



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Graciela Casillas-Tortorelli, Tom O'Neil, Carolyn Inouye, Jonas Crawford, Amy Edwards, Lisa Hopper, Alex Lynch, Linda Robison, Ashley Lajoie, Alan Hayashi, Debbie Guzman, Karen Engelsen, Bola King-Rushing, Gloria Guevara

Absent: Robert Cabral, Leo Orange, Erika Endrijonas, Brett Enge

Guests: Francisco Ferrera, Jennifer Clark, Gail Warner, Jeff Erskine, Jeff Hiben, Chris Horrock

Meeting Date: **11/20/13** Minutes Approved: **10/16/13** 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 | No Comment |
| III. Approval of Meeting Minutes | I,AT | The committee reviewed the meeting minutes from September 18, 2013. T. O'Neil moved to approve, B. King-Rushing seconded and <i>the minutes were approved.</i> |
| IV. Confirmation of Membership | I | <p>M. Bush stated that the committee needs to confirm its members and who represents each group as only members of the committee sit at the table and make motions. The following committee members were confirmed:</p> <ul style="list-style-type: none">• Co-Chair: Mike Bush & Linda Kama'ila• Management Representative: Carolyn Inouye & Karen Engelsen• AFT Appointed Representatives: Robert Cabral, Brett Enge, Amy Edwards, Gloria Guevara, Jonas Crawford, Tom O'Neil, Graciela Casillas-Tortorelli, Leo Orange, and Alex Lynch• Classified Representatives: Lisa Hopper, Bola King-Rushing, and Ashley Lajoie• Student Representative: Debbie Guzman• AFT Representative: Alan Hayashi• Classified Supervisor: Linda Robison• Ex-officio: Erika Endrijonas |

V. Budget Update & Student Success Summit: Roll Out of Performance Based Funding

I,D

L. Kama'ila addressed the "Credit Funding Formula"* handout and stated that this year we are getting student success funding as a college. In 2015-16, we can't lose more than 20% of the money we're given. She said that we will always get 40% of what we're getting now, but will never get back to 100% unless we get the students to go through Initial Orientation, Initial Assessment, Abbreviated SEP, Counseling/Advising, Comprehensive SEP, At Risk Follow-up Service, and Other Follow-up Service.

L. Kama'ila passed out "Planning and Implementation Timeline"* and said this year we are supposed to do district and college level planning and have already begun that process.

K. Engelsen said that in order for student's to keep their priority registration, they have to have an assessment and Ed Plan done. She said in Fall 2014, their registration time will be dependent on whether they've done these things or not. She added that a matriculation plan will also be done by Student Services. The penalty to the student if these things aren't done is their registration date. L. Kama'ila added that as a college, we have the ability to block classes from students unless they have gone through orientation. Additionally, eventually, students will have to meet standards of progress in order to get their BOG waiver. Students who fall below a 2.0 GPA will be dropped from registration as well.

I,AN

K. Engelsen asked to be added to the agenda next month to provide an update and L. Kama'ila stated that it will be a standing item for all future agendas.

VI. Report from PEPC

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L. Kama'ila said PEPC is going through the faculty ranking process. She said that this committee's job is to look over PEPC's list which will come in November so that we can put together a rubric to give to the President.

VII. Roundtable Discussion: Mission Statement

I

M. Bush stated as we update the Educational Master Plan (EMP) for the college, we have been asked to review our mission, vision and values, either to reaffirm, edit, or completely rewrite and recommend to the President, which is the charge of this committee. He made the following comments about the mission, vision and values statements:

- Mission – why do we exist?
- Vision – what do we want to create?

- Values – what type of values do we want to instill?

M. Bush read the vision and said it's concise, but our mission statement doesn't say why we exist.

He asked the committee for their thoughts and recommendations:

- G. Guevara - thinks the clearer and cleaner the better and doesn't feel we need the qualifications. She feels the current statement is weighted down.
- L. Kama'ila – talked about the wording and asked about promote and provide. She wants to make it less “business”
- A. Edwards - we are providing a service to the community. We do need to make the mission statement a little more contemporary.
- K. Engelsen – it should inspire a very clear message.
- M. Bush referenced Santa Monica Community College and the group discussed the word “globally”. He also talked about words we connect with (i.e. student learning and education) and recommended a sub-group to work on this.
- D. Guzman - pursue their goals in excellence.
- G. Warner - .our success is our mission
- J. Crawford - get rid of everything after the word “through”...(where the qualifiers are).
- A. Lynch - we aspire to provide a pathway for students to achieve their goals.
- A. Edwards - inspire and promote excellence in student learning for the global community.
- L. Hopper – likes the last line in the current mission and likes Bakersfield's mission - to provide excellent learning opportunities.
- A. Hayashi – likes the last line beginning “...Oxnard college, to empower and enable students to succeed in their personal and educational goals” and said it addresses the educational and vocational side.
- B. King-Rushing talked about encouraging students in life skills and would like to see something that helps them realize their goals.
- G. Casillas-Tortorelli said the word “empower” is overly used. It has to come from the students. She recommended a newer more effective word. D. Guzman recommended “strive”.
- K. Engelsen talked about score cards being a measurable tool and if it should be part of the

mission. M. Bush cautioned tying anything to the scorecard as it can be something different.

- C. Inouye thinks the current mission is too wordy. She read the accreditation and standard related to the mission.
- T. O'Neil - this mission isn't just for us, it's for the community. He talked about using multicultural vs. global. We need to look at our audience.

M. Bush asked the committee who would be interested in working on this and A. Lajoie, G. Guevara, K. Engelsen, D. Guzman, A. Edwards and M. Bush all volunteered to work on the statement as a sub-group.

VIII. Informational Item:
Accreditation

I

E. Endrijonas said the mid-term report was mailed off after it was signed and the ACCJC received it. Now we will start the process all over again. She added that the reason we have these committees is to comply with accreditation standards and said we need to put all our words through the accreditation standards, so when you think of things we need to be doing in the committee, think of accreditation.

M. Bush added that if you have an item you would like on the agenda, it needs to be received a week in prior to the meeting, so we have time to publish/notice our agenda 72 hours in advance.

IX. Adjournment

I,AT

The meeting adjourned at 3:18pm

X. Future PBC Meeting

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November 20, 2013