Kama'ila talked addressed Co-Curricular. M. Bush talked about athletics and said Oxnard College went from nine down to six sports this year. The budget for athletics this year is \$450K. J. Smith-Valle asked if there was a plan for return of suspended programs and L. Kama'ila said not yet. A. Valle asked about the cost of athletics and how much is offset by revenue. C. Inouye said students have to enroll in the courses which are

taught by faculty and that all student athletes have to be full-time students.

- I Public Comment for Athletics was made by Diana Mata, Victoria Dominguez, Dallas Rushing, Jon Larson, Jonas Crawford, and Gene Belloise.
- I C. Inouye said that as the Dean of Athletics she's not saying not to touch athletics, rather asking not to wipe out the entire program. She would like her and Athletics to decide the amount of reductions. A. Lynch added that we have cut so much already and to be a vibrant Community College, we need athletics. R. Cabral added that his fear about athletics is that it's not protected by AP4021 and even though athletics is not a program, once you start reducing it's not the same as instructional where it's easier to rebuild FTES because for athletics, it will take them a long time to rebuild. He agreed with Carolyn that she and Jonas should figure out their fair share and come back to PBC and present it so we can embrace it as none of us want to see it go away.
- I L. Kama'ila said we have already discussed management cuts, Student Services has been asked to come up with 10% as a goal, Instruction took 15%, athletics needs to look at 10% and she wants to keep Classified under 1%. She would also like to reduce supplies and materials by \$50-\$100K. She added that by the time we meet next, we will have the EVP's response. The real issue though is sculpting this campus to what we want it to be so we have to find a way to balance the budget.
- I Public Comment about Classified was made by Connie Campos.

V. Accreditation

- I No Update

VI. Adjournment

- I,AT The meeting adjourned at 3:56 p.m.

VII. Future PBC Meeting

- o October 17, 2012
- o November 21, 2012
- o January 16, 2013
- o February 20, 2013
- o March 20, 2013
- o April 17, 2013