

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

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**MEMBERS PRESENT**

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| <input type="checkbox"/> Vacant - ECCE                                     | <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv.       |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs   | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors    | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep.      |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** A. Sala, C. Vazquez **Support:** L. Beam, I. Graff, J. Higdon, J. Nishime, J. Shankweiler  
**Guest:** Josh Troesh (Business Division)

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The meeting was called to order at 1:03 p.m.

**Approval of the October 28 Minutes**

1. The minutes were approved as presented and will be posted to the website.
2. It was noted Strategic Initiative – C was not listed on today’s agenda. The agenda was done in advance but from this point forward, Strategic Initiative – C will be listed on all forthcoming agendas. It was suggested in the future to spell out what S.I. (Strategic Initiative) stands for.

**Full-Time Student Success Grants (FTSSG) – W. Garcia (Handout)**

1. The committee was informed of a new grant which is being awarded and disbursed starting this semester: The Full-Time Student Success Grant (FTSSG). This state-based grant was created as a result of legislation in the budget that was passed this last summer. The recipients are students who receive Cal Grant B and are enrolled full time, 12 or more units for the fall or spring semester. This is a grant which does not need to be repaid and students who receive it this semester will receive it the week of November 23 at both El Camino and the Compton Center. The allocation received for this year here at El Camino is approximately \$567,000. The allocation for the Compton Center is \$125,000. This grant is designed to encourage students to maintain full-time enrollment status. This will help the students save money in the long run as being full time speeds the completion of their degree or transfer. This grant is available for this academic year but will be subject to change for forthcoming years.
2. It was clarified how students qualify for a Cal Grant B grant. Only students who are awarded the Cal Grant B and who are enrolled in 12 or more units are eligible for the new FTSSG grant for the 2015-2016 award year. Cal Grant B awards are designed for students who are: (1) low income; (2) have a least \$700 in unmet financial need; (3) enrolled in a certificate or associate degree program; and (4) have a minimum 2.0 high school GPA or 2.40 college GPA. The California Student Aid Commission (CSAC) determines Cal Grant eligibility when students submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act for AB 540 students.

3. A report will need to be submitted to the state by December 2015 so the state can see how many students received this grant and what the average unit load was for the students. It was asked if the 2.4 GPA will deter some of the financial aid students from qualifying for this grant. It was stated it could be possible but is not specifically known at this time.

### **Strategic Plan Implementation Review** – I. Graff (Handout)

1. It was noted with the strategic initiatives we now have measurable objectives. Some feedback which has been received is we do not have implementation that goes along with all of these plans. A draft of the implementation of the Strategic Plan (Board Policy 1200) was distributed for review.
2. It was noted communication and collaboration is how we let people know about the Strategic Plan. The Strategic Plan is listed and described in various locations around campus such as, the Board of Trustees monthly meeting agenda, the college website and the college catalog, etc. The Mission Statement is also an important publication piece which can be found on program review, SLOs, college business cards, and other planning documents. College-wide events also present details of the Strategic Plan such as the Planning Summit and Professional Development, Flex Day events.
3. The foundation of Annual Planning is how the strategic initiatives are linked to annual planning. The linkage between the Strategic Plan and annual planning is recorded in the Program Review and Planning system in TracDat. The Strategic Plan is also the foundation of the Comprehensive Master Plan that includes an Educational Master Plan and supports the Facilities, Staffing, and Technology Plans. The new Master Plan is currently in development and specific initiatives in the plan will be linked to the Mission and Strategic Plan. It was noted measurement, evaluation and improvement is how we will look at and measure the Strategic Plan.
4. Progress on Strategic Initiatives will be reviewed to gather evidence of supporting activities and to determine whether progress has been made. This will work through consultation of existing bodies.
5. The evaluation of planning and the decision-making process will encompass formal college-wide evaluations which will be conducted every two years. The college will evaluate its planning and decision-making process with respect to the Strategic Plan. This evaluation will include a survey of collegial consultation committee members to help determine understanding and satisfaction with how planning and decision-making is conducted at the College. When the Strategic Plan is completed, the College will conduct an overall evaluation of progress made on the Strategic Plan and produce a final update.
6. It was suggested having additional advisory committees for Strategic Initiative (A) Student Learning and Strategic Initiative (B) Student Success and Support. Some examples were the Nursing Advisory Committee or the Radiologic Technology Committee (Allied Health Programs). There is a firm partnership between those programs like for example, Little Company of Mary Hospital. The College needs to be responsive to the hospitals' needs and the new technology which is being utilized in these hospitals. This could give the College pertinent information for facility modernizations. Another valuable committee from Industry and Technology was also acknowledged, CTE (Career Technical Education). The Division of Fine Arts also suggested that the South Bay Digital Media Arts Consortium could assist by informing progress on Strategic Initiative D (Community Responsiveness) and are in touch with the Outreach Program headed by R. Dreizler. R. Dreizler is aware and is assisting the high school district with connections to El Camino.
7. It was asked if PBC would approve this implementation plan as presented with the amended advisory committees and consortium. The topic would be brought back to the committee at the next meeting for approval. This would allow consultation with their groups to take place. Any suggestions or edits should be sent to I. Graff. It was also noted it would be helpful to see the objectives under each initiative so it can be seen what is trying to be measured.

### **PBC Evaluation** – R Natividad

1. The committee discussed the evaluation results and noted there were themes the committee should try to address over the next year. Some of the questions asked may need to be reworked. The questions addressing the Comprehensive Master Plan and Annual Plan showed that 47% did not answer the questions. For the future these two questions will be reviewed to see if they could be written differently in order to obtain a response. Forecasting was noted as one area that elicited comments. Many positives were noted as question number two showed 90% response of strongly agree or agree.
2. The goal of PBC review on annual planning priorities is to make sure the process has been followed with respect to the Strategic Initiatives and how each division or area has prioritized those for the area vice presidents. The survey question on reporting out continues to be an area for clarity and documentation. The communication outside of this committee has become increasingly stronger from feedback received from other areas that discuss the PBC. It would be helpful to document the manner in which different constituent groups communicate the discussions about PBC. For example Council of Dean bi-weekly meeting and Academic Senate consistently has a PBC report to the group.
3. The Comprehensive Master Plan was recognized as a topic of development moving forward. The committee should discuss remedies to better understanding as we move forward. With the use of the activity calendar, different groups which contribute to the CMP will be addressed with discussions here at the PBC meetings.
4. It was asked if there was a comprehensive document to explain how all the different pieces of these plans interrelate. It was acknowledged the FACT book would be a good resource and very helpful. Another source noted was the Institutional Planning Procedures.
5. A desired result is to have every consultation committee to have a written orientation packet. One such packet was assembled for College Council. Hopefully a cliff note version could be made and used as a template for other committees.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:39 p.m. The next meeting is scheduled for **November 19, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo