

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes

Date: July 7, 2016

MEMBERS PRESENT

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| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input type="checkbox"/> Araceli Rodriguez – ASO, Student Rep. | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> David Mussaw – ECCE | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: R. Dreizler, A. Grant, A. Sala, S. Prieto
Support: J. Ely, I. Graff, J. Higdon, D. Patel, J. Shankweiler

The meeting was called to order at 1:05 p.m.

Approval of the June 8 Minutes

1. Tentative Budget, #9, after the word reviewed, **insert** and. In the second sentence, **replace** know with known.
2. The minutes were approved with corrections as noted and will be posted to the portal.

Enrollment Management Handbook (handout)

1. A hard copy of the Enrollment Management handbook that was presented at the last Board meeting was distributed to the committee members. It was noted the timelines for the strategies will eventually have more developed timelines. This will assist with keeping more on track with things and keeping everyone informed.

Summer Enrollment Update – J. Shankweiler (handout)

1. It was reported the conversion of the data system has caused some issues with the way data is pulled. Some improvements are being reviewed. One of the issues is the conversion occurred on June 9 and the first eight-week session was two weeks later. The problem was the student applications were not getting processed. This created a large backlog of unprocessed applications. With the students not being processed, it may skew the numbers listed on this update.
2. The FTES earned for the first six-week and eight-week sessions is estimated to be 1,439. To make our growth goal which is 19,539 we needed to have 1,510 for the summer. We are 71 FTES short of making this goal. Our base has been reached but at this point we will not make our growth. Enrollment for this year is slightly more than last summer (150), but we have more sections this year. Compton also missed making their goal by 68 FTES. More than likely since we didn't make our growth, we will be going into stabilization next year which means we will be paid on what we are earning this year. The more we can reduce the 71 figure, the better off we will be for next year for stabilization. It was noted for next year summer there will only be two sessions; one six-week and one eight-week.

PBC Annual Planning and Budget Calendar – R. Natividad (handout)

1. The calendar was distributed to the committee for their review. Input from the committee was encouraged to see if anything needs to be shifted with the dates/activities. It was noted the February 15 due date for submitting unit plans for the next fiscal year was a little troubling. In terms of

prioritizing these program plans at the divisional level (between November 15 and February 15), there is not appropriate time to hold division council meetings to discuss prioritization with the faculty. With the addition of the winter session, most faculty may not return until spring which would be around the beginning of February. It was noted there would be a review to see if more appropriate dates could be devised. Some suggested dates will be sent to the vice-presidents to see how it impacts the tentative budget or other items.

2. It was noted on the calendar that the President will be attending the August 18 meeting (budget). August 25 is also listed as another date to tentatively review the budget. The budget would then move through and be presented to the Board of Trustees for the September 7 board meeting.
3. A suggestion was made to move the August 25 (Thursday) meeting date to the afternoon of August 24 (Wednesday) at 1 p.m. It was noted August 25 is flex day and the earliest the PBC could meet that day would be 4 p.m. in the afternoon. It was agreed the meeting would be scheduled for August 24 at 1p.m. in Library 202.

PBC Annual Activity Calendar – R. Natividad (handout)

1. The committee was asked to review the calendar to see if there were any other areas that could be included on next year's calendar. The topics on the calendar include all the main subjects covered each year with the PBC. This subject will be brought back at the next meeting for review. This calendar will be reviewed and revised every July.
2. The vice presidents have been working on the presentations and reports that go to the board. These will be quarterly enrollment management and FTES reports. It was suggested these presentations and reports be placed on the calendar for PBC also.

Review Committee Appointments – R. Natividad

1. C. Fitzsimons will be retiring in August and thus stepping down from the PBC. She was thanked for her valuable service to the committee. A. Grant will take her place and R. Russell (Library) will become the alternate for Academic Affairs. An ASO alternate will be forthcoming as well as a new alternate for classified staff.

PBC Goals 2016-2017 – R. Natividad (handout)

1. Recommendations have been made for the first three goals listed on the handout. These three did appear as the goals for 2015-2016. Components of these goals have been completed but not everything has been finalized.
2. Three items added for 2016-2017 are as follows: 1) Reviewing and improving of the yearly activity calendar, 2) Provide a professional development opportunity for faculty and classified, and 3) Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.
3. A suggestion was also made for a budget workshop to assist in the understandings of our budgeting process.

Adjournment – R. Natividad

1. The meeting adjourned at 1:36 p.m. The next meeting will be held on – **August 18, 2016 at 1:00 p.m.** in Library 202.