

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: July 16, 2015

MEMBERS PRESENT

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| <input checked="" type="checkbox"/> David Brown - ECCE | <input type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Vacant -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Emily Rader, Jackie Sims

The meeting was called to order at 12:34 p.m.

Approval of the July 16, 2015 Minutes

1. Input was given informing the committee we have access to a staff data report from the Chancellor's Office. I. Graff can be contacted for a copy of this report so statistics regarding numbers for faculty obligation, work force ages, retirement and salaries can be referenced. This report is run once a year on November 1 in preparation of sending on to the Chancellor's Office in January. This reports shows up on the Chancellor's Office website under Datamart. C. Shenefield will check and see if we received a PDF file back from the Chancellor's Office of last year's report. If so, she will obtain a copy and forward it to R. Natividad.
2. It was requested in the future when an acronym is used, please spell out the name and then follow through with using the acronym from that point on.
3. Page 1 – spell out the acronym FON – Faculty Obligation Number.
4. The budget workshop which was referenced in the minutes for July 30 was clarified that this is a workshop which is attended by J. Higdon up in Sacramento. An update on this is anticipated for early August.
5. The minutes were approved and will be posted to the website.
6. The budget-cycle diagram from the last meeting will be brought back in fall once it has been more developed.

PBC Annual Activity Calendar – R. Natividad (Handout)

1. A handout was disseminated to the committee regarding the annual activity calendar. The handout is a draft overview of the PBC current activities. Agendas were reviewed from the last two years to come up with this draft version. It was suggested to move the fall enrollment update from August to September because the census information will not be received until this time. Also suggested was moving the spring enrollment activity from January to February.
2. Also added under August was Title 9 updates from Jaynie Ishikawa. It was noted this may be too soon for August and would be a better fit for September/October.
3. The SSSP update is listed under October. It was suggested checking with Dipte Patel to see if this would be an appropriate time for this activity.

4. It was suggested having another enrollment update report in May to have an idea of the enrollment for summer and fall.
5. Also suggested for October is listing the subject of faculty hiring.
6. It was noted the enrollment management report in February will come from a committee co-chaired by Dr. Shankweiler and Dr. Nishime. Also in February is the technology committee report which will happen if we hopefully have a lead person in this position at the time.
7. The Compton Center Update which is listed under April is an item which is flexible and could be moved anywhere. This update does not have to be done in April.
8. May is a busy month with the budget.
9. The committee was encouraged to submit any suggestions to R. Natividad. This document is a living document and can be adjusted at any time. This document will be a helpful tool to new members to the committee. R. Natividad also noted a glossary would be in the works to assist the committee in understanding the various terms. The committee thought this was a good idea and would be extremely helpful. C. Shenefield offered to pull information on the various funds to assist in this endeavor.

PBC Annual Meeting Calendar – R. Natividad (Handout)

1. A handout was distributed of the PBC meeting calendar. These meetings will always be held the first and third Thursdays of the month at 1:00 p.m. in Library 202 unless otherwise noted.
2. The one additional meeting usually scheduled is in August. This year it is August 27 and is the second viewing of the recommended budget.
3. Another suggestion made was to have an outline of the different committees (organization chart). This would be to show the different components of the committees and how they relate to each other.

Adjournment – R. Natividad

The meeting adjourned at 1:15 p.m. The next meeting is scheduled for **August 6, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo