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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: January 17, 2013**

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**MEMBERS PRESENT**

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

**OTHERS ATTENDING:** William Garcia, Jo Ann Higdon, Michael Le, Jeanie Nishime, Emily Rader, and Will Warren

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The meeting was called to order at 1:02 p.m.

A correction was noted for the agenda. Emily Rader's name needs to be removed and an alternate will be needed for this position.

**Approval of December 6, 2012 Minutes**

1. Minutes were reviewed and approved as presented.

**Budget Updates** – J. Higdon

1. The governor has recently acknowledged the role of community colleges. Changes were noted as follows:
  - Acquisition of adult education from K-12 schools.
  - Methodologies that teachers should be using
2. State-wide RDA – The Redevelopment Agency issues were reported on for the state regarding the flow of money and the budget deficit.

**Vice President Priorities** - J. Higdon

1. A correction was made to the document on page 4. Enrollment services – out-of-state recruitment should be specified as an on-going not a one-time budget augmentation.
2. The total for all the figures straight across amounts to \$1,258,190. This does not include any personnel items, discussions, or minor projects.
3. The urgency of a campus revitalization radio system has been approved and is being moved forward but is not reflected on the priority listing. This is because of new FCC requirements. The estimated cost may be around \$350,000 which may come out of the unrestricted general fund.
4. Another correction was made on page 3. The last word of the sentence under FPS should be corrected to say facilities.
5. Clarification was made on page 3 – Software for survey analysis (Title V) is for the IR Department.

**New Dean of Enrollment Services** – R. Natividad

1. A welcome was given to William Garcia, the new dean of Enrollment Services.

**Program Plan Updates** – R. Natividad for I. Graff

1. A short handout was given out to the committee about program plans which the committee reviewed.
2. All but 11 of the Program Plans have been submitted.
3. A reminder was given to go into the 12/13 plans and update the status

4. Unit Plans will be due to the area vice-presidents February 28
5. There are two fixed dates to update plan goals and objectives, which are no later than January 31 of the plan year and no later than July 31 after the plan year has ended.

**Child Development Center Closure** – R. Natividad

1. The Child Development Center closure will go before the board as an informational item this Tuesday for their review.
2. Based on the enrollment trend, it can no longer support itself. The District is making a recommendation to close the center. It was noted it would possibly close the end of the spring 2013 semester.
3. Discussion ensued as to the center's costs soaring, enrollment decreasing, and marketing of the center.
4. The director of the center is retiring. The classified employees are being looked at to be relocated.

**Adjournment** – R. Natividad

The meeting adjourned at 1:40 p.m. The next meeting is scheduled for **February 7, 2013** in Library 202.

RKN/lmo

DRAFT