

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 4, 2016

MEMBERS PRESENT

- | | |
|--|---|
| <input type="checkbox"/> Connie Fitzsimons – 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 checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep. | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> David Mussaw – ECCE | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: A. Grant, E. Rader, A. Sala **Support:** L. Beam, I. Graff, J. Higdon, J. Nishime **Guests:** A. Leible, Susana Prieto, J. Troesh, A. Zelaya

The meeting was called to order at 1:04 p.m.

Approval of the January 21, 2016 – Minutes

1. One correction was suggested under Approval of January 7 Minutes, #2, **Delete:** athletic director for Health Sciences and Athletics; **Replace with:** Director of Kinesiology and Athletics.
2. The minutes will be posted and resent out to the committee.

Technology Update – A. Leible

1. A. Leible was welcomed to the meeting and introductions were made by the committee members.
2. A. Leible updated the committee on the following upcoming projects. The first project will be the replacements of the faculty laptop computers. Currently the laptops are at the vender waiting for the image to be installed. The anticipated delivery of the laptops is projected to be the mid to end of February. Scheduling of the individual members will be forthcoming so they can accept and sign for their equipment when it arrives. The individual appointments will allow for checking to make sure the faculty member can log on to the network.
3. Work is also being done on the wireless plan to perimeter a solid single wireless plan to keep connections from dropping between buildings and to have a stronger connection in the weaker areas.
4. The power supplies are being replaced in all of the wiring closets so the equipment stays up and running. Due to the Administration building being renovated, work is being done to move the main point of entry of all of our circuits currently in the Administration building into the Information Technology building.
5. A plan is being developed regarding Microsoft 365 to get the Cloud – Mailbox Solution up and running. Microsoft 365 is the Cloud based Microsoft Office which allows you to access Office files anywhere off any system. The cost will be a big benefit to the college as the cost is zero. It was noted the mailbox limit is currently way beyond what El Camino College has now.
6. The current timekeeper system for part-time and student hiring is being reviewed along with the account code structure. Once this is done Human Resources will be brought in and El Camino College will move forward in purchasing a commercial version of timekeeper which will solve a lot of the current problems.

7. Another project being reviewed is other aspects for MYECC. There are some payment aspects and some other issues that we want to have activated on the portal so when a student registers, they can make their payments and will be able to do a variety of other things.
8. A new element forthcoming for the Help Desk is creating a ticket/tracking system for when you call and need help or service. It will have the ability of knowing where your ticket is and who is working on it. Two additional staff members have just been hired for the Help Desk and they are currently being trained for another week and a half. Once they are on board we will be able to expand the hours from 7:15 a.m. to 9:00 p.m., Monday through Friday.
9. It was asked if the new Help Desk system was a system which could work with the area of Facilities. It was noted Facilities utilizes the SchoolDude program for their purposes.
10. A question arose regarding the new portal and if it would have the capability like TracDat has which is a business intelligence add on that could be utilized for Program Review. It was noted we are not sure we are receiving a new portal. It was clarified there is a new student portal portion to what we already have and it would be attached to our system. It would not be replacing MYECC, it would be added to it.

Faculty and Classified Hiring – L. Beam (Handouts)

1. An overview was given of the current campus-wide hiring for the faculty and classified staff. Currently there are 45 recruitments in some state of hiring. The full-time faculty positions are for the most part are all closed and the screening process has begun. It is estimated across the system 1,200 new full-time faculty will be hired. With all of the current hiring being done, the applicant pools are not as robust as they have been in years past. This is attributed to the economy picking up and more people going back to work.
2. The committee was informed El Camino College began their recruitment and advertising in November which was earlier this year. This way the positions would close earlier so we could be ahead of the hiring process with our sister colleges.
3. It was reported with the classified employees, there were a lot of retirements this last year. It was noted the greatest expenditure at El Camino College is personnel.
4. For the last calendar year we hired 13 administrators, 38 classified employees, 26 full-time faculty, 130 part-time faculty. Some interesting facts were cited as follows: the average tenure of an administrator is 12 to 14 years, 13 to 14 years for faculty, and 12 to 13 years for classified staff.
5. It was noted there is usually not a one-for-one replacement with the academic positions. The faculty prioritization committee meets on an annual basis and makes a decision on the prioritization of various faculty positions based on program review and the reviews of the various departments. It was asked how many of the faculty hires have been replacement vs. new hires. It was expressed most of the hires are replacements and not from growth. Counseling was noted as one area right now where there would be some growth positions (8 positions).
6. The current Faculty Obligation Number was not known, but it was expressed El Camino has met its FON obligation. R. Natividad will check and report back to the committee next time the correct FON.
7. It was reported Alice Grigsby's position which is currently being temporarily filled by Howard Story, has been filled. The new person will start March 1.
8. It was announced the board meeting for February will be held on a Wednesday instead of the usual Monday. Monday is a holiday and Tuesday had a conflict so the meeting was moved to Wednesday. To stay consistent the rest of the year which has a Monday holiday will have the board meeting on Wednesday. There will be a total of three board meetings which will be moved to Wednesdays this year.

1. The master planning process is beginning again. Some focus areas which were discussed are as follows:
 - Instructional Technology
 - Enrollment
 - Student equity
 - Student success and support
 - Student progress and completion
 - Improving the efficiencies of the infrastructure of the institutionThe committee was encouraged to give their thoughts for any input and suggestions. The term infrastructure was clarified as fixing business processes.
2. It was noted Unit Plan Training is proceeding and helping the deans and directors in building their unit plans from program plans. These plans will be due on February 15.

Adjournment – R. Natividad

1. The meeting adjourned at 1:45 p.m. The next meeting originally scheduled for February 18 will be cancelled due to R. Natividad being out of town at a conference. The next meeting is scheduled for **March 3, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED