

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: October 7, 2014

MEMBERS PRESENT

Members

- | | |
|--|---|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dawn Reid - Student & Community Adv. |
| <input type="checkbox"/> Saima Fariz – ASO | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input 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: William Garcia, Jackie Sims, Ericka Solarzano, Michael Trevis **Support** – Francisco Arce, Janice Ely, Jeanie Nishime **Guests:** Rick Santos, Leta Stagnaro, Rachel Mayo, G. H. Javaheripour, Angelica Swarez

The meeting was called to order at 4:01 p.m.

Approval of September 18, 2014 Minutes

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

Accreditation Team Visit – J. Nishime

1. Members of the visiting ACCJC accreditation team attended the meeting and introductions were provided. The committee asked various questions about accreditation and planning. The role of the PBC was examined by the accreditation team as well as how college items are presented to the committee for review. It was summarized that various plans, such as, enrollment, technology, staffing, facilities and annual come throughout the year to the PBC where these plans have two viewings with the committee. The first viewing deals with the plan being presented so information is available for the representatives to take back to their constituents for input. A binder with supportive information on the committee meetings is forwarded by the PBC chair to the committee members for further information. The representatives will bring back to the PBC any questions or input they have at the second viewing of the plans where discussions will then be held. If the item discussed is an item which would be forwarded on to the president, a recommendation will be made by the PBC to the president on the information.
2. The annual plans from each unit (division) come to their respective vice presidents where they are prioritized with in-depth discussions and consensus. The PBC reviews the VP area plans to make sure that what has been prioritized meets with the mission and the strategic initiatives of the college. The PBC does not drill down into each request prioritized. The divisions priorities are recognized as being reviewed for need by that area.
3. It was noted the tentative budget and the final budget are two items the PBC provides a recommending move for approval to the president.
4. It was clarified the program plans become unit plans and are done at the division level. Those unit plans are then prioritized and provided to the vice president for consideration in his/her area plan.

5. The budget as a whole is what is presented to the PBC for review. The budget is worked out in advance in terms of what the priorities are and what funds are available. PBC does not do resource allocation or augmentation requests as a normal part of their review. It does review distinct areas for changes or additional needs. It was noted Compton funds are not embedded in the budget. One million dollars of the Compton funds are spent on Compton and three million dollars are added to the budget for augmentation. A criteria used in deciding how the money from Compton is spent is the funds cannot be used for on-going expenses. We have incurred expenses for Compton such as extra staff, stipends, release time, IT support, etc.
6. When the recommendations from the vice presidents unit plans are received by the PBC, the committee reviews the plans using the planning software. On the list of area plan priorities there is a reference to plan where the priority originated from. The committee reviews these and then presents any questions or concerns at the next meeting. After questions are answered, the committee evaluates the information to verify the process. There is no formal vote on area plan prioritize.
7. The Planning and Budgeting Committee statement of purposed is evaluated yearly each fall. An annual PBC evaluation is currently underway and also takes place each fall. Results are brought back to the committee and a three-year trend is reviewed for the committee to review, discuss, and set future goals. The committee also has an annual calendar which lists the various phases the committee addresses throughout the year.
8. It was noted that groups, committees and vice-presidents have brought information during the course of the year to PBC for information or review. The PBC has a good idea about the items presented and how they may affect the overall budget. They are also reasonable with economic conditions and how they align with our mission and our goals.
9. It was verified that new planning model which was recently developed was adopted by this committee and the college. It was noted there are four committees which make their recommendations to the president: the PBC, College Counsel, Calendar Committee and Facilities Steering Committee. There are other committees such as task forces for strategic planning which bring their plans to the PBC for consultation and review. These areas are SSSP, technology, facilities, and staffing.
10. The accreditation team asked how the making decisions document was being utilized in various committees. The question was asked, how do committees play a role in trying to fulfill these established goals. It was clarified that PBC annually evaluates the purpose statement and overall effectiveness. In addition annual goals and training for new members was established in fall 2013. The training is provided by either the chair or the other member of that constituent group.
11. The membership of the PBC is appointed by the different constituency groups. The president appoints the chair and management representatives. The area vice presidents are responsible for appointing the representatives from academic affairs, student and community advancement and administrative services. Each area gets one representative and one alternate. Other people who attend are noted as being support for the committee.

The Statement of Purpose – R. Natividad

1. Under the Statement of Purpose, Strategic Plan was inserted in place of Comprehensive Master Plan.

The Plan Builder – Technology & Equipment – R. Natividad (handout)

1. A handout was distributed on the planning recommendations from the vice presidents for the instructional supplies. This is information for supplies which are eligible for current funding for the 2014/15 year. The funds are instructional block grant money which has a deadline for spending the funds. The committee was encouraged to review the information. The information will also be sent out to the committee in spreadsheet format.

Announcement – R. Natividad

1. The November 6 meeting is listed as tentative. R. Natividad, chair, will be at a conference and may not be able to return by the meeting time. The committee will be notified at least a week in advance of whether or not the meeting will take place.

Adjournment – R. Natividad

1. The meeting adjourned at 4:45 p.m. The next meeting will be **October 16, at 1:00 p.m.**, in Library 202.

RKN/lmo

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