
EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: May 2, 2013

MEMBERS PRESENT

- | | |
|--|---|
| <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 checked="" 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: Linda Beam, William Garcia, Irene Graff, Ken Key, Michael Le, Jo Ann Higdon

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

Approval of April 18, 2013 Minutes

Revisions were made as follows:

1. Page 1, Approval of Minutes, item 5, fifth line down, **Delete:** roll, **Change To:** role.
2. Page 1, Planning Update, item 2d, **Delete:** other, **Change To:** evaluation.
3. Page 2, Comprehensive Master Plan, item 1, **Delete:** unto, **Change To:** into.
4. Page 2, Adjournment, **Delete:** May 4, **Change To:** May 2.

Minutes will be posted to the web page.

ECC Planning Survey – I. Graff

1. The planning feedback summary was distributed back to the committee for review and the results were discussed by the committee. These summary results were administered in Spring 2011. The survey will be administered again in Spring 2014.
2. Under *Plan Builder Usage*, the minimum goals were discussed as to what the desired percentages should be.
3. The survey recommendations were reviewed and discussed by the committee in an effort to provide future committee recommendations. Campus-wide training would help improve the understanding of how essential items are interconnected. Items such as program review, planning and funding. A global training session where all were invited with viable examples of learning tools would be needed. It was also noted that a generic Power Point presentation could be developed as a helpful training aid. Staff development would assist in these future trainings.
4. A recommendation was made to collapse items 2, 3, and 4 as they are all three items to do with training. It was also decided to come back with an action plan and figure out what will be done over the next 12 months before everyone is surveyed again. Any further recommendations are asked to be forward to Irene.

Budget Update Information – J. Higdon

1. Vice Presidents are currently finalizing their area priorities for presentation at an upcoming meeting. Technology items are being collected and given to the Technology Committee for their feedback.
2. The May revise is scheduled for May 14 after which updates will be provided.
3. The governor's proposal to move adult education from K-12 to community colleges is being closely watched by the college to determine appropriate actions if needed.
4. It was noted that calculated COLA could come in at 1.65%. There is a strong indication the state would hope to fund this.

5. Emergency funds are available when an emergency item is identified that needs funding. These issues are reviewed quickly in an effort to make appropriate responses.
6. Microsoft announced they will no longer be supporting the last XP version of their software. This will cause a number of computers to be non-operational for the newer software. The school will be supporting version 7 but will be migrating towards version 8.

General Updates – R. Natividad

1. In an effort to meet our annual FTES goals several classes have been added back in to the summer and fall sessions. Discussion about the spring 2014 schedule will take place. Enrollment has seen a decline throughout the state this semester.
2. College needs to make sure that the additional classes are listed appropriately to get proper apportionment.
3. The committee was reminded that on May 10 the planning summit will be held.

Adjournment – R. Natividad

The meeting adjourned at 1:51 p.m. The next meeting will be held **Thursday, May 16 at 1:00 p.m.**, in Library 202.

RKN/lmo