



# PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

**Present:** Mike Bush (*co-chair*), Linda Kama'ila (*co-chair*), Tom O'Neil, Jonas Crawford, Alan Hayashi, Ashley Lajoie, Linda Robison, Erika Endrijonas (*ex-officio*), Lisa Hopper, Leo Orange, Alex Lynch, Karen Engelsen, Graciela Casillas-Tortorelli, Carolyn Inouye, Debbie Guzman, Gloria Guevara

**Absent:** Robert Cabral, Bola King-Rushing

**Guests:** Carmen Guerrero, Jennifer Clark, Chris Horrock

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Meeting Date: **01/15/14**      Minutes Approved: **12/18/13**      Recorded By: Darlene Inda

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**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 2:03p.m.<br><br>Changes to Agenda: add "Report" after Item V. T. O'Neil motioned to accept change to the agenda, G. Casillas-Tortorelli seconded, and it was accepted unanimously.  |
| II. Public Comment                                       | I    | No Comment   |
| III. Approval of Meeting Minutes                         | I,AT | The committee reviewed the meeting minutes from November 20, 2013. A. Edwards moved to approve, A. Hayashi seconded and <i>the minutes were approved</i> .<br><br>Brett Enge is no longer on committee and the new appointed person is Cesar Flores.   |
| IV. Approval of New Mission Statement for Oxnard College | I    | M. Bush addressed the mission statement debate of the word "multiple" at the last meeting and said that he has received no comments or changes to the wording, so he put together a memo to Dr. Duran to recommend the new mission statement. He passed out the DRAFT of the memo* to the committee. The committee reviewed the memo and after a few minor refinements, T. O'Neil motioned to approve the memo/mission statement to Dr. Duran, L. Hopper seconded and it was accepted unanimously. |

\*Handouts

## V. Reports

I,D K. Engelsen provided the Student Success report. She said as a reminder the state has created a student success support program and as a college we are required to create a report that is due next October. She said between student services and counseling, they have done a lot of work to create and be prepared for it. She passed out a document\* to show the progress made. She setup guidelines for preparing the report and how we support student success through the matriculation process. They are playing around with what to call the plan and are creating the acronyms. She read through the guidelines and wanted everyone to be in agreement. Secondly, she shared how the student responsibilities and college responsibilities are laid out. She then handed out information regarding the data implementation plan and read through the SSSP Data Elements. Another document she handed out was the initial breakdown of Student Success dollars and how they are/were spent. E. Endrijonas asked about the back page for the spending plan for 2014-15 and said that the other part of the allocation needs to be added.

I,D J. Crawford provided an Athletics update regarding the presentation made by Andy Chavarin. Andy had a meeting with Dr. Duran to discuss his proposal. Dr. Duran had to be honest with him that the timing for this proposal is short-sided to start track and field in the spring and is an almost impossible task on our part as it requires a lot of planning. Jonas said the students do have options to run track and field at VC for both men and women's. J. Crawford and C. Inouye both thanked Andy for all the hard work he put into this. There were questions asked about bringing certain sports back and M. Bush said there is no extra money to put towards a sport for Spring.

## VI. Faculty Rankings

I,AN L. Kamaila presented the faculty ranking sheet from PEPC and said the process was completely transparent and the tally scores were interesting. She reviewed the spreadsheet and discussed the rankings of the programs. She suggested in January that PBC come up with rubrics for this process before presenting it to Dr. Duran as this committee is obligated to report and recommend what comes to us from PEPC.

\*Handouts

- I L. Kamaila proposed to run the CTE Counselor request parallel through this meeting. A. Lynch wanted to discuss the CTE Counselor position and said that the counselors do a great job and a tremendous workload and having a CTE counselor would only help this. There are 57 programs that have data and 19 are CTE programs and would be nice to have one person who is trained on all the CTE programs and dedicated CTE counselor serves on regular workforce board, assists high school students, improving student success and scorecard outcomes.

VII. Adjournment

I,AT The meeting adjourned at 2:55pm

VIII. Future PBC Meeting

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  - o January 15, 2013