

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 1, 2016

MEMBERS PRESENT

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|---|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv. | <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. Russell, A. Sala, J. Troesh, S. Prieto

Support: L. Beam, I. Graff, J. Higdon, A. Leible, J. Nishime, J. Shankweiler

The meeting was called to order at 1:02 p.m.

Approval of the August 18 Minutes

1. Under Final Budget, #6, first sentence, **correct:** STRS/CalPERS **to:** CalSTRS/CalPERS. Second to the last sentence was **changed to read as follows:** The summer FTES calculations indicated we were 71 FTES short.
2. The minutes were approved with the two minor corrections and will be posted to the portal.

Approval of the August 24 Minutes

1. Final Budget, #3, first sentence, correct: finds to: funds.
2. Under Final Budget, #8, change: a lot of items to: numerous items.
3. The minutes were approved with the one minor suggested correction. The minutes will be posted to the portal.

Enrollment Management Update – J. Shankweiler (handout)

1. L. Widman requested he would like to see some figures regarding the subject of student enrollment (out-of-state/international students) as presented in the minutes under Final Budget, #7. A future agenda item will be forthcoming for further discussion and presentation.
2. The Enrollment Trends Report was distributed to the committee. It was noted the funded FTES cap for 2016/FA is listed at 19,488. It was found that the time period for registration this fall was one week shorter than fall of last year. The reason for this is we split the summer and fall registration. This led to us not comparing the information at the same point in time. Some projections were done which projected FTES resident for fall 2015 to be corrected from 8,118 to 8,140. The result is we are level with last fall as opposed to being down. It was noted that many schools in the state are 1% to 2% down.
3. In reviewing the Compton Enrollment Trends, it was stated for fall 2015 under the projected FTES resident the figure was actually 2,279 and not 2,230 as listed on the report. We are down by 8 FTES at Compton. It was noted we are still in stabilization this year because of borrowing the 1,500 for the summer.

4. A discussion ensued as to the reason there is a decline for evening enrollment. J. Troesh queried some of his students and they expressed concern for their safety as to why they did not enroll in evening classes. Lighting by one of the parking areas was noted as a concern for the students. It was stated the campus needs to look safer and feel safer to the community. This perception the students have in the campus being unsafe needs to be addressed and a resolution found since it has made a big difference in the evening enrollment. It was also noted that early morning and weekend classes could possibly be attractive class times for students.

Annual Planning Information – I. Graff

1. Some changes have been finalized in TracDac which should strengthen the linking between program review and planning. A wide variety of training will be forthcoming for all program leaders. Attendees will be shown how to archive and evaluate in readiness for the next planning year.
2. The Comprehensive Master Plan has been worked on this past year and should be completed by December. The Educational Master Plan goals were work on over the summer and should be finalized by the end of September. A consultation process will be held in order to be Board approved in November or December.

Adjournment – R. Natividad

1. The meeting adjourned at 1:38p.m. The next meeting will be held on **September 15, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo