



## PLANNING AND BUDGET COUNCIL (PBC)

Wednesday, November 17, 2010

### NOTES *working copy*

**Attendees:** John al-Amin (*co-chair*), Karla Banks (*recording secretary*), (Robert Cabral (*co-chair*), Jonas Crawford, Richard Durán, Diane Eberhardy, Ishita Edwards, Erika Endrijonas (*Ex-Officio*), Karen Engelsen, Chris Horrock, Carolyn Inouye, Tom O'Neil, Ralph Smith, Andrew Cawelti and Darlene Inda (*recording secretary*)

#### I. **Call to Order**

The meeting was called to order at 2:05 p.m.

#### II. **Additions to Agenda**

No additions to the agenda

#### III. **Approval of Minutes of October 20, 2010**

The Council reviewed the minutes of October 20, 2010.

Erika stated that under "Attendees", "Ex-Officio" should be included in parenthesis following her name as she is a non-voting member.

**Action:** Ishita Edwards moved to approve the minutes of October 20, 2010, with the changes noted above. Tom O'Neil seconded, and *the motion carried unanimously*.

#### IV. **College Mission Forum Follow-up: Report out from President Duran**

R. Cabral stated that the Council charged the President with conducting a review of the campus mission statement.

Dr. Durán distributed the current Vision, Mission & Values statement and Dr. Cordiero's summary email from both mission review sessions. He briefly discussed the following items: two campus-wide mission review forums/sessions were held; both forums were facilitated by Dr. William Cordiero, a CSUCI Business Faculty member with extensive experience in the area of crafting effective mission statements; the Participatory Governance Manual charge of the PBC to be conduct a review of the mission every 3-5 years (according to that timeline the process should have been completed last spring); and an analysis by Dr. Cordiero included discussion on the culture of the campus, our five-year vision plan, and SWOT (strengths, weaknesses, opportunities and threats) indicated by the forum participants. He stated that Dr. Cordiero re-wrote the considering the recommendations made by the participants. He also stated that Dr. Cordiero felt that our current Mission Statement was very well done and required very few, if any, revisions.

The Council reviewed Dr. Cordiero's proposed mission statement against the current mission statement and agreed to the following revisions:

- Change "promotes" to "offers" in the first sentence
- Leave in "comprehensive" in second sentence
- Remove "works to" from the second sentence
- Change "to succeed in" to "for success in achieving" in the second sentence
- Remove "and aspirations" from the second sentence
- Remove the underlined title "Touchstones to the Mission"

- Move “Oxnard College intends to lead its community to fulfill its highest potential.” from the Mission statement to the Vision statement

Dr. Durán recommended that the Council come to a consensus on the statement, send it out to the campus for their review and comment, bring it back to the Council for final affirmation and then recommendation that the President present it to the Board for approval. The approved mission will appear in next year's catalog.

The Council members agreed that the draft to be distributed campus-wide should include: the current mission statement; a draft (in legislative format with strikethroughs) of Dr. Cordiero's recommended version; and a draft (in legislative format with strikethroughs) of the Planning and Budgeting Council's recommended version. K. Banks will prepare and forward the draft recommendations to the Council members to share with their respective constituents.

Dr. Durán requested that the review, feedback and finalization of the mission statement be completed by the January 2011 Planning and Budgeting Council meeting.

R. Cabral stated that he would bring the draft to the Academic Senate meeting on Monday as a new business item. He stated it would also be distributed to the Deans Council, Classified Senate and Associated Student Government for review and approval.

Dr. Durán stated that he, Robert and John would review and approve the draft prior to distribution.

#### **V. Request for Guidance from PEPC Regarding Resource Planning and Prioritization**

R. Cabral stated that PEPC is currently going through the PEP reporting process and feedback sessions and the majority of all departments have forwarded their PEP reports. The ambition is to have feedback sessions with summaries included sometime around January. One of the items that were not included in the PEP process was the Resource Request form. PEPC is requesting guidance from PBC on the instructional side of the house as to what to look at in terms of resource prioritization and requests. Robert passed out the current form and explained that this form is consolidated together to come up with a single resource that can be brought to PBC. He stated that as he and Erika started some of the feedback sessions, questions came up regarding the form because older forms are being completed with instructional materials, faculty and even counseling requests. PEPC would like to address the department chairs and deans at the next meeting so they can start working with their departments and identify some type of criteria so that they can rank their resources.

Dr. Durán stated that he is making decisions now about faculty and reviewed the form and the priorities that were given to him as part of the 2010 budget prioritization recommendation. He stated that it's broken into three parts which were Business Services, Administrative Services and PEPC which focused in only on faculty. Dr. Durán asked that more backup information be included with the requests so that he can link them together.

C. Horrock suggested the presentations be linked to the PEPR reports to ensure that everything was in order before the recommendations are made.

T. O'Neil recommended the narratives be sent forward to the various committees first to be reviewed and then a one or two page description given to the President.

Dr. Durán stated that one paragraph is all that is needed to explain the reason for the request. He also expressed that in order to prioritize equitably across the campus, the criteria should be applicable to all three elements. He suggested that Student Services, Business Services and Faculty should be doing the same thing so that when it comes to PBC, it's easier to understand and make decisions. Additionally, Dr. Durán stated that in regards to prioritizing faculty, the concept of the Full Time Obligation (FTO) needs to be taken into consideration because if the College is down in FTO, all those recommendations have to legally be moved to the top because it's a legal consideration. He provided an update on the decisions he's made as a result of a revised look of the FTO (which by the state is being called FON (Full Time Number)) our number now is six (6) for this campus. Based on the need so far, Dr. Durán is going to approve (2) Counseling, (1) Physics, and (1) History position. He will be taking his list of recommendations to Chancellor's cabinet on November 29, 2010. He is still trying to assess and do more research in order to make a better judgment on the other two positions. He mentioned that CORE is also another element he is considering because of what is happening with SB1440 and the implications with the transfer. He stated that the College needs to have CORE offerings on campus in order to participate fully. Another final consideration is the "50% Law" which states that 50% of the budget needs to be on the instructional side of the house.

**VI. Adjournment**

The meeting adjourned at 3:25 p.m.

**VII. Future PBC Meetings**

- January 19, 2011
- February 16, 2011
- March 16, 2011
- April 20, 2011
- June 15, 2011