

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 20, 2014

MEMBERS PRESENT

Members

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|--|--|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <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"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs | <input type="checkbox"/> Gary Turner - ECCE |
| <input type="checkbox"/> Dawn Reid – Student & Community Adv. | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Michael Trevis **Support** – Irene Graff

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

Approval of October 16, 2014 Minutes

1. One minor correction was noted. Jessica Siripat should be noted as present.

Announcements- R. Natividad

1. The Student Equity Plan agenda item will be tabled until the next meeting.

VP Priorities – R. Natividad

1. The VP priorities were added back in to show the plan they were from and the number they were connected to. This information will be sent out to everyone after the meeting today. This information will provide the committee an opportunity to review everything and to bring back any questions they have for the next meeting. The handout reflected items for the area of Academic Affairs. Rory will follow up with the other VPs as to the status of their areas.

Strategic Planning & Master Planning – I. Graff

1. As of November 17 the board has approved the Institutional Planning board policy and procedure. This expanded how we describe our planning processes so they are more integrated. In terms of planning this will be a guiding document in how we do things. This will be placed on the website within a couple of days. In December it is expected the Board of Trustees will approve board policy 1200 which is our strategic plan and district mission revision.
2. It was clarified what you might see in a master plan is information which has a more fine-tune direction for the college. Strategic initiatives are very broad. The strategic master plan is very descriptive and shows which way the college is going. It also encompasses an enrollment management plan which will show where we want to go in the future with our enrollment.
3. The Strategic Planning Committee's meetings will be postponed until spring 2015. The committee was working on building a proposal for the master plan.
4. It was announced that the technology plan is nearing completion. The plan will still probably be tweaked a little in response to the main findings of the educational master plan.
5. A pilot program for housing for international students had been presented by the Foundation to the PBC in the past. It was asked if any discussions had been held in the planning process about expanding what the Foundation has already started to enhance the international student recruitment. It was noted we are

currently serving 750 students and we eventually want to go to 1,000. We now have a combination of students not only from El Camino but other universities at the housing area in Torrance. The plan is to get a majority of the students to be from El Camino College. Brochures and a website has been developed to assist in advertising for recruiting. What is impeding the growth of the program is our insurance per student is higher than other surrounding community colleges. Rory will work on obtaining an update on this program.

6. It was noted Campus Police has made safety presentations to new international students and has worked with the Torrance Police Department to make safety checks with the housing units to provide a safe environment. Brochures with safety tips have been distributed and placed around the housing units to help and assist in making the area as safe as possible. A suggestion was made to have a full presentation from Bill Mulrooney and JoAnn Higdon on this topic as well as the Foundation.

Annual Program Plan Update Training (PRP) – I. Graff (handout)

1. The new integrated program review and planning tool which is replacing plan builder. The initials PRP stands for program review and planning. We are changing this system because the ACCJC requires us to integrate our planning and plan builder did not integrate the information as well.
2. The power point presentation on PRP will be forwarded to all by Rory. The new program can be modified as we see fit and changed for future years. It keeps everything as a live document and can archive information into a pdf file. Some of the limitations is upfront you have to copy and paste your program review into the system. It is recommended when first entering your plan, write the information in a word document and then cut and paste it into the new system. In the new system you will not be able to have the feature of showing participation on who worked on the plan. You also cannot embed any pictures, tables, or charts with this system.
3. The new program will be utilized for the new 2015/16 year. This will be a live pilot and the feedback will be used to improve the system for next time. Program plans are due December 19. Plan build will remain live for the 2014/15 fiscal year.
4. Discussion ensued regarding when like items are requested in TracDac. It was questioned if the system is able to identify common requested needs. It was also advised when new equipment or items are listed in TracDac, thought should go into what support may be needed to accompany the item. It was suggested a talking with the vendor to see if a new component could be added to the system to identify these support needs.
5. When plans are developed, there is usually not much consult with the Information Technology department to assess the plan for technology support needs and additional costs to implement and maintain the project after implementation. The funding is not often reflecting items needed to implement and support the plan such as additional software, equipment, facility changes, consulting, infrastructure and staff. In the past this has often resulted in asking again for more funding to complete the project. Facilities support may also be needed as there may be changes required in the facility, ie electrical, network etc. For example: 50 Computers may be purchased for a new lab, but there may be no funding allocated to network, infrastructure, software and electrical items to make the lab operational. All plans involving any type of technology should be formally routed to ITS and Facilities for assessment and recommendations to determine additional cost of implementation and feasibility.

Planning Calendar – I. Graff / R. Natividad

1. Regarding the planning calendar, nothing was seen as being substantial in changing. This will be placed on the agenda for the next meeting. The committee was asked to think about what works and what doesn't and to bring recommendations back to the next meeting.
2. It was noted since faculty are not here on December 31 which was the original date for submitting program plans, it was moved up to November 15. This also assisted with the last-minute crunch. It was recommended this date remain the same for next time. A positive change was seen with the faculty

identification process. The process was moved up which allowed for a more positive flow so recruitment could go out by Christmas thus allowing a more robust application pool.

Adjournment – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting will be **December 4, 2014, at 1:00 p.m.**, in Library 202.

RKN/lmo

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