

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: February 25, 2021

√	Amy Grant - Management	√	Roy Dietz – ECCE
√	Greg Toya - Management	√	Kelsey Iino – ECCFT
	Darcie McClelland – Academic Senate		Gary Robertson - Campus Police
√	Josh Troesh – Academic Senate	√	Balaji Vigneshwar - ASO, Student Rep
√	Iris Ingram – Chair (non-voting)	√	Shobhana Warriar – Confidential
√	Viviana Unda – Co-Chair (non-voting)		

Alternate Members: G. Patel, K. Key, S. Dao, J. Anaya, J. Bourlier

Support: J. Hinshaw, D. Mussaw, G. Ou, C. Pineda

Other Attendees: M. Marcellaana

The meeting was called to order at 1:03p.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 – November 19, 2020

After review, the minutes were accepted as written. The committee moved and seconded to approve the November 19th minutes with no objection.

3. Comprehensive and Strategic Planning Processes Calendar

Dr. Unda presented the 2024-34 Comprehensive Planning & Strategic Planning Process calendar. These processes will start when we have a new CEO, in August 2021.

- a. Comprehensive planning process will start in August 2021. This will be an eleven-month process Comprehensive plan is viable for a ten-year cycle.
 - i. Comprehensive Master Plan includes internal and external scan and looks at four key College areas
 1. Education
 2. Staff
 3. Technology
 4. Facilities
 - ii. Data gathering and engagement will take place September through November 2021
 - iii. Plan creation will be December 2021 through February 2022
 - iv. Collegial consultation will be March through April 2022
 - v. Board of Trustees approval will be May/June 2022
- b. Strategic planning process would start July 2022. This plan cycles for five years.
 - i. This area will operationalize the first five years of the Comprehensive Master Plan.
 - ii. It is composed of four plans:
 1. Educational Master plan (this document will serve as guidance for the other plans)
 2. Staffing Plan
 3. Technology Plan
 4. Facilities Plan
 - iii. Sense making will take place August through October 2022
 - iv. Plan creation will be November 2022 through February 2023
 - v. Collegial consultation will be March – April 2023
 - vi. Board of Trustees approval May/June 2023

The 2024-2034 Comprehensive Master Plan and first five-year Strategic Plan (2024-29) will be ready at the start of FY 2023-24 (July, 2023). Annual planning for 2024-25 starts in October 2023.

4. Review of [PBC membership](#)

Dr. Unda with Iris reviewed the current PBC membership. It was noted that the membership follow the [Making Decisions Guide](#) document. In looking at this committee, we wanted to clarify who were actual official members and the constituents groups they represented and to make sure that we have kept in line with the Making Decisions Guide for this committee. There are two support members from Administrative Services and two from Institutional Research and Planning. We are waiting for the additional alternate member to be appointed from the Academic Senate. The Co-Chairs have sent emails thanking the rest of the individuals that served on the committee and letting them know that if they wanted to come to any of the meetings Shobhana will send them the meeting invitation at their request.

Question: *On the management selection, in the past, there was Amy, Julie, Jose and Greg, they were all voting members, but looking at the list only Amy and Greg are voting members and Julie and Jose are alternates, wondering how the decision was made.*

Answer: *It was a Cabinet decision*

5. Start-up development of [PBC Charter](#)

Dr. Unda presented the PBC Charter template to the group. It was determined at the last meeting on the first goal there would be a charter formulated:

I. Charter defined:

- a. A charter is a founding document that helps committees deliver and uphold effective governance.
- b. It defines the role and responsibilities as well as the mission, composition and standard protocols of a committee

II. We are not starting from point zero; we already have the mission and composition of the committee, which are described in the 2020-25 Making Decisions Guide.

III. We do have to define the roles and responsibilities: PBC as a whole and/or PBC individual members

IV. Operating guidelines below:

- a. Length of member's term – one-year academic year, with Senate membership on the committee follows the senate rules. Everyone, is reappointed until the person who appoints you decides to make a change or the member does not want to continue being on the committee.
- b. Meeting frequency
- c. Quorum
- d. Proposal of agenda topic
- e. Decision-making process (voting)
- f. Communication to the ECC Community
- g. Communication with other collegial consultation committees
- h. Procedures to evaluate (work practices, decision-making process, communication of decisions)

The decision was that Dr. Unda would try to put together something after discussing with Iris and bring back a document later. Not sure if it can be brought, back to the next meeting but will try. It was noted that at the next meeting there would be budget information shared, and presentation of the survey results from Fiscal Services survey that was conducted in December 2020..

6. [Summaries of PBC minutes](#)

Dr. Unda shared the summary of the November 19th meeting and asked the committee their thoughts on wanting or not summaries of meeting minutes henceforth. Some of the discussion points were as follows:

- The official record of the meeting is the meeting minutes, which are checked, corrected and approved at the following meeting. These minutes become the record, which are then posted on the

committee website.

- There is a concern about circulating across campus an unofficial document (the summary) that might involve incorrect interpretation of the minutes. One suggestion was that the committee can approve these summaries and post them on the web page next to the minutes.
- The summary can work as a quick overview of the main points of the meeting so that everyone can be aware of what is going on at PBC. For in-depth information, the campus community can look at the minutes.
- The summary can encourage engagement across campus.
- A summary can help the student population to better comprehend what is happening in regards to budget and planning.
- The summary is useful when information about PBC is reported out in other consultation committees.
- It was noted that only items that were discussed in the meeting could be report out in the minutes and the summary.
- Discussion revolving around meeting agenda items would be kept out of the summary.
- Nothing would be disseminated to the campus community until the committee approved the minutes. Otherwise, there might be misinformation being floated around campus.
- Committee members suggested putting a disclaimer saying, "This summary is pending approval of the meeting minutes".

With more than twenty minutes of discussion with no decision, a motion was made to table this agenda item to the March 18th meeting. Vote was carried out with one opposition/abstention; motion was approved that this agenda item would be tabled until the March 18th meeting.

7. Other Discussion

8. Adjournment

It was moved and seconded to adjourn the February 25th meeting. The meeting adjourned at 2:08 p.m.