

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: September 18, 2014**

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**MEMBERS PRESENT**

Members

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| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input checked="" type="checkbox"/> Dawn Reid - Student & Community Adv.        |
| <input type="checkbox"/> Saima Fariz – ASO                                 | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Dean Starkey – Campus Police                           |
| <input checked="" type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input checked="" type="checkbox"/> Gary Turner - ECCE                          |
| <input checked="" type="checkbox"/> Dipte Patel - Academic Affairs         | <input type="checkbox"/> Lance Widman - Academic Senate                         |

**Other Attendees: Members:** David Brown, Emily Rader **Support** – Tom Brown (alter/Jo Ann Higdon), Jeanie Nishime,  
Michael Trevis **Guest: Janette McGee**

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The meeting was called to order at 1:05 p.m.

**Approval of September 4, 2014 Minutes**

1. The minutes were approved as presented and will be posted to the website.

**PBC Statement of Purpose** – R. Natividad

1. The committee was asked to reflect and review the Statement of Purpose as part of their annual review. In reviewing the purpose statement, it was suggested “Comprehensive Master Plan” be changed to “Strategic Plan”. The strategic plan is the parent plan of all the other plans that the college creates. Any further suggestions should be forwarded to R. Natividad for inclusion for discussion at the next meeting.

**PBC Yearly Goals** - R. Natividad

1. The yearly goals were posted on the overhead and reviewed by the committee. The importance of the establishment of goals for the year noted. One area which was not addressed last year but still needs to be reviewed is professional development. This area is still on the committee’s radar and is still a possibility of being addressed.
2. New member orientation was addressed and accomplished with the acquisition of the new, incoming members. The role of the PBC and overviews are specified with the new members. More involvement is being seen between the members, their alternates and communication with their constituent groups. Opportunities have been given for constituent groups to give updates at the meetings. This helps everyone know what is being done in the PBC, especially with the yearly plans and budgeting.
3. The PBC website is in its first phase at this point in time. PBC minutes from 2014 are now listed on the site. Eventually 2013 and 2012 will be put up on the website to provide some history.
4. Various reviews of the Comprehensive Master Plan and the plans which lie within this plan are addressed.
5. As a future agenda item, it was noted for the PBC to have Bill Mulrooney address the committee on the enrollment committee plan.
6. Will Garcia presented information to the committee this year which gave updates on changes that affect the Student Service Area.

7. Development of plans for 2014/2015 will be addressed such as continuing professional development. Plan development could be something presented on flex day or it could be a web-based presentation. Two other plans in development were also noted:
  - a. Student Success Committee is working on the student success and support program plan which is due to the Chancellor's office on October 17, 2014.
  - b. Student Equity Plan which is due January 1, 2015.A presentation will be given to the PBC to keep the committee updated on these two plans. A presentation in the future was suggested for these two plans. It was noted the Student Equity Plan has to do with groups of students who are not progressing according to basic level standards. Intervention efforts need to target groups which are found to be below standard in order to move them up.
8. It was noted the committee has a good process for recommendations and consensus. There is an open dialog and everyone is able to bring items forward to the committee for discussion.
9. An important component being addressed this year is the involvement of the student representative. There was not a lot of involvement last year. This next year the committee should hopefully see more involvement with the representative as William Garcia is addressing this issue.
10. A suggestion was made to have to have an accreditation goal. The PBC may be having a special session meeting soon to meet with the visiting accreditation team. Further information will be forthcoming.

**PBC – Evaluation** – R. Natividad (handout)

1. The 2013 evaluation along with its chart was distributed to the committee. It will be done again for the 2014 the same way showing the trends PBC has had. It was noted to help with long-term tracking the questions should remain the same especially with the onset of accreditation.
2. The PBC evaluation will be sent out in about a week. It was noted that the support and alternates should still be included in the process.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:31 p.m. The next meeting will be **October 2, at 1:00 p.m.**, in Library 202.

RKN/lmo

Handouts: PBC Evaluation, PBC statement of purpose