

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: March 3, 2016**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting)    |
| <input 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 checked="" 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

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

**Approval of the February 4, 2016 – Minutes**

1. It was noted as soon as R. Natividad is informed of the current Faculty Obligation Number (FON) which was referred to in the minutes from the February 4 meeting, he will notify the PBC.
2. The minutes were approved as presented and will be posted to the website.

**Fiscal Health Risk Analysis** – J. Higdon (handout)

1. A handout (Fiscal Health Risk Analysis- FCMAT) was distributed to the committee. This is the document the Chancellor’s Office/Fiscal Standards Group is supporting as well as ACCJC. It was noted most things FCMAT does is partial towards K-12s as opposed to junior colleges.
2. The last time this document was filled out, the results were brought back to PBC for their input. The committee was queried to see if they preferred the same procedure or would they like a subcommittee to assemble and review the results. It was noted most of the information on the form is of a substance that most of the PBC members would easily understand and would not have to be filtered through another committee.
3. A recommendation was made by R. Natividad to let J. Higdon’s area to go through this document and begin to answer the questions on the form in order for the PBC to receive further clarification in reviewing the information. It was suggested that D. Mussaw would be of great assistance with the area of enrollment and FTES. It was agreed by the PBC to go forward with this same process.

**Apportionment** – J. Higdon

1. The apportionment has been posted and Accounting will be reviewing it. No unusual issues have been noted. The committee was reminded that as of this December, one segment of Proposition 30 will be disappearing (the sales tax portion). Based on the new amount of EPA funds on the apportionment report it was noted the absence of this sales tax would hurt our college by about \$1.5 million dollars.
2. It was asked if we would be participating in non-credit program funding in the future. It was noted this subject is being carefully reviewed. There is money there but it is not enough of the money we would like to see. The priority would still be credit funding over the non-credit.

**Master Plan Update** – I. Graff (handouts)

1. There is a master planning process (Educational Master Plan) which will encompass three meetings. There will be a small core meeting on February 5, a slightly larger group will be meeting tomorrow, and finally a larger group will meet at the planning summit. At the last meeting on February 5, the Strategic Planning Committee took what was done the previous year and condensed all the information down to four focus areas: Enrollment Management, Teaching and Learning, Institutional Process Improvement, and Access, Progress and Success. Six themes were noted as being interwoven in the planning process: Equity, Community, Stewardship, Technology, Initiatives, and Integration.
2. An updated Annual Planning and Budgeting Process calendar was presented to the committee. This process was developed by using the three pages of the administrative procedure on institutional planning. The committee was walked through the diagram as presented in detail. This diagram will go back to College Council in two weeks. The diagram was unanimously approved by the committee.
3. It was noted Unit Plans should be completed by now.

**Updates** – R. Natividad

1. An update was given on enrollment and schedules. The winter session is up coming and will not be rolled over. The college is currently considering offering approximately 200 sections for the winter session. The vice president listed a general guideline on the break down on the various sections for each division. The winter session is a five-week session with classes being offered for five days a week (23 days total). The deans should soon be releasing a listing of their offerings.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:41 p.m. The next meeting originally scheduled for March 17 may be cancelled, due to the meeting date being on spring break. R. Natividad will keep the committee updated. If the committee does not meet on spring break, the next meeting would then be on **April 7, at 1:00 p.m.**, in Library 202.

RKN/lmo