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

MEMBERS PRESENT

☐ Michael DeSanto –   Campus Police   ☒ Dipte Patel – Academic Affairs
☐ Sean Donnell – ECCFT   ☐ Dawn Reid – Student & Community Adv.
☒ Alice Grigsby – Mgmt./Supervisors   ☒ Cheryl Shenefield – Administrative Services
☐ Derrick Moon – ASO   ☐ Gary Turner – ECCE
☒ Rory K. Natividad – Chair (non-voting)   ☐ Lance Widman – Academic Senate

Support: Francisco Arce, Janice Ely, William Garcia, Irene Graff, Jo Ann Higdon, Michael Le, Jeanie Nishime, Will Warren, Jan Caldwell (Alternate/Michael DeSanto)
Guests: Emily Rader

The meeting was called to order at 1:05 p.m.
It was noted that there was no February 21 meeting.

Approval of February 7, 2013 Minutes
Revisions were made as follows:
1. Page 1, under Budget Updates, number 3, **After:** report, **Delete:** !. **Add:** 1
2. Page 1, under Others Attending, **Delete:** Others Attending, **Add:** Support and Guest: **Add:** Emily Rader (as guest).
3. Page 1, under Program Plan Updates, number 5, **Remove item.** Place at the end of the minutes under notes as a FDF file.
4. Page 2, under Vice-President Priorities, **After:** total, **Add:** of funded items.

Program Plans – I. Graff
1. Concerns were addressed which were raised at a prior meeting regarding the linking of program review with annual plans.
   a. Need to link the longer-term program review (three to five years) with our annual plans.
   b. Almost every program had a number of objectives that had no linkage to program review recommendations. Education was suggested as an answer to solving the linking issue.
2. The 2013/14 plans along with program reviews need to provide a strong linkage and evaluation. Not only for upcoming accreditation but for regular institutional improvement.

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Accreditation Achievement Standards
1. Every year the accrediting commission needs to be supplied an annual report of the fiscal area and the academic programs. New this year is the institution has to establish a standard set of achievement data. The institutional set is under development by I. Graff, further information and discussion to ensue. The academic senate expressed that faculty should determine what these benchmarks should be. The due date for this new data is March 31.
2. A planning summit will be held on May 10 and members of the PBC will be included.

Planning and Budget Calendar – J. Nishime
1. A planning and budget calendar was distributed for review. Discussion ensued as to some revisions of activities and dates listed. The revisions to the planning calendar will be made and the final format will be brought back to the committee for review with the new timelines created.

Budget Update – J. Higdon
1. Two handouts were given to the committee. The 2012-13 first principal apportionment page was reviewed, zeroing in on the projected revenue shortfall, $6,020,058. It is hoped when all RDA money is collected across the state, that it should be sufficient enough to back fill this shortfall, but there still is a distinct possibility that it may not be enough. We are waiting on the explanation memo from the State Chancellor's office to see what the coverage will be.
2. We should be receiving the P2 by June 22.
3. The handout on the Cupertino Patch was reviewed and discussed.
   a. Santa Clara County has filed suit demanding the city turn over nearly $320 million in property, cash and other assets the city withdrew from its former redevelopment agency in 2011.

Comprehensive Master Plan – R. Natividad
1. A link to the master plan was sent out and everyone was asked to look at the first section and review it. The committee was asked to pinpoint things that need attention and send back the information to Rory so he can compile the information. It was also asked of the committee to have other people in their groups to look at this so recommendations could be made for improvement.

Adjournment – R. Natividad
The meeting adjourned at 2:02 p.m. 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 21, at 1:00 p.m**., in Library 202.

RKN/lmo