

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

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**MEMBERS PRESENT**

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

**Other Attendees: Members** – Irene Graff, Ken Key, Emily Rader, **Support** – Linda Beam, Jo Ann Higdon, Bob Klier

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The meeting was called to order at 1:06 p.m.

A welcome was given to the new student representative, Lilliana Lopez.

**Approval of November 21, 2013 Minutes**

The minutes were reviewed and approved with the following corrections:

1. Making Decisions: number 2, after identified, **delete:** and restructured.
2. Program Plans 2014-2015: number 2, third line down, **delete:** Kleir, **replace with:** Klier. Fourth line down, **delete:** Kleir, **replace with:** Klier. Fourth line down, **delete:** Trich, **replace with:** Trish.
3. PBC Goals for 2013-2014: in front of the title for this section, **insert:** Proposed.
4. Number 4, **delete:** entire sentence, **replace with:** The chair advised that committee recommendations in the future be processed over a two meetings, when time allows, providing constituent representatives the opportunity to have discussions with their group prior to making their recommending vote.
5. Closing Comments: **Add:** 2. It was suggested PBC continue to be involved in the development of the new comprehensive master plan.

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

It was suggested PBC needs to continue to address the accuracy of information and discussions which ensue that are then accounted for in the minutes. Members were encouraged to utilize the meeting and minute review process to assist in maintaining accuracy and clarity of the minutes. Corrected minutes are electronically provided in a timely manner to all members as well as placement on the website.

**Strategic Planning Committee** – I. Graff

1. A regular report will be coming forth from the Strategic Planning Committee as they make progress. The Strategic Planning Committee is an Ad hoc committee of PBC. The goal of the committee is to develop a new comprehensive master plan that is considerably more integrated and will contain an implementation plan. A team of El Camino College members have formed an External Scanning Team to gathering information from the community in terms of the job market, demographic changes, high-school enrollment changes, and other items that will impact the college.

2. The new comprehensive master plan will take time to develop as it is a huge document with many segments. It is important that the committee provide direction as to what is to be done in the meantime with the accrediting commission when they come to visit. It was asked if the accrediting committee needs to be informed that a new plan is in the works or should we proceed with an annual update to provide to the team upon their arrival. An annual update could provide up-to-date information on the current situation and comprehensive master plan. Discussion ensued that placing annual updates into the comprehensive master plan might not provide the right information. Efforts might be better utilized by updating specific plans or committees that complement the comprehensive master plan.
3. As we move forward we must also be aware our strategic initiatives need to be measurable. Currently these initiatives are not. The strategic initiative team has suggested developing targeted objectives associated with each initiative which could be measured.
4. The student success plan provided by the Student Success Advisory Committee will be integrated into the new comprehensive master plan. Currently they are separate. Information for the student success plan is being provided from workshops, brainstorming sessions and other discussions as the Student Success Advisory Committee for development of the action plan.
5. The next comprehensive master plan will include the Compton Center because we will still be partnered. Compton is doing some parallel process, such as, their own external plan for their own community in anticipation of a separation plan with the two colleges. Right now it is too soon to have two separate plans.
6. Discussion ensued as to the official standing of this Ad hoc committee. It was questioned if the work of the committee is in response to information from the PBC or is in an effort to accomplish steps in the formation of the new comprehensive master plan. The committee is charged by the president to accomplish necessary steps and PBC oversees the progress of the Strategic Planning Committee. A new version of the comprehensive master plan and implementation plan is the ultimate goal of the Strategic Planning Committee. PBC will oversee the accomplishment of the implementation plan.
7. The Ad hoc committee is a working body that reports back to PBC as the document is developed. The first meeting of the committee is forthcoming. The structure and meaning, as well as a complete list of the members, will be provided as the committee moves forward. Further discussion within the PBC will be necessary to fully understand the process and provide feedback to the committee.
8. As they precede, the Ad hoc committee will work to address the student success action plan and will summarize the progress we have made in the other activities.

#### **PBC Annual Update Discussion** – I. Graff

1. Bob Klier, associate dean of Academic Affairs, was welcomed to the committee for this presentation. A new software tool is in the process of being developed for program review and planning. This combined tool (planning and program review) will provide more integration between program review and the annual program plan.
2. The program review recommendations should provide the needed information for the program annual plan.
3. TracDat is the new software tool being examined for this integration. TracDat is currently the new software for institutional learning outcomes (SLO's/PLO) on campus. It is a versatile software that provides a relational database for users. Assessment data can be immediately moved over into program review. The feedback has been overwhelmingly positive.
4. Other schools have been utilizing TracDat for planning and program review with success. A small working group will be meeting to further examine our institutional needs and possible implementation. A few programs will be selected to pilot the use of the software for planning. They will do this in Plan Builder and TracDat as part of the pilot.
5. Academics will be utilizing TracDat for learning outcomes. Student services elected not to implement the use of TracDat for SAO's at this time.

6. Discussion ensued about the implementation and possible effects on accreditation of changing to new software. Our institutional processes will be remaining the same. While the software is changing it will not be switching until after the visit. We are not changing the processes, we are changing the tool. The Plan Builder software no longer has system updates and has become an obsolete software tool.
7. Plan Builder is our tool but the process should be identified as the annual plan. The process is the important item to identify not the software we use.
8. Issues with Plan Builder as a tool and what differences would like to be seen in the new software were discussed.
  - a. Reporting out. Summarizing and finding information. Automated reports.
  - b. Reporting trends over multiple years.
  - c. Alignment with other resources and staffing on campus.
  - d. Utilization of images and charts within the program.
  - e. Automation of program plan recommendations moving into the area plan.
  - f. Linked reports to various resource areas.

### **Fiscal Management Self Evaluation** – J. Higdon

1. A four-page handout, ECC Sound Fiscal Management Self-Assessment Checklist was distributed. This is based on the year that has been completed (2012-2013). UGS stands for unrestricted general fund and is our operating fund.
2. The Chancellors office distributes this check list for institutions to complete. Each section has an overarching question and subsequent sub-questions that should be responded to. This is a draft of the completed document. Review by the committee as to the response and accuracy of the document is still needed. An amount was placed in the category as opposed to simply stating that we are deficit spending.
3. It was indicated there are no significant areas of current concern with regards to this document and our compliance. A five-year window is one aspect that auditors use for their regular review. The blue book and internal controls are commonly reviewed during the audit process. The auditors do not commonly review the self-assessment document directly. The district response to #6 is yes since there have been no changes to the contract and salaries other than insurance benefits which are noted.
4. This document will be reviewed by the College Council and will also be provided as an informational item to the Board.
5. Regarding 7b of the handout – this is for year ending 2012. The state-wide average has not yet been made available for year ending 2013.

### **PBC Goals for 2013-2014** – R. Natividad

1. An open discussion occurred about the potential goals from the previous meeting. They are as follows:
  - a. A presentation at fall faculty development day regarding PBC and the institutional budget.
  - b. Orientation for new members – this will be accomplished by the chair with participation from the new member's constituent group.
  - c. A brief constituent update on area developments.
  - d. Annual review of processes that PBC commonly accomplishes (such as recommendations and consensus).
  - e. Website development and external communications outside of our group.
  - f. Comprehensive Master Plan
  - g. Stronger connection to the Compton Center PBC.
2. The possibility of surveying the entire campus about the needs or expectations of the future PBC website was discussed. It is recommended that a campus survey would elicit the best information. How the constituent groups communicate back to their groups should also be done to address a common question on the annual survey. The availability of information is important as well as the ease to find it. Various institutional PBC sites will be reviewed in the development phase of our site.

3. A suggestion was made to look at the goals we accomplish each year and then look for other key topics for discussion. Another suggestion to develop an annual plan update from the committee was noted.
4. Some of the members of the PBC from the Compton Center didn't hear about new program plan deadline of November 15. They would like a stronger connection with this PBC. There is a lot of planning and budgeting processes that Compton is obliged to follow, thus having a stronger connection is important. This will be noted as another goal.
5. The process for filling the numerous classified positions through Human Resources was discussed. This places a tremendous load on the Human Resources department. There were many retirements and it is the intent of the organization to look and see what the needs are of the campus. Currently there is no intent not to fill them. The many retirements were evident in the last Board meeting. A dozen classified positions are open along with all of the faculty positions.

**Closing Comments** – R. Natividad

1. The classified awards should be taking place this spring.
2. Twenty-two new faculty members were recommended for hiring through the faculty prioritization process. Two additional positions will be hired since they were hold overs from the previous year.
3. Many EER representatives are needed to serve on the many hiring committees.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:10 p.m. The next meeting will be **January 16 at 1:00 p.m.**, in Library 202.

RKN/lmo