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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: April 18, 2013**

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**MEMBERS PRESENT**

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| <input 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 type="checkbox"/> Alice Grigsby – Mgmt./Supervisors                 | <input checked="" type="checkbox"/> Cheryl Shenefield – Administrative Services |
| <input 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:** Francisco Arce, Linda Beam, William Garcia, Irene Graff, Ken Key, Michael Le, Jeanie Nishime, Michael Trevis

**Guests:** Emily Rader

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The meeting was called to order at 1:04 p.m.

**Approval of April 4, 2013 Minutes**

Revisions were made as follows:

1. Page 1, Institutional Standards, item 1, **Delete:** mythology, **Add:** methodologies.
2. Page 1, Institutional Standards, item 2, **Delete:** sub-groups, **Add:** variety of areas or programs.
3. Page 1, Rubric – ACCJC, item 1, **Delete:** 2012, **Add:** 2014.
4. Page 2, Planning and Budget Calendar, item 1, in the third sentence after calendar, **Delete:** will, **Add:** with.
5. Page 2, Comprehensive Master Plan, item 2, **Delete sentence.** **Add:** The need for annual discussion of the various area plans was discussed. Ensuring that the three goals identified in the matrix for evaluating effective institutions are met and that our institution is sustainable, identifies a solid starting point or focus for the committee. The connections between the plans and budgeting should be a routine role of the committee. Review of annual items and ensure that the committee has discussion about essential items.

The approved minutes will be posted to the web page.

**Planning Update** – I. Graff

1. May 10 will be the Planning Summit and all the committee members were invited to attend. The summit will be held 8:15 a.m. – 2:30 p.m.
2. There will be five outcomes they will be looking for:
  - a) Reaffirmation of the mission statement.
  - b) Reaffirm our strategic initiatives.
  - c) Setting institutional achievement goals.
  - d) Develop into measures for strategic initiatives.
  - e) Development a new visual representation for our planning model.

It was also noted that hopefully the mission statement and strategic initiatives can be reaffirmed for the coming year.

**ECC Planning Survey** - I. Graff

1. The results of the PBC Planning survey from spring 2011 were distributed to the committee. These results were left over from when the prior chair was part of the PBC. It was thought that the committee may be interested in these results in case they may want to make changes to the planning cycle. Past minutes will be checked to see if this topic has already been previously presented and

discussed. The viability of the survey results was discussed. It was noted that a lot of good information was extracted from the survey. It was noted that Rory and Irene will put together an update on the statistics and will bring it back before the committee.

**Accreditation Update / Calendar** – J. Nishime

1. Updates were made to the calendar and were reflected on the committee handouts.
2. All the teams turned in their first draft, which were reviewed by the co-chairs with feedback given to the team chairs. The second draft is due at the end of this month.

**Comprehensive Master Plan** – R. Natividad

1. Tabled. The updated calendar will need to be inserted into the new version.

**Adjournment** – R. Natividad

The meeting adjourned at 1:36 p.m. The next meeting will be held **Thursday, May 2 at 1:00 p.m.**, in Library 202.

RKN/lmo