
EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 6, 2012

MEMBERS PRESENT

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

OTHERS ATTENDING: Linda Beam, Ken Key, Katie Gleason, Jo Ann Higdon, Michael Le, Emily Rader, John Wagstaff, Bill Mulrooney, and Kathy Costa

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

Approval of November 1, 2012 Minutes

1. Page 1. **Accreditation Self-Evaluation Timeline**, 2. In the first sentence **Delete: that** and **Delete: timeline** and **replace with: report**.
2. Page 1. **Accreditation Self-Evaluation Timeline**, 4. **Change: November 2 to November 21**.
3. Page 1. **Accreditation Self-Evaluation Timeline**, 4. Second bullet, fourth sentence down, after outlined, **Add: by December 21**. Next sentence after writing, **Add: completed**.
4. Page 2. **Accreditation Planning Agenda**, 1. In the first sentence after self-study **Delete: was** and **replace with: were**. Next sentence **Delete: 2012 self-study** and **replace with: 2014 self-evaluation**.
5. Page 2. **Accreditation Planning Agenda**, 3. In the first sentence after our **Add: review of the college** and after mission **Add: statement**.
6. Page 2. **Purchasing of Items**, in the last sentence after have **Add: been**. Then after safety **Add: reasons**.

All corrected copies of the minutes have successfully been posted to the website under the President's committees.

Budget Update – J. Higdon

1. The ECC unrestricted general fund 2012-2013 was distributed for the committee to review. It was clarified that column B represented the projections for 2012/13. Column C represented the results after the passage of proposition 30 –There will be a better understanding as of April 2013 where we stand financially. All the budget items listed on the handout were reviewed individually. This final draft of the budget is schedule to be sent to the board on December 17, 2012.

Planning Agenda – R. Natividad

1. Program plans are due December 31. Irene is reviewing everything to make sure the program review recommendations are being used when building program plans. She will also be assisting at the linking of the objectives and the evaluation tools. The right kind of evaluation tools must be used for whatever objectives that are put into the program plans.
2. Irene Graff's new official title is now the Director of Research and Planning.

3. It was reminded that everyone should be going in and updating the status updates on the unit and program plans.

Adjournment – R. Natividad

The meeting adjourned at 1:46 p.m. The next meeting is tentatively scheduled for **December 20, 2012** in Library 202.

RKN/lmo

DRAFT