

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: January 16, 2014**

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**MEMBERS PRESENT**

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| <input type="checkbox"/> Jan Caldwell - Campus Police                      | <input checked="" type="checkbox"/> Dawn Reid - Student & Community Adv.        |
| <input type="checkbox"/> Sean Donnell - ECCFT                              | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input checked="" type="checkbox"/> Dipte Patel - Academic Affairs         | <input checked="" type="checkbox"/> Rory K. Natividad - Chair (non-voting)      |
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Gary Turner - ECCE                                     |
| <input type="checkbox"/> Liliana Lopez - ASO                               | <input checked="" type="checkbox"/> Lance Widman - Academic Senate              |

**Other Attendees: Members** – David Brown, Irene Graff, Ken Key, Emily Rader, **Support** – Linda Beam, William Garcia, Jo Ann Higdon,

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The meeting was called to order at 1:06 p.m.

A welcome was given to David Brown who is the new member of ECCE. Added to the agenda was the request to review the dart board projections for developing the five-year budget assumptions.

**Approval of January 16, 2014 Minutes**

The minutes were reviewed and approved with the following corrections:

1. Page 1, Strategic Planning Committee, #1, third sentence: **Delete:** An external scan team, **replace with:** The External Scan Team.
2. Page 2, #6, second sentence: After committee **insert:** is and after or **insert:** is. Then on #8, **delete:** precede, **replace with:** proceed,. After and, **correct to read:** will summarize. End the sentence after activities and **delete:** in the form of annual updates.
3. Page 2, PBC Annual Update Discussion, #1, after new and combined, **replace tool with:** software. Under #3, **replace tool with:** software. Under #6, last sentence, **replace dead tool with:** obsolete tool.

**Strategic Planning Committee Update** – I. Graff

1. There is no update at this time. Hopefully the one goal to be worked on for next year would be to include in the committee's purpose statement on overseeing of the implementation of the next comprehensive master plan. The Strategic Planning Committee will be reconvening once information is obtained from the Environmental Scan Team on what external factors which could be affecting our future. After this time, a new up-date can be anticipated from the Strategic Planning Committee which should be approximately mid-semester.
2. A planning summary will be provided at the next meeting summarizing what is being done with scanning, strategic planning, student achievement goals, and any kind of updating on the planning process. The summary will be sent out to the PBC for their review before the next meeting.

**Program Review & Planning Tool** – I. Graff

1. A working team was assembled consisting of a number of people from El Camino College and the Compton Center to evaluate possible tools to use for the planning process. Currently we have paper

review as a planning process which is separate from the planning process of plan builder. The plan is to hopefully link or integrate these two processes into one.

2. TracDat is the first tool to be used to evaluate this process since we are using it for SLOs. The feedback received from faculty regarding this process is they would appreciate one tool to work with. The feedback Bob Klier and Irene Graff received from the working team was to move forward with use of TracDat to see if it meets our needs. Other colleges who have been using TracDat were consulted on how they used TracDat for planning and program review. This will be of help in seeing how it can be utilized at El Camino.
3. The working group will first be reconvened to demo TracDat in a planning and review setting. Details which need to go into the plan will then be discussed. The goal is to have something to try out during the end of this planning cycle which would be by the end of the semester.
4. A suggestion was made to see if there has been an assessment of the process of the pros and cons how TracDat works with the SLO module. The system's viability should be closely looked at before we make the change over.
5. It was asked since the program plans were submitted in Plan Builder, will the college be utilizing Plan Builder through the 2014/15 year and will the new tool (TracDat) only be implemented from then on or will an alternate plan be used. It was noted the thought is to have two parallel systems for the 14/15 fiscal year. There will be some piloted plans to see how they fare with the new system. Both systems will be evaluated before anything is rolled out.

#### **Governor's Budget Highlight** – J. Higdon (handout provided)

1. Access - A copy of the governor's budget was distributed. The first bullet notes access which refers to growth. Growth is currently being projected state wide at 3%.
2. COLA – It was thought it would come in at 1.5-1.8% but it came in at half that amount.
3. Student Success – This money is going to be focused in certain areas.
4. Deferred Maintenance and Instructional Equipment – This is a one-time allocation only.
5. Deferrals – This has to do with the fact that we had not been receiving our money until seven months into the next fiscal year. Inter-year deferrals will be going away. This will help the cash flow.
6. Prop 39 – Our allocation will be somewhere between \$450,000 to around \$600,000. Five projects funded by this money have already been tentative approved. One of the projects is the changing out of the lights on campus to LED lights which will assist in a reduction of costs with the utility bills. A pool pump is also noted as one of the other projects. At the local level, Prop 39 appears to have no impact on workforce development.
7. Improving State-Wide Performance – The Chancellor's office has taken a portion of this money to look at indicators of student success and to monitor performance. Included in this would be state-wide software for student educational plans.
8. Flexibility – The governor proposed that a certain percentage of these funds be moveable within certain programs. More information will come out identifying protected programs. A discussion took place as to location and status of our student equity plans. The chair will investigate and provide information at a future meeting.
9. RDA – The governor proposed putting some money aside for this.
10. Apportionment stabilizations – Providing Prop 30 funding of \$100 per FTES even for basic aid districts. This funding is to help manage the structural deficits as well as address a number of minor statewide issues.
11. Adult Education – Regional consortiums are going to be developed, but it is unclear what will happen with this.
12. Innovative Models of Higher Education – Monies will be provided for one-time funding.
13. Additionally, at the end of this document is information that states the governor does not propose a fee hike or intend to fund FTES on completion. William Garcia provided an update and information on the FAFSA (Free Application for Federal Student Aid). As of fall 2013, students at both campuses must

provide the verification of income to determine eligibility. The Board of Governors has approved the recommendation to tie academic standards to BOG eligibility starting with fall 2016 (2.0 GPA and 50% degree progress). The information on the number of students on BOG waivers will be presented at a future meeting.

14. As of fall 2014 students who are on second-level academic or progress probation will get notification they have lost enrollment priority. Further information will be provided to the committee at a future meeting.

**SSC Financial Projection Dartboard 2014-15** – J. Higdon (document provided)

1. A hand out titled Community College Financial Projected Dartboard was distributed. The committee was asked for the year 14-15 underfunded COLA 80, be changed to 0.86% which is in the governor's budget. Under 2014-15 within Growth/Restoration Funding a 3.0% could be placed. There is no new additional information to update this information any further.
2. It was asked for the next meeting if the committee could look at and discuss what could be used for projections for COLA and growth for the next few years. This would be our five-year budget assumptions document. Further discussion will take place at future meeting.

**Closing Comments**

1. It was asked and noted for a future agenda item if the committee could discuss if this body ever reviews the student equity plans.
2. The five-year budget projection document will be discussed next meeting. Committee members were encouraged to bring recommendations.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:05 p.m. The next meeting will be **February 6th at 1:00 p.m.**, in Library 202.

RKN/lmo