

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: April 21, 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 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 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, J. Ely, I. Graff  
**Guests:** A. Leible, B. Perez, S. Prieto, J. Troesh

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

**Approval of the April 7 Minutes**

1. The minutes of the April 7 meeting were tabled until the next meeting on May 5, 2016.

**Dartboard /Five Year Projection/School Services 16-17 Projections** – A. Atane / J. Ely (handout)

1. The dartboard five-year projections (estimated) were disseminated to the committee. The projections listed were based on the 2016-17 Governor’s Proposed State Budget. It was noted this document is a living document and is subject to revisions and modifications until the final document is prepared.
2. The revenue and appropriation changes as presented on the handout were discussed with the committee. It was noted there will be a budget adjustment in May.
3. A clarified that restoration funding is to make up for the shortfall the college has had in previous years.

**Fiscal Health Risk Analysis** – A. Atane / J. Ely (handout)

1. The committee was informed the Fiscal Health Risk Analysis check list to help assure us that we are fiscally sound. The results of the risk analysis were good and showed the college is in the area of low fiscal risk. The committee was encouraged to read the analysis on their own for any details.
2. It was noted the last question under number 4 on the analysis sheet should be checked yes. Also not checked was the first question under number 7. J. Ely said she would follow up and get confirmation on that response.

**Planning Summit Debrief** – I. Graff (handout)

2. The Planning Summit was held last Friday on April 15. An evaluation was just sent out to get input on the summit. There were 57 people who attended the summit and of those 11 were students. This was the most student numbers the summit has had. President Maloney gave the attendees her vision for strategic planning, Dr. Shankweiler presented on enrollment management and Dr. Nishime and I. Graff presented on institutional effectiveness. Another thought presented was the importance of planning – planning is at the heart of institutional effectiveness. In conclusion it was noted the committee will be able to view the master plan in the fall.

**Compton Accreditation Update** – B. Perez (handout)

1. El Camino is in the process of trying to get Compton accredited as a college. The faculty, staff and administrators have been working diligently on this issue over the last two years. When El Camino was in the process of their 2014 evaluation, teams were formed which developed the first draft of the accreditation report for Compton. A rewrite of the report had to be done because of some of the standards changing. The evaluation plan was presented in the handout to the committee.
2. The first area focuses on ACCJC. A letter was just received from the commission indicating their visitation will be the week of March 6-9, 2017. Our report will be due January 6, 2017 to the commission's office. The edited draft will be available either today or tomorrow. Bob Klier will be assisting on the first draft as the editor. It has been identified that Standard 1 needs to be enhanced as well as providing more substantial information in the area of Standard 2a. Work is being done to establish Compton's own curriculum and curriculum processes which will help in bolstering these areas. Open forums will take place on the El Camino and Compton campuses to assist in information for this first draft. Various external team visits have also occurred which have provided valuable information.
3. It was noted candidacy and initial accreditation can be applied for at the same time but with the current curriculum situation we stand a chance of not being approved. By September/October a final draft will be devised which will be worthy of candidacy.

#### **Enrollment Management Plan** – R. Natividad / D. Mussaw (handout)

1. A draft of the plan was presented to the committee for their review. One of the goals noted was to increase enrollment as much as possible. An increase of 1,500 FTES is needed so we do not have to borrow.
2. A chart showing enrollment data/ campus-wide over a seven-year period was presented to review areas where enrollment has increased and/or declined and where growth can be achieved. From 2009 to 2016 enrollment is shown as declining. It was noted even though enrollment was decreasing, FTES was beginning to grow during 2012/13 due to adding classes.
3. In reviewing on-line courses, it showed for 2009 to 2012/13 enrollment was also declining but as on-line classes were added, enrollment and FTES increased. It was recognized this is one of our strong areas.
4. The day classes in 2009 to 2012/13 also showed declining enrollment along with FTES during this period. During the end of 2012/13 both the enrollment and FTES began increasing until 2014/15 and then took a slight dip. The daytime class offerings will be analyzed to see how we can be more efficient in our class offerings and how we can more appropriately schedule classes to meet the needs of the students.
5. Evening offerings have been on a steady decline since 2009 to 2010. This may be attributed to a better economy and more people going back to work.
6. Because of time constraints it was suggested the second half of the enrollment management plan be brought back to the next meeting so more discussion could be had on the strategies. The committee was encouraged to look over the document more in detail and bring back any comments or suggestions to the next PBC meeting.

#### **HR Update** – L. Beam

1. A note had gone out regarding student workers specifying if student workers are intending to work this summer, they need to be enrolled in at least 3 units. This is an IRS rule and not an El Camino College rule. This allows the students to remain as FICA exempt employees. This way they do not have to pay for social security or Medicare. Otherwise, the student and the employers have to pay for the taxes. This also helps encourage the student workers to take a class.
2. The introduction of winter session will have an effect on faculty pay. In the past, faculty were paid for 10 months and did not receive a check for June or July. However now with winter intersession

starting in January, this will have an effect with CALSTRS retirement reporting. It was then decided for this upcoming year, faculty will receive five paychecks for the fall semester (September through January 5). The next five paychecks will resume February through June. Communication will take place so faculty will be aware of this change.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:33 p.m. The next meeting will be held on **May 5, 2016, at 12:00 p.m.** in Library 202. The time change is due to the staff and faculty recognition event which is planned for May 5 from 1:00 – 2:00 p.m.

RKN/lmo

APPROVED