

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: November 7, 2013**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> Jan Caldwell - Campus Police         | <input type="checkbox"/> Cheryl Shenefield - Administrative Services       |
| <input type="checkbox"/> Sean Donnell - ECCFT                            | <input checked="" type="checkbox"/> Rory K. Natividad - Chair (non-voting) |
| <input checked="" type="checkbox"/> Dipte Patel - Academic Affairs       | <input type="checkbox"/> Vacant - ASO                                      |
| <input checked="" type="checkbox"/> Alice Grigsby - Management/          | <input checked="" type="checkbox"/> Gary Turner - ECCE                     |
| <input checked="" type="checkbox"/> Dawn Reid - Student & Community Adv. | <input checked="" type="checkbox"/> Lance Widman - Academic Senate         |

**Other Attendees: Members** - Ken Key, Emily Rader **Support** - Francisco Arce, Linda Beam, Jo Ann Higdon.

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

**Approval of October 3, 2013 Minutes**

The minutes were reviewed and approved with the following corrections:

1. The check marks noting who was in attendance of the October 3 meeting did not print off. This will be corrected.
2. Emily Rader will be listed as the alternate for Academic Senate.

The minutes will be posted as presented with the two corrections as noted.

**Review of Agenda Items**

1. The Comprehensive Master Plan will be tabled until the next meeting.
2. The topic of the Child Development Center will be added for discussion.
3. The results of the PBC evaluation surveys will be distributed today and discussed at the next meeting.

**Annual Plans** – R. Natividad for Irene Graff

1. The annual plans will be due November 15.

**Sound Fiscal Management Self-Assessment** – J. Higdon

1. A handout on Sound Fiscal Management/Self-Assessment Checklist was distributed to the committee. This document represents what is currently in the Chancellor's office on sound fiscal management. The private school version of the check list was mistakenly received instead of the ACCJC version which we are now awaiting to receive.
2. The focus as to how the 15 checklist questions will be answered for El Camino College was reviewed for the committee. Feedback was asked for from the committee so it could be determined whether or not the committee preferred going through each one of the check-list items or defer to the accounting department and have them do a draft of the answers. These answers will then be brought back for a reading and feedback from the committee. A preference was noted for accounting to do a draft and provide feedback. No objections were received.
3. It was noted the questions on the checklist are specified for El Camino and not Compton Center. Compton has a subcommittee who is addressing these items for their location.

**Comprehensive Master Plan** – R. Natividad

1. This item was tabled for later discussion by Irene Graff.

**Child Development Center** – E. Rader

1. The improvement the Child Development Center was making was a subject some were anticipating for further discussion at the PBC. Concern from faculty and staff regarding the closure of the Child Development Center was filtered through their representatives. The vote to close the center at this time seemed to some like an early decision to a constituent group. Discussion ensued about the report the Board received and the inclusion of the most current data. Further statements and discussion ensued as to how the Board came to such a fast decision on this matter. Clarification as to the timeline the board agreed upon was discussed. Further discussion arose as to why the child development facility was not turned into a teaching lab environment. Concern was also expressed for where the students will now go that are in the practicum of this program. It was noted the Board has already made their decision by a vote of 3 to 1 to close the Child Development Center.

**Motion:** L. Widman (Academic Senate) recommended that PBC recommend to the president to bring this item back to the board meeting so it can be revisited with more thorough and complete discussions with all the parties most immediately affected.

4 in favor

2 not in favor

1 abstained

**Motion Approved.**

**PBC Evaluations Annual Review**– R. Natividad

1. The committee was asked to review the results of the evaluations and recommend what areas they see for improvements for next year. These items should be brought forward for the next meeting for discussion.

**Agenda Items** – R. Natividad

1. The committee was encouraged to devise some additional agenda items such as in the areas of technology, enrollment, or student success.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:04 p.m. The next meeting will be **November 21st at 1:00 p.m.**, in Library 202.

RKN/lmo