

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: October 17, 2019

	Jose Anaya - Community Advancement	\$	Ruben Sagastume - ASO, Student Rep
\$	Amy Grant - Academic Affairs		Gary Robertson - Campus Police
\$	Iris Ingram – Co-Chair (non-voting)	\$	Jackie Sims - Management/Supervisors
	Ken Key – ECCFT	\$	Greg Toya - Student Services
\$	David Mussaw – ECCE	\$	Josh Troesh – Academic Senate
	Vacant – Administrative Services	\$	Viviana Unda – Co-Chair (non-voting)

Alternate Members: S. Porter, W. Cox,

Support: J. Miyashiro, R. Miyashiro, B. Atane, J. Hinshaw,

Other Attendees:

The meeting was called to order at 1:07p.m.

1. The agenda for October 17th meeting was adopted.
2. Approval of [Minutes](#) – September 19, 2019
Minutes approved
3. [Collegial Consultation 2020-23 Strategic Plan](#)
Dr. Unda [presented](#) the Collegial Consultation process for 2020-23 Strategic Plan. The plan that sets the direction of the college within a long-range timeframe. The 2020-23 Strategic Plan is going through various committees, if you have any comments or recommendations; please send them to Dr. Unda.
 1. There will be a two five year planning/operation cycle which will feed into a ten year Comprehensive Master Plan cycle.
 2. The five-year cycle allows for the College to anticipate changes in financial projection, do FTES projection and make any changes to these plan over time to reach the intended goal.
 - a. Academic changes need a timeline of five years.
 - b. Technology changes so quickly that it need be put into an annual plan which can fold into a five-year plan.
 3. BP 1200, December 2014 included Mission, Vision, Values and Strategic Plan. In June 2019, this Board Policy was revised with the strategic plan section being removed and becoming a standalone document.
 4. More discussion will occur at the October 31st Strategic Planning Committee meeting.
 5. It was noted that on page 8 and on page 12 there might be some information that needs to be verified in regards to BP 1200.
 6. Suggestion: might want to add glossary of terms.
 7. We are also working on an annual planning calendar.
 8. The allocation of resources in budget needs to have planning intertwined in the process.
 - a. We need to look at program goals and objectives and see how much budget resources are needed to achieve it; as opposed to we have this much money – how do we spend it.
4. [2019- 20 Resource Allocation Update:](#)
Met with the VP’s in each area and reviewed the FY19-20 allocation for Fund 11 budget. We are vetting the items and looking at the sources of funding for each one. Fund 12 (specialized

fund) we are setting the budget and the spending plan for the year together. We also need to consider and discuss the need to move some of the expenses from fund 11 to other funds.

- Learning Resource Center had some items from FY 2018-19 list. Over 50% completed and some being taken care of by Purchasing.
- SCFF is still being worked on at the Chancellor's office. There are teams of CEO's and CBO's that are looking at SCFF and making adjustments across the board for all the Colleges.
- Question: Program Plan process, when is the allocation information for 2020-21 input deadline for TracDat.
 - Answer: November 1st is the deadline. Student Development needs an extension of two weeks. It was suggested that an email be sent to the area VP for such request.

5. PBC co-chair Viviana Unda (College Council approval)

Dr. Viviana Unda has been approved by College Council to be the co-chair of the Planning and Budget Committee.

6. PBC self-evaluation for 2017-18 year and next PBC self-evaluation (2018-19)

Before the Fall is done, we will be surveying all of collegial consultation committees. We are revamping the surveys so that we can get greater input from the committee members. We will be going to the chair/co-chair of the committee for their feedback.

- On the campus climate survey there were questions asked regarding knowledge of budget, planning etc. and the role of the committee. The result shows how much information their representative is passing to the constitutions on each of the committees.
- Question was raised as to classified staff in Facilities not being able to take survey since there are no technology access. It was noted that there are three terminal setup for the staff.

7. Others Discussion

8. Adjournment

The meeting adjourned at 1:55p.m.