



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Marlene Dean, Tom O'Neil, Leo Orange, Graciela Casillas-Tortorelli, Ana Valle, Jeannette Redding, Jeff Hiben, Lisa Hopper, Bola King-Rushing, Carolyn Inouye, Juan Smith-Valle, Linda Robison, Erika Endrijonas (*ex-officio*)

Absent: Robert Cabral, Ishita Edwards, Alex Lynch, Mike Abram, Karen Engelsen

Guests: Carmen Guerrero, Cynthia Herrera, Jonas Crawford, Chris Horrock, Alan Hayashi, Christina Tafoya

Meeting Date: **01/16/13** Minutes Approved: **11/21/12** 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 2:03 p.m. |
| II. Public Comment | I | No Comment |
| III. Approval of Meeting Minutes | I,AT | The council reviewed the meeting minutes of October 17, 2012. J. Redding motioned to approve the minutes, T. O'Neil seconded, and <i>the minutes were accepted unanimously.</i> |
| IV. Reports from Co-chairs | I | No Update |
| V. General Discussion of DCAS and Changes to the Allocation Model | I | M. Bush talked about a proposal to DCAS to have a Vice Chancellor of Academic Affairs. Coupled with that proposal is a realization in the finance area that we've reduced as many positions at the DAC and still have sound fiscal oversight. The proposal is to increase the District's allocation as a percentage from 6.4% to \$600K. |
| | I | M. Bush stated that there is a second proposal going through DCAS that is not so well thought out and perhaps mean spirited with only one person pushing it from Moorpark College which is to go to a straight model that would cost Oxnard College \$1.2 million; giving \$700K to Moorpark College and \$500K to Ventura College. He added the first proposal was put through by Sue Johnson and the other Vice President's at the other two colleges whereas the second proposal was not written out nor agendized, rather it was under "Other". |

*Handouts

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I,D The group discussed the first proposal from the District and T. O'Neil said that if they want more money we need to know how they want to spend it. L. Kama'ila talked about linking expenditures back to planning. C. Guerrero spoke about the time when the District grew and how services went down at the colleges to save money by bringing functions back to the District. A. Valle said that an analysis needs to be done at the District for what they have and how they do it. J. Redding stated we get something from the District on the areas that have grown and history of the departments. C. Inouye suggested an Academic Affairs unit is essential at the District to remind them they are an educational institution and where the money would be going.

VI. Institutionalizing our Data Plan

I, D L. Kama'ila talked about putting together data previously and wanted to ask that data requests be made now with the data you'd like to see so it can be produced over the summer. A. Valle responded she would like to use what is already there because a lot of the data we have, we don't necessarily look at and spoke about the matriculation data and knowing how to use what we do have and streamline down to other areas. Scorecard data taking a cursory look was also mentioned. L. Kama'ila said between now and January to put your list together and she hopes to have a packet with the data requested so she can begin to train people how to look at it. B. King-Rushing said a table of this data has started already with the Student Success Committee. L. Hopper added that the table is being used in the District Research committee so it pulls in even more information which has been expanded now to look at what we might want to look at for the Master Education Plan for the District. She added it tells what's out there and what we can pull in and utilize, but it is primarily instructional data and only some is student services data.

C. Herrera stated regarding the Student Success Committee, STEM (through the STEM grant) will hire a consultant; Brad Phillips who will help put together a data template will do the training for people as well as train the trainers which will be part of the committee going through June of next year.

VII. Upcoming Planning Needs – PDC

I L. Kama'ila said that time is not on the side of our students and we need to do enrollment management planning. Some suggestions amongst the group were a Faculty Academy (regular ongoing training to the campus rather than go out to campuses), Program

Review introduction, interviewing people, Oxnard College History project, and a proposal to start a job shadowing student mentoring program. L. Kama'ila said that the Professional Development Committee and this group need to bounce the information back and forth.

- I L. Kama'ila talked about TMC's and where we stand. E. Endrijonas responded that the Chancellors office sent out a form that lists all our AAT's and those that are planned which we will need to certify, however, we are in good shape, though we are not in the greatest shape at getting the information uploaded to the state. She added that when she sends it off she wants it to be as accurate as possible and said there is a 4-week turnaround on AAT's approval. She also talked about the new IDS and that her primary responsibility will be to upload the application materials and we will have every AAT/AST in the pipeline for the TMC's finalized.
- I M. Bush brought up program reductions and said there will not be any due to budget. He added that whether a program expands or retracts will go through the normal process. He said there are discussions at the management level of flexing budgets up and down but the cuts we are looking at are off the table and the only program cut is Engineering Tech because they offered it.
- I,D M. Bush discussed FON and said since we are not going through massive reductions there may be the need to increase the FON. Depending on retirees, we may need to increase it by one. He added that we also need to recognize the failed search for an EMT last fall. He referenced last year's minutes* and the discussion of FON and where to expand if given the opportunity. E. Endrijonas said in the spring, PEPC will do another round of program review and out of that will come a list of consideration for next fall, however, this time around Dr. Duran needs a list by December 10th to tell the District office what faculty member we might go for in the event we have to meet FON, therefore, we need to decide how we want to do it for this year. She said that one possibility is to reaffirm the choice of the EMT faculty position we were unable to fill and say we would like to do a recruitment, which right now it would not affect the FON and would be a new position.
- I,AT A motion was made that if there is a critical need to hire and in no particular order it would be ESL, EMT or Auto Technology. A. Valle accepted the motion, seconded by J. Hiben and *passed unanimously*.

VIII. Adjournment

I The meeting adjourned at 3:55 p.m.

IX. Future PBC Meeting

- January 16, 2013
- February 20, 2013
- March 20, 2013
- April 17, 2013