

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: November 17, 2016

MEMBERS PRESENT

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|--|---|
| <input type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input 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 (W. Garcia), S. Dighe (A. Rodriguez), J. Troesh
Support: J. Shankweiler, A. Leible, J. Nishime, S. Waterhouse
Guests: V. Liptzin – ECC Union

The meeting was called to order at 1:03 p.m.

The topic of the Master Plan Update is being moved to another meeting as the subject is not ready to be discussed yet.

Approval of the November 3, 2016 Minutes

1. Lance Widman was thanked for his valuable service as a member of the Planning and Budget Committee since 1988. Lance will be retiring at the end of this fall semester.
2. Student Success & Support Program (SSSP), #4, second sentence, **change:** SSP, **to:** SSSP.
3. Educational Master Plan (2nd Review), #3, **delete:** pushed.
4. The minutes were approved with the noted corrections. It will be posted to the portal.

PBC Evaluation Results – R. Natividad (handout)

1. The results of the PBC evaluation were reviewed. It was recognized there two areas which need to be addressed for next year. The first area is the flow of effective communication. R. Natividad and I. Graff will collaborate and review some strategies on how the constituent groups end up communicating between their groups and the PBC. It is important to recognize at what step the constituents are having their dialogue.
2. An important area noted were the students and how the communication flow works between the student representatives and the student body. R. Natividad expressed interest in attending one of the student meetings to answer any questions regarding the communication process of the PBC.
3. The area of the classified staff was also recognized as another key area to look at as to how the communication flow works.
4. Discussion of area plans and annual plans will be a constant topic. R. Natividad and I. Graff will work on this area for improvement. The timing of when we are able to review the tentative budget and the final budget is tight. Reviewing the standard items of the budget in advance may help alleviate the pressure of trying to review everything within such a tight timespand and give the committee more time to discuss the various other budget items.
5. The timing of the annual planning has been moved to accommodate the winter session. Instead of plans being due on February 15 from the divisions to the VPs, the deadline has been moved to late March. This provides the faculty time to work with staff and management to ensure the division

plan is complete. The due dates for the VPs have been moved later as the actual funding has been moved to the new year.

6. Reviewing the items which were awarded the previous year was noted as something valuable to be added to the process. This listing can show the culmination of the planning process.
7. It was noted there is an area where we might not be closing the loop in the planning process. Planning drives the funding but once the funding is received, we need to evaluate the impact that the funding had; for example, SLOs, institutional improvement, etc. It was suggested the divisions/departments be held accountable to inform us as what happened as a result of receiving their funding. The results of all the funding can then be discussed and memorialized at the PBC.
8. R. Natividad will be working with I. Graff to develop a system of evaluation of planning. It was reported the Technology Committee discussed how requested technology can be extracted from these plans. The results would need to be evaluated and see how they could be combined with other area requests in order to obtain better pricing of the items.
9. These items discussed will be incorporated into our 2016/17 goals. It was noted that items which are a result of “cost of doing business” should not be requested in the planning process.

Review of Statement of Purpose – R. Natividad

1. A suggestion was made to specify in our Statement of Purpose that our planning processes are linked and that a full completion circle is specified. Two suggestions were made: 1) The PBC assures that planning and budgeting processes are interlinked and evaluated while being driven by the mission and strategic initiatives; 2) PBC assures that the planning, budgeting, and evaluation cycles are interlinked. R. Natividad will distribute a draft copy of suggestions for review and input from the committee.

General Updates and Discussions

1. An email was distributed from J. Nishime pertaining to the task force regarding students with shelter and food insecurities. It was announced there is currently a toiletries and hygiene drive upcoming. These items will be sorted and packaged for the students. Upcoming for the spring semester, a food pantry for the students will be established in the west conference room. This will allow students access for those who are in need. It was also announced that the shower facility at the college is opened for all students, whether they have a PE class or not. This needs to be publicized more for the students’ knowledge. R. Natividad is working with Facilities to ensure soap dispensers and towels will be available for the students.
2. It was announced the college will be having a holiday party this year. The event will be held from 12:00 – 2:00 p.m. on December 15, in the East Activities room. There will be some small, simple food from our food services. People are invited to bring food that they would normally celebrate their holiday with. It was also noted there will be a division door decorating contest. The prize will be a coveted trophy. Music will be provided by the music department.
3. It was asked if we are expecting an expansion or subtraction of offerings for the summer session. It was noted for summer there will be less courses but when you add in winter, the result will be about the same. It was asked since there are not two six-week summer sessions this year, could we possibly expand the on-line program. This is an area which is growing and attracts the more serious student.
4. A. Leible reported back to R. Natividad with the rewording he had on page 21 of the Technology Plan. It will read as follows, “To support the on-going evolution of the educational environments to include use of and recognition of current and emerging technologies.”
5. Robin Dreizler was congratulated on a well-done job last night for El Camino’s College Open House. The event was noted as exceeding all expectations. Since the event was so successful, there may be a possibility it will be done again for spring 2017. There were close to 600 rsvps which were received for the event.

6. Victor Liptzin, writer for our Union newspaper, was present at the PBC meeting in hopes of being able to talk with some of the committee members for an assignment he is working on.

Adjournment – R. Natividad

1. The meeting adjourned at 1:33 p.m. The next meeting will be held on **December 1, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

APPROVED