EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: August 13, 2020

√	Jose Anaya - Community Advancement	√	Haseeb Khan - ASO, Student Rep
√	Julie Bourlier – Administrative Services		Gary Robertson - Campus Police
√	Amy Grant - Academic Affairs		vacant - Management/Supervisors
√	Iris Ingram – Chair (non-voting)	√	Greg Toya - Student Services
√	Kelsey Iino – ECCFT	√	Josh Troesh – Academic Senate
√	David Mussaw – ECCE	√	Viviana Unda – Co-Chair (non-voting)

Alternate Members: D. McClelland, A. Nasatir, K. Key, W. Cox, S. Dao
Support: J. Hinshaw, R. Miyashiro, A. O'Brien
Other Attendees: V. Palafox, D. Maloney, J. Baranski

The meeting was called to order at 1.05p.m.

1. Agenda Review
   The committee moved and seconded the approval of the agenda for today's meeting. The committee accepted the agenda as presented with no objections.

2. Approval of Minutes – August 6, 2020
   After review and notation of corrections requested, the committee moved to approve the July 23rd minutes with no objections.

3. Board Policy and Administrative Procedure 6399 – Student Centered Funding Formula Data Management - First Reading
   Dr. Maloney went over the BP & AP 6399 – SCFF Data Management. Below is a brief summation.

   Board Policy 6399 – Student Centered Funding Formula Data Management
   This is the first reading of the Board Policy and Administrative Procedure 6399. The BP & AP was brought to this committee because this committee needs to review policies that relates to revenue. ECC established this policy and procedure for verifying the data management ownership and data that we submit relating to the student centered funding formula which constitutes revenue to the district.
   The board policy states that the Superintendent/President will establish procedures to promote:
   1. The data that we collect and report is accurate;
   2. That our responsibilities for data management as it relates to the student center funding formula are clearly defined and assigned to a specific departments in positions;
   3. That the information is monitored and make sure that we use timely, accurate and reliable SCFF data in our planning and decision-making;
   4. In addition, that we evaluate our procedures relating to this on an annual basis.

   The following parts of the policy related to data management internal control activities which talks about the three elements of the student centered funding formula.
   1. The base allocation based on FTES, which is used to be the only way we were allocated funding based on enrollment.
   2. The supplemental allocation metrics that have to do with serving students' needs with financial aid.
   3. The student success allocation metrics, which is based on number of degrees and certificates, awarded completion of math and English in the first in a variety of other things.

   Administrative Procedure 6399 – SCFF Data Management
   The board policy, like many just delineates that the Superintendent/President will establish procedures. Therefore, this procedure is divided into four sections:

1. Base Allocation Metric – FTES - under the direction of the Vice President of Academic Affairs, the Enrollment Data Analyst follows desk procedures as noted below:
   1) Schedule Development Timeline
   2) CCFS-320 Reports
2. Supplemental Allocation Metrics - under the direction of the Vice President of Student Services, Financial Aid staff follows the steps as outlined in the Ellucian CA State Reporting MIS guidelines for the Student Financial Aid Report (SF/FA) as well as referencing the CCC California Chancellor Office MIS – District Data for File Element clarification as needed.
3. Student Success Allocation Metrics - our data information on awarding of degrees and certificates.
4. Validation of Supplemental Allocation Metrics and Student Success Allocation Metrics -under the direction of Vice President of Administrative Services, identified data owners, in collaboration with Information Technology Services and Institutional Research & Planning, will validate data for SCFF MIS submissions.

This board policy and procedure has gone to the Technology Committee for a first reading and will go for a second reading next week. It will come back to PBC for a second reading in September, and then we will take it to College Council and then on to the board. So if you have questions, please feel free to bring them to the next meeting or email President Maloney.

4. Implementation and Monitoring of 2020-23 Strategic Plan
   Dr. Unda gave an update about how IRP is implementing and monitoring the three-year strategic plan. Below is a brief summary:
   1. The three years strategic plan, which was approved in April 2020 by the board.
   2. We have our institutional goals. those are the local vision for success goals
   3. We have metrics:
      a. Lagging indicators, which are not measureable, because they happen after the fact.
      b. Leading indicators, which are measurable and provide information about students' progress.
   4. We have the framework, which is Guided Pathways and it comes from the Chancellor's Office Vision for Success.
   5. Four part workshop was done in summer 2020 to train Managers in goal setting and performance indicators in implementation of activities and progress tracking. IRP is finalizing these institutional planning guides, by the end of August and will have a first draft, which will go through the collegial consultation process for feedback.
   6. Lastly, the institutional planning map its shows the flow of data from ECC institutional goal and annual priority flowing into area objective which flows into unit goals and objective which flows into program goals and objective which ends with actions to be implemented.
      a. Therefore, for the 2021-22 year, Black and African American student's population has been set as annual priority as Black and African American students are identified as a disproportionally impacted group in 4 out of 7 lagging indicators, and in all leading indicators.

   Question: The metric of the career management or the career education course that leads to employable skills is are those courses identified through the counseling process or through some other means, how are they courses that are identified as fitting?
   > *Answer: They were coded in the system, which we are using. Currently, it is the best we can do, in the future we would like to have other indicators for the area of career education, but there are many things in the system that we need to do before we get we get other kinds of indicators.*

   Question: How are those courses identified to be coded that way?
   > *Answer: Would need to ask IRP analysts and get back to you.*

5. [PBC 2019-20 Self-Evaluation Survey Report](#) - ([Presentation](#))

Dr. Unda discussed the PBC 2019-20 self-evaluation report survey. Below is the results in the three assessed areas:

- Purpose, Goals & Tasks
  - Almost all respondents were aware of PBCs purpose;
  - Most of respondents stated, having a clear understanding of the committee's responsibility.
  - Most respondents also stated reviewing the Making Decisions at El Camino college document.
  - 60% of respondents asserted participating in the community setting of goals.
  - 53% of respondents asserted reviewing the progress of the community's annual goals.
    - Recommendations for the committee:
      - Secure attendance at PBC's goal-setting session and at meetings where the committee reviews progress of annual goals, so that the majority of members participate in these activities.
      - Ensure that the PBC set annual goals every year.
      - Strengthen the collegial consultation character of the committee.
      - Strengthen the importance of committee members' role in the planning and budgeting process.
      - Balance the two areas so that PBC focuses on both areas equally.
      - Based on PBC's goals, develop a work plan to determine the committee's annual tasks.
- Committee's Functioning
  - 81% of respondents asserted using, in some degree, the survey's results to plan the upcoming year committee's work.
  - Most respondents stated receiving meeting minutes (74%) and materials (73%) sufficiently in advance to review.
  - Most respondents (73%) asserted having opportunities to provide input for the committee.
  - 66% of respondents felt comfortable contributing ideas during meetings.
  - 47% of respondents stated receiving orientation when beginning to serve in the committee. Forty percent of respondents did not go through orientation.
    - Recommendations:
      - Ensure that new PBC members receive orientation at the beginning of their term.
      - Provide committee members with training on the College budgetary process to ensure complete understanding of numbers and figures.
      - Increase members' active participation in meetings to increase PBC's role in providing recommendations for making decisions, rather than concurring with already made decisions.
      - Continue strengthening the practice of asking for ideas from committee members so that meetings are not limited to approval of minutes and reports.
      - Increase coordination of co-chairs' work.
      - Dedicate a shorter time to review meeting minutes and/or encourage review before meetings.
- Decision-Making Effectiveness & Communication
  - Most respondents (83%) stated that they communicated the committee's decisions to the constituents they represent.

- 63% of respondents said they clearly understood how decisions are made in the committee.
- 60% of respondents were provided with the information they needed to make decisions in the committee.
- 60% of respondents asserted being aware of the way PBC communicated its decisions to other committees.
  - Recommendations
    - Devote time to clarify how the committee evaluates its work practices; how it evaluates the way decisions are made; and what is the process to evaluate the way decisions are communicated.
    - Increase PBC's level of input and decision-making opportunity in regards ECC budgetary decisions.

At the next meeting, we need to develop goals for FY2020-21 as a community, and these results should be guiding those goals and should be guiding our work.

6. Other Discussion
   - Quantified some of the additional recommendations that the committee did put forward with respect to budget reductions. The major item had to do with increasing class caps by about two students per section. We looked at the sections that we were offered for the current year fall and spring subtracted out the sections that had cohorts, because an outside body sets the membership of those classes. We came up with an approximate figure to about four and a half million dollars in revenue, which would be an offset to a reduction in expense.

   - In addition, we included that in the list of the items that are going to the Board of Trustees. Therefore, with that number plus freezing of step and column, equivalent of eight days of furlough for classified, the same equivalent for reduction in salary for faculty and all those numbers are in the minutes that actually brought our total of all budget cuts, reduction and expenses plus offsetting additional revenue to about $18 million. This will give the board flexibility in terms of how they wish to make decisions.

   - President Maloney thanked the committee for their hard work in looking at the budget for this year and how to minimize the impact of budget reductions on students. She also acknowledge the hard work that was put into the guiding principle document to help formulate recommendations. The budget is being finalized; it will go before the board and the budget workshop on September 1st. There will not be another PBC meeting before September 1st board meeting but Iris will pull the list together based on what's in the past minutes and the additional numbers to send to the committee.

   - Iris mentioned that there would be an all-day budget workshop with the Chancellor's office tomorrow, which she and Dr. Maloney will attend. The Chancellor's office will be giving another update on what the revenue projections are and how they are going to fund them. Because right now, even with all the deferrals and the moving things around, they still do not have enough revenue to cover the SCFF for all 114 colleges.

   - For the September 17th meeting, we will most likely spend a large portion of this meeting on developing our goals for the current fiscal year 2020-21 as well as any updates to what's happened to the budget since this meeting.

7. Adjournment
   It has been moved and seconded that we adjourn the August 13th meeting. The meeting adjourned at 1:58p.m.