

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: March 5, 2015

MEMBERS PRESENT

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

Other Attendees: Members: William Garcia, Jeanie Nishime, Emily Rader **Guest:** B. Atane

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

Approval of the February 5 and February 15, 2015 Minutes

1. February 5 minutes: PBC Planning Update and Calendar, 1. Correction of the word **TracDat**.
2. February 19 minutes: Correction of the word **TracDat** under Annual Plans, in three areas under #1. Also in first sentence under #2, and first sentence under #3.
3. Under District Reserve, #1, correction of the acronym **OPEB**.
4. The minutes were approved and will be posted on the portal and website.

PBC Responsibilities – R. Natividad (handout)

1. A final draft of the PBC purpose and responsibilities were distributed reflecting changes as suggested. The review of the responsibilities will be included in the annual calendar.
2. It was asked if we are documenting the communication process with the community for accreditation. Posting minutes is not an effective way to always communicate. On the timeline a plan for further discussion with the PBC on how we can communicate more effectively will be discussed. It was noted to check if something is needed in planning for evaluating.

Making Decisions Document – J. Nishime

1. This item will be tabled until the next meeting when more members can be present. The document will be sent out to the committee so they can review it in preparation for discussion at the next meeting.

Accreditation Recommendations – J. Nishime

1. We have been reaffirmed by the accreditation committee. We have three recommendations which we must respond to by October 15, 2015 and then a follow-up visit will be done by the accreditation committee. A timeline for actions to be taken is currently being developed of actions that need to take place to respond to each of the recommendations along with leads for each of the areas.
2. For this committee the recommendations which need to be addressed are specifically in recommendation 1. This recommendation ensures the planning process which offers opportunities

for purposeful dialogue in which stakeholders participate in the exchange of different points of view and reflections; clearly ties resource allocation to the planning goals; clarifies how priorities are decided and decisions are communicated to stakeholders, leading to genuine communication. First steps to be reviewed is how the VPs assimilate all the area plans and come to a decision as to the priorities which go to PBC. Rubrics are to be developed to clarify funding priorities. The rubrics will be presented at a future PBC meeting for their review and input. Discussion should also take place in how we involve all parties.

3. In September an evaluation will be distributed campus wide for feedback asking if it is understood how the priorities are made and if we have communicated things effectively.
4. Recommendation 2 - financial resources is primarily for Compton Center.
5. Recommendation 3 addresses the planning and decision-making. Constituent groups will be contacted to make sure everyone understands their role in the decision-making process. A survey will be sent out in late April to all the members of the consultative committees. It was noted we communicate well but somehow people still feel they do not receive enough communication. Possibly the survey question relating to communication needs to be worded in a different manner to obtain more accurate feedback.
6. A recommendation was made regarding improving the ease of finding information and various documents on the El Camino website. Areas where some documents are posted are sometimes difficult to find. This may impede on people looking for information they need.

Adjournment – R. Natividad

1. The meeting adjourned at 1:28 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/lmo