
EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 5, 2013

MEMBERS PRESENT

- | | |
|--|---|
| <input type="checkbox"/> Jan Caldwell – Campus Police | <input 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"/> Vacant – 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 |

Other Attendees: Members - William Garcia, Irene Graff, Ken Key, Ericka Solarzano / **Support** - Francisco Arce, Jo Ann Higdon, Jeanie Nishime, Irene Graff / **Guests** – Emily Radar, Regina Smith

The meeting was called to order at 1:05 P.M.

Approval of August 29, 2013 Minutes

The minutes were reviewed and approved with the following corrections:

1. Page 1, under Final Budget #5, after set aside, **add:** funding from fund 11, block grants, scheduled maintenance, fund 15, and bond funds.
2. Page 2, first sentence, **delete:** and, **replace with:** an.
3. Page 2, 7a, **add:** by after down.
4. Page 2 7a, after see, **add:** on P2.
5. Page 2, 7c, after provided a, **delete:** COILA and **replace with:** COLA.

Strategic Planning – I. Graff

1. For our longer term planning we want to emphasis strategic planning and integrated planning. Never looking at one silo or one issue. How does something affect different aspects of the overall master plan? The ultimate goal of developing a new master plan we hope to integrate our plans.
2. The work on the planning summit is being brought to closure. The planning models are done but are still in consultation. A final model is expected to be brought to the PBC early next month. Everyone is pleased with the image of the model.
3. It was reported that there are two other short-term action teams who are working on measuring our student achievements in setting goals for higher achievement and measuring our strategic initiatives which puts our mission into practice.
4. The master planning process is going to be commencing with self-examination. There will be teams with at least one person from PBC on each team.
 - a. The first team will be an environmental scanning group. They will be finding out the trends on campus. They will also look outside the school to see what is going on in the community and decide how their findings could affect our future.
 - b. The core-planning team will be gathering people together who are reflected in the planning model and who represent various parts of the master plan. They will work together to take the scanning information and address the identified needs. They will set the stage for the master plan. This group will work over the next two years to help develop the master plan.

Statement of Purpose – Rory Natividad

1. The statement of purpose should be reviewed and taken back to the constituent groups to see if the statement of purpose is representative of what the PBC is doing. We need to look at the institutional priorities and see if they convey that they are linking up with the strategic initiatives. Comments can be brought back at the next meeting for discussion.
2. Discussion/recommendation ensued of changing Educational Master Plan to Comprehensive Master Plan and striking the rest of the sentence.
3. A redraft of the statement will be sent to the committee so they can receive input from their constituents. Item will be revisited at the next meeting for final recommendation.

Planning Calendar – Rory Natividad

1. The planning calendar was distributed for the committee to review. The committee was asked to review the calendar to see if anything needs to be corrected or streamlined.
2. Discussion ensued regarding how we can better prioritize the upkeep and maintenance of items separately from the annual plans which should be driven by SLO's and program review. Instead of reprioritizing the maintenance each year, there might be a maintenance type account separate from monies provided for annual plans.
3. Rory and Irene will pursue composing some verbiage regarding separating the plans. They will bring their proposal back to the committee for their input and review.

Annual Evaluation – R. Natividad

1. The annual evaluation from last year was distributed to the committee. The committee was asked to review and critique the evaluation questions and make recommendations at the next meeting for this next year's evaluation.

Updates

1. A clarification was made that PBC's recommendation on August 29th to not transfer the additional \$1 million to the irrevocable fund at this point was forwarded to Dr. Fallo. The traditional \$900,000 has been transferred into the fund already. The recommendation was heard at the last board meeting. The final budget was approved with the understanding that the additional \$1 million will not be transferred until further conversation happens around the time of the next actuarial study.
2. It was announced that we have received official notification for monies to be allocated from the State to EOPS this upcoming year – \$1.3 million.

Adjournment – R. Natividad

The meeting adjourned at 2:35 p.m. The next meeting will be held **Thursday, September 19, 2013 at 1:00 p.m.**, in Library 202.

RKN/lmo