



PLANNING AND BUDGET COUNCIL (PBC)
Wednesday, October 20, 2010

NOTES *working copy*

Attendees: John al-Amin (*co-chair*), Robert Cabral (*co-chair*), Jonas Crawford, Diane Eberhardy, Ishita Edwards, Erika Endrijonas (*Ex-Officio*), Karen Engelsen, Chris Horrock, Carolyn Inouye, Tom O'Neil, Elizabeth Rangel (*ASG Representative*), Jeannette Redding, Linda Robison, Ralph Smith, and Karla Banks (*recording secretary*)

I. Call to Order

The meeting was called to order at 2:07 p.m.

II. Additions to Agenda

There were initially no additions to the agenda. However, later in the meeting R. Cabral requested that the following addition to the agenda:

"VI. Proposed AP 4021"

III. Approval of Minutes from the September 15, 2010 Meeting

The Council reviewed the minutes of September 15, 2010.

Action: R. Smith moved to approve the minutes of September 15, 2010. T. O'Neil seconded, *and the motion carried unanimously.*

IV. College Mission Forum Follow-Up

R. Cabral stated that to-date the revised draft College Mission Statement has not been received from Mr. Cordiero.

I. Edwards asked for clarification on how the questions Mr. Cordiero was asking the participants (What is good about the college?, What needs improvement?, etc.) link to the college's mission.

J. Crawford expressed his enjoyment at learning what many of his campus colleagues were thinking and feeling about the campus. He stated that he believed those types of questions or analysis was necessary to develop a mission. He also reminded the Council that Mr. Cordiero stated that the current Oxnard College mission statement is "pretty strong."

E. Endrijonas stated that the input on what is good and what needs improvement will assist is articulating our mission and goals.

R. Cabral stated he believed the questions were meant to reaffirm how we feel about our campus and how that relates to our mission. He asked for input from the Council on how to proceed once the draft was received.

The Council agreed that once the draft mission was received Robert would distribute it to all campus constituency groups; and that any feedback/comments received from the groups would be discussed at the November 17, 2010 Planning and Budgeting Council meeting.

V. Proposed AP 4021

J. al-Amin distributed and briefly reviewed AP 4021-Program Discontinuance.

R. Cabral stated that the District charged the campus representatives to have it reviewed. He also stated the document is in legislative format and has been reviewed by PEPC, the Department Chairs and the Deans Council. He requested that the PBC members review and forward him an email with any suggestions, refinements or changes.

It was suggested that under “Program Alert and Analysis” some kind of alignment or connection be made to the college’s Educational Master Plan.

VI. 2010-2011 Adopted Budget

J. al-Amin stated that at the last Board of Trustees meeting, the District adopted a flat budget. He said that any 2010-2011 mid-year cuts would be dealt with via the District reserves. He also briefly discussed the following items: augmentations to community colleges were vetoed by the Governor; anticipate potential cuts for 2011-2012 budget year; there will be no four-week Summer session; budgets for the six-week Summer session will be determined by the Executive Vice President and the Deans – as they end in the next fiscal year, they will come out of the 2011-2012 budget; and overall hourly budget may be the same or less.

J. al-Amin explained that each division is given an allocation based on previous allocations and that the Deans and Department Chairs have the discretion to disburse funding to their respective division’s Summer, Fall and Spring schedules (i.e. robust Summer offerings may mean modified Fall and/or Spring offerings).

C. Horrock requested a retrospective be done regarding the history and patterns of budget cuts and how they have impacted campus programs and/or class offerings.

E. Endrijonas stated the Deans are currently working on a two-year matrix for each program outlining their sequence of courses and how they are offered. She stated that the Chancellor has requested information on how scheduling decisions are being made in relation to the matrices and core requirements. The intent is that the scheduling meet student program completion needs within a reasonable timeframe.

The PBC members discussed the following items: costs associated with running a class; the effect of step and column pay increases on departmental budgets and course offerings – can unexpectedly increase the amount budgeted for a particular class offering; and how PAL, longevity, and seniority affect course offerings.

J. al-Amin clarified that the allocation model is an income allocation model not an expenditure allocation model – we do income on the average and expenditures on the actual.

J. al-Amin announced that there is will be campus Budget Forums held as follows:

November 17 10:00 AM – 11:30 AM

November 18 2:00 PM – 3:30 PM

He also stated that the California Great Shake Out is scheduled tomorrow (October 21) at 10:21 AM.

I. Edwards requested information on the District reserves.

J. al-Amin stated that the District is required to keep at least 5% reserves. He stated that the reserves will be utilized to offset any loss of property tax receipts.

VII. Other

○ Accreditation

R. Cabral stated that planning was a large focus of the Accreditation Site Team Visit. He stated the Council would need to revisit their committee charge and determination of a long-term action plan.

J. al-Amin stated the important of incorporating short- and long-range vision plans into the PEPC, Business Services, Students Services, and other campus services program review processes. He said it is part of the role of PBC to recommend process improvements.

R. Cabral expressed some feedback from PEPC following the site visit was that there seemed to be confusion on how information was forwarded from PEPC to PBC to the President. The processes need to be better articulated and linked and there needs to be better clarification on how the Prioritization List is established. He acknowledged that PBC tried a new process this year that did not work well – the process will need to be improved and a clear, comprehensible document presented to the President.

E. Endrijonas stated that the Accreditation SharePoint site is up and running; and that Deans and their assistants have the ability to upload meeting agendas, minutes, back-up documents, etc.

○ Budget Planning, Development & Management Process

E. Endrijonas had the current Oxnard College Budget Planning, Development & Management Process document distributed. She requested that the revision of this document be placed on the agenda as it is outdated.

J. al-Amin suggested that the PBC members review the document and forward any suggestions or changes to Robert, John and Karla so they could begin to clean up the document.

VIII. Adjournment

The meeting adjourned at 3:14 p.m.

IX. Future PBC Meetings

- January 19, 2010
- February 16, 2010
- April 20, 2010