

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: April 2, 2015**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> David Brown - ECCE                     | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs   | <input type="checkbox"/> Cheryl Shenefield–Administrative Services       |
| <input checked="" type="checkbox"/> Alice Grigsby -Management/Supervisors  | <input type="checkbox"/> Dean Starkey – Campus Police                    |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep.             |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate       |

**Other Attendees: Members:** Emily Rader **Support:** Irene Graff, Jeanie Nishime **Guest:** Babs Atane

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The meeting was called to order at 1:05 p.m.

The accreditation timeline was added to the agenda.

**Approval of the March 5, 2015 Minutes**

1. The minutes were approved as presented and will be posted on the portal and website.

**Welcome and Committee Membership** – R. Natividad

1. Dean Connie Fitzsimons will be the representative for Academic Affairs replacing Dipte Patel. Dr. Patel was thanked for her service on the committee and was wished success as the new Dean of Counseling.

**Making Decisions Document** – J. Nishime

1. Constituent groups have been consulted with to ensure all members understand their role in the consultation process. The Making Decisions document came about after a presentation made to the Board of Trustees a couple of years ago by Scott Lay (CEO of the Community College League of California) and Michelle Pilati (Academic Senate President) regarding the consultation process. This session was recorded on a DVD which the College Council used to review and extract their interpretation of what the decision making process should be. This document was signed by the College Council in 2012 and recognized as the codification of our decision making process.
2. At this time the committee began reviewing the document for possible revisions. It was noted an important outcome of working on this document is an understanding that not every committee on campus is a collegial consultation committee. There are only six collegial consultation committees.
3. The recommendation process was discussed and it was noted all the committee members should respect the final decision regardless whether or not they agree with the decision. The decision will not be revisited unless compelling reasons exist.
4. Students, faculty, staff, and administrators all have a role in the consultation process which is spelled out in the document. The roles of the Board of Trustees, the superintendent/president and

cabinet were added. Technically they are not part of the collegial consultation process. They are the recipients that arise from the conciliation process.

5. Collegial consultation committees should review their purpose statements annually. An orientation should take place for all new members and the committee should complete a yearly self- evaluation.
6. It was recognized there was an assumption by the accrediting team that College Council received all other collegial consultation committee recommendations. This was an error as it made the council look like the superior committee. The policies were revised to correct this impression. College Council exists to facilitate communication and serve as a forum to exchange information that affects the college community. This body also serves to review policies and procedures before going to the board. Recently, the College Council has been bogged down by numerous reviews of college policies and procedures. Moving forward, two separate subcommittees will deal with the backlog of outdated policies.
7. The six collegial consultation committees were noted as follows: College Council, Planning and Budgeting Committee, Technology Committee, Calendar Committee, Facility and Steering Committee, and Academic Senate.
8. It was noted the Technology Committee needs a thorough review of their purpose statement. It appears as they are not operating as a collegial consultation committee.
9. A new section has been added on page 15 - The new El Camino College Mission and Strategic Plan 2015 – 2020. This mission becomes effective July 1, 2015.
10. It was realized that the prioritization language in the budget book is out of date with regards to this area. It will be up-dated to reflect current practice.
11. Anyone who wishes to provide input for this document is encouraged to send it to I. Graff by the end of this month. In May the revised document will be distributed.
12. The PBC will receive a survey later this month to test their understanding of the collegial consultation process.

#### **Accreditation Timeline and Plan** – J. Nishime

1. There are three responses which need to be made by November 15 to the accreditation team. The first one is regarding institutional effectiveness, leadership, and governance. The primary recommendation is in regards to purposeful dialog and communication. The vice presidents are working on a rubric for prioritization so the principles are clear to everyone. In spring, there will be more discussion regarding communication and alternative methods of disseminating information. It was noted PBC does a great job memorializing and communicating with their minutes.
2. April 10 will be the next planning summit. The summit will address how plans are intergraded and how priorities are decided. This month TracDac prioritizations for the unit plans to develop priorities. It was noted the area of Academic Affairs has such numerous items for prioritization that a new process has to be developed to deal with a lot of these items.
3. In May the funding priorities will be shared with Cabinet and the PBC. In summer the funding priorities will be distributed. In July the response to recommendation one will be written based on all the changes we have done. In September a survey will be distributed to faculty and staff to determine their understanding in how priorities are funded.
4. Recommendation two is specific to Compton Center. Compton will be developing their response to this recommendation. The commission did assert that the Compton Center is following their financial process.
5. Recommendation three pertains to the implementation of the Planning and Decision-Making Processes as outlined in board policies and the Making Decisions document. In February and March every collegial consultation committee will review their purpose statement. In March they will edit the document and in April a survey will be distributed to all consultation committees to

determine their understanding of the consultation process. In June, the survey responses will be reviewed and the response to recommendation three will be written.

6. It was noted there are 11 recommendations for institutional improvement. These will be responded to in the mid-term report. One of the bigger recommendations had to do with board policies which are out-of-date. The updating of these policies have been put on the fast track in order to address all of them this year. This master policy which deals with the policies will now be set on a 10-year timeline. All policies will be reviewed and even if there are no changes, it will be noted the policy will have been reviewed with no changes.
7. It was identified that a sentence should be added to the Making Decisions document to show the connection when issues arise from the Division and Area Councils that they are then moved forward to the College Council.
8. It was noted an area of concern is student representation on consultation committees. In a number of areas student representation has been lacking. One of the problems is students are having their ASO meetings during the college hour and then are unable to attend other important committees they need to be a part of. It was also suggested the students should delegate more representatives to go to these meetings instead of having the main leaders trying to always attend everything.

#### **Additional VP Priorities** – B. Atane

1. Some additional priorities were noted: \$100,000 was awarded to Journalism for Mac computers, \$73,000 was awarded to Digital Arts and Photos for Mac computers, \$24,000 was awarded to Media Services, and \$14,000 was received by Athletics. Rory will be sending out the link to show the actual plan and priority that relate to these items.
2. The Chancellor's Office is looking for some Baccalaureate programs. It was noted we are currently writing a recommendation for Respiratory Care. This submittal is due next week. Essentially with the advanced Respiratory Care program, it is already like a Bachelor's program. The students graduate with 119 units.

#### **Adjournment** – R. Natividad

1. The meeting adjourned at 1:58 p.m. There will be no meeting on March 19 due to spring break. The next meeting will be scheduled for **April 2, 2015, at 1:00 p.m.**, in Library 202.

RKN/Imo