

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 4, 2014

MEMBERS PRESENT

Members

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

Other Attendees: Members: David Brown, Emily Rader **Support:** Francisco Arce, Jo Ann Higdon
Guests: Jaynie Ishikawa, Randy Totorp

The meeting was called to order at 1:05 p.m.

Announcements- R. Natividad

1. Alice Grigsby received an applause card.
2. The two guests were introduced to the committee; Jaynie Ishikawa (Director of Staff and Student Diversity) and Randy Totorp (Director of Athletics).
3. Two corrections on today's agenda – the draft minutes for approval should reflect the date of November 20 not October 16. The next meeting should be noted as January 15, 2015 not December 4, 2014.

Approval of November 20, 2014 Minutes

1. Correction on the top of the minutes for the date to reflect November 20 instead of November 6.
2. The minutes will be posted on the portal and the website.

Student Equity Plan – F. Arce / J. Nishime

1. An overview was given on the plan to the committee. The District has been writing student equity plans for many years. These were more of a demographic analysis and were not necessarily action plans. Last year the state legislature changed this and focused on students who are disproportionately impacted. The state legislature funded each college based on FTES. El Camino College was allocated \$1,044,000 to resolve the disproportional impact effects for certain student populations. Jaynie Ishikawa was assigned the responsibility to lead the development of a plan for the money the state has granted the district. The money has to focus on resolving the effects of the disproportionately groups affected. The groups most affected are African Americans and Latinos in the terms of transferring and success rate. The plan has been sent to the Academic Senate for their review. The expectation is all of the money will be used by the end of summer 2015. The plan itself was reviewed and will be sent out electronically for everyone to look over. It was clarified that this is new money coming in from the state specifically for this project. As of now it is not clear if you can carry over the money or not into the next year. The plan is a three-year plan which starts 2014 to 2017 but the money is for the 2014-2015 year. The results will be reviewed at the end of the three years. It was asked once everyone receives the document, they should review it and send any questions or concerns to Jaynie. This document will go to the next board meeting and then proceed to the Chancellor's office.

Sound Fiscal Management Accountability Form – J. Higdon (handouts)

1. The accountability form listing accreditation questions and evidence was distributed to the committee. This was looked at 14 months ago. It has usually been reviewed as best practice. When the accreditation committee visited the campus they requested their version of this be done. The acronym CCFS was clarified to represent Community College State Form. These forms will be sent out by email and any questions or comments should be sent to J. Higdon.

Planning Calendar – R. Natividad

1. It was noted we will see some potential changes with the calendar because of TracDac. TracDac might make some of the processes faster. There currently is no information available to show if TracDac positively can change the time it takes to enter a plan. It was suggested that no changes be done at this time.
2. The new 2015-16 plans are being entered into TracDac right now. It was suggested any revisions should show the revision date on the document.
3. The committee was asked if anyone would like to help review the document so a clear narrative is represented, please email Rory. Terminology needs to be consistent with the documents for a thorough understanding of the material. This issue will be addressed and it was noted someone from fiscal services would want to be part of this process.
4. Planning and budgeting recognizes the educational master plan drives some of our review and having an updated plan within that master plan is an important part of the process.
5. The state is now just releasing the instructional equipment monies. The money is last year's money which is now just being given to us.
6. It is anticipated as the plans move through TracDac, these plans will drive the recommendations.
7. This is a unique year in that the block grant money for this year has to be used by June 30, 2015. It will not roll over.

Adjournment – R. Natividad

1. The meeting adjourned at 2:19 p.m. The next meeting will be **January 15, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo