

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: March 16, 2017

MEMBERS PRESENT

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|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" 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"/> Josh Troesh - Academic Senate |

Other Attendees: Members:

Support: B. Atane, I. Graff, J. Higdon, J. Nishime, R. Russell, J. Shankweiler

Guest: G. Toya

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

An ASO update by A. Rodriguez was added to the agenda.

Approval of the March 2, 2017 Minutes

1. Page 2, Annual Calendar, #1, **correct:** May 15 **to:** April 15.
#2, **correct:** Area Plan **to:** College Plan.

College Planning Update – I. Graff (link)

1. It was noted the Unit Plans were due on March 15 and a lot of the plans were successfully submitted. The next step will be moving on to the Area Plans which will be due May 15.
2. The Comprehensive Master Plan, which will be presented to the Board for approval next Monday, was presented to the committee. After the plan is approved by the Board, individual copies will be distributed to the committee. It was noted the implementation is what will be different about this planning process than in previous ones. Actions will be taken and planned out over a five-year period.
3. The Planning Summit which kicks off the Comprehensive Master Plan is scheduled for April 21. The members of the PBC are invited to the summit and are encouraged to participate.
4. There is a phase II coming up which will be taking the master planning down to the program level. For the most part it will take program review and meeting the Educational Master Plan to create some alignments and strategic directions over the next five years for every program on campus. A program is defined as a unit which has a program review. With all the various changes being made, the anticipated date for completion of phase II should be fall 2017.
5. I. Graff thanked the committee for all of their assistance in the working on and reviewing this plan.

Compton Accreditation Update – I. Graff (link)

1. The accreditation team visit for Compton went well. It was noted while the accreditation team was reviewing the evidence they were touch by the impact the institution has had on the community. During the exit interview, they gave everyone a standing ovation.
2. The accreditation team did lay out some recommendations for improving institutional effectiveness. This was noted as only being something minor. The Commission will review the committee’s final report in June. The results should be communicated to us by the end of June or beginning of July.

3. W. Garcia was recognized for the work he did in handling all of Compton's Student Services Program Reviews.

VP Area update, SCA – J. Nishime

1. The committee was informed that W. Garcia will be leaving El Camino College. He has accepted the position of Vice President of Student Services at Las Positas Community College. He will be with El Camino until the end of this April. W. Garcia was thanked for the work he has done with the PBC. Greg Toya will be taking W. Garcia's position on the PBC.
2. The accreditation mid-term report for El Camino was due but we ironically received a corrected letter from the Commission was due October 15, 2017. The report will be put on the Commission's agenda for June and our visits will continue in the fall.
3. Last fall we had a consultant do a process improvement review of our intake through the registration process. There were five major recommendations that resulted from this review as well as 50 other recommendations which came from the data review. From all of the information received, an action plan has been developed to remedy those areas where we are not servicing of students well.
4. One of the items noted was that we had no mechanism in tracking our students. ITS has made it a priority to purchase a CRM constituency relation system. This would enable us to track someone from the time they are a prospect throughout the intake process. One other finding noted from the consultant was that our financial aid should be moved up in the process. This often is a determining factor a student looks at in going to a particular college. In the future our steps to enroll will include a financial aid application. Another item noted was the process is not very welcoming as there is not a lot of human touch in the process. More personal emails could assist in this process instead of just the boiler-plate documents. Other processes will be reviewed to see if they can become more user friendly for the students.
5. A Gradfest is being planned for May 2. Vendors will be selling commencement merchandise. The Gradfest will help make the merchandise more visible to the students. The Bookstore is working on planning this event.
6. The implementation of Starfish and degree planner. The Counseling and IT departments have been meeting frequently for a long time on this project. The beta test was done for Starfish Early Alert in the fall. The beta test will end this upcoming May and a debriefing will be done to review the results. Degree planer is currently being tested by the counselors.

ASO Update – A. Rodriguez / G. Toya

1. A. Rodriguez gave an update of her trip to Washington. The bill she was encouraging support for was the Homeless Student Act of 2017. She noted it was an amazing experience to be able to communicate with legislative staff and senators. The other students who also went on the trip were able to see the legislative process in action and do some lobbying for all students.

Annual Planning/Budgeting Calendar – R. Natividad (handouts)

1. Additional discussion took place about the dates and timing of the program plan, unit plan and area plan since there is now the addition of the college plan. Program plans will be moved forward to an earlier due date of November 1 to allow for proper discussion and prioritization. Unit plans for 2018/19 will be moved to March 1 and Unit plans to April 1. The final prioritization of plans will be placed in the College plan by May 1. The timing should allow program to be informed of their allocations during the summer and before the next planning cycle.

Adjournment – R. Natividad

1. The meeting adjourned at 1:45p.m. The next meeting will be held on **April 6, 2017** in Library 202.