
EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 7, 2013

MEMBERS PRESENT

- | | |
|--|--|
| <input checked="" type="checkbox"/> Michael DeSanto – Campus Police | <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs |
| <input type="checkbox"/> Sean Donnell – ECCFT | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Alice Grigsby – Mgmt./Supervisors | <input 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 |

SUPPORT: Jo Ann Higdon, Katie Gleason, Ken Key, Michael Le, Jeanie Nishime.

GUESTS: Emily Rader

The meeting was called to order at 1:09 p.m.

Approval of January 17, 2013 Minutes

Revisions were made as follows:

1. Page 1 under Others Attending, **After:** Michael Le **Add:** ,
2. Page 2, number 4, **Delete:** Program **After:** Unit.
3. Page 2, under Child Development Center Closure, number 3, **Add:** Marketing ideas had been addressed and suggestions made, but there was no follow-through with any action on these ideas.
4. Page 2, under Child Development Center Closure, number 4, **Add:** Both the teachers and the classified are discussing the impact of relocation with Human Resources.

Program Plan Updates –I. Graff (presented by R. Natividad)

1. Groups creating their program and unit plans should be made aware that it is important they integrate long-term planning and program review findings into their plans.
2. Based on an examination of a selection of 2013/2014 program and unit plans, a high percentage of the reviewed plans make no reference to previous program review recommendations. Further examination of this is needed as well as clarification as to the overall evidence. Discussion ensued as to the clarification. Further presentation by I. Graff as to the information was recommended as the memo was unclear and presented many items for future discussion. It needs to be stressed that it appears we are not integrating the various areas like they should be done. They seem to be treated like separate planning documents.
3. A visiting accreditation team will be looking for the linking of planning and resource allocation. Information placed in your program plan evaluations can be helpful in providing this evidence.
4. Program plan recommendations should be placed in your evaluation which will then feed allocation and unit plan identification. Discussion ensued about recommendations on the content of the comprehensive master plan and further PBC review in the future.

Budget Updates – J. Higdon

1. The first principal apportionment (P1) has not been received this February as anticipated. This document is important because it shows the deficit factor.
2. A handout representing the school services take on what the Governor's budget proposal for 2013/14 looks like was reviewed. This will be the starting point used for planning.
3. It was clarified that first the first apportionment report (P1) comes out in February and (P2) will come out somewhere between May/June – it can vary.

Child Development Center Closure – R. Natividad

1. The proposed action item of closure to the Child Development Center will move forward to the board. It was noted that since 2008-09 PBC provided many recommendations to help assist the Child Development Center. It was questioned if the group reviewed and/or examined those recommendations. The list dealt with many items for their consideration. Marketing efforts were discussed again from the previous meeting. Discussion ensued as to what the answers were to the questions that were asked at the board of trustees meeting. Those questions were investigated and will be answered at the upcoming board meeting.

Vice-President Priorities – R. Natividad

1. The priorities were updated and reviewed. The updated total of funded items is \$1,608,190.

Adjournment – R. Natividad

The meeting adjourned at 2:00 p.m. Subsequent to the meeting, a binder containing all documents was sent for informational purposes. Rory announced that he would be at a conference on February 21 and the committee would not be meeting. The next meeting after that will be **Thursday, March 7, at 1:00 p.m.**

RKN/lmo