

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 3, 2015

MEMBERS PRESENT

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| <input type="checkbox"/> Vacant - ECCE | <input type="checkbox"/> William Garcia– Student & Comm Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: A. Sala, E. Rader **Support:** I. Graff, J. Nishime, J. Shankweiler
Guest: Josh Troesh

The meeting was called to order at 1:03 p.m.

Approval of the November 19 – Minutes

1. Board of Governors Fee Waiver, #3, change the first sentence to read as follows: A three-year study conducted by I. Graff and her team was included in the handout showing the potential impact if this criteria would have taken affect in Fall 2011 for El Camino College and the Compton Center.
2. Strategic Plan, #2, second sentence, **delete: who, change to: how.**
3. The minutes were approved as corrected and will be posted to the website.

Student Equity Plan – J. Shankweiler

1. It was reported the activities have been organized in a variety of ways as follows:
 - a) Targeted Student Programs, such as First-Year Experience, Project Success, Puente Project, Asian American Pacific Islander groups.
 - b) Direct student services, such as Reading Success Center, SI Tutoring and mentoring for students.
 - c) Professional Development for faculty, staff, and students.
2. The 2015-16 budget is at 2.1 million dollars and for an 18-month period of time.
3. Clarification was asked for the definition of “underserved” which was given in the template of the Student Equity Plan. The term “underserved” was noted as a term which identifies a gap in the performances of the racial and ethnic minorities. It was agreed a better word to use would be “target groups”.
4. Institutional Research collected data to find out where there were gaps in the equity. It was realized we need to make sure an effort is being made to get the underperforming students to the services they need. The goal is to remedy the fact that these students are not taking advantage of the programs being offered to help assist them. A suggestion made was having the students do a survey to give input to see if we understand their needs.
5. The Student Equity Plan will be going through all the different review bodies and will then be forwarded to the board. It will be due to the Chancellor’s Office on December 18, 2015. The link will be forwarded to the committee and the committee was encouraged to forward any questions or input to I. Reyes or J. Shankweiler.

BP/AP 3250 – Institutional Planning (Review) – I. Graff

1. The Institutional Planning Procedure which was endorsed by PBC and adopted last year described everything involved in annual planning, budgeting, long-term strategic planning, and master planning. Following one of the planning summits, a task force built the model using the mission and strategic initiatives as its foundation.
2. It was noted the master plan which will be expiring soon is going through the process of being updated. It will be made into an implementable action plan. It was also recognized that institutional effectiveness is the ultimate goal in this process in order to improve the institution.
3. Currently a flow chart is being developed in order to present this process in a more understandable way. This will be brought back to the committee in January 2016 for their input.
4. This presentation is a review and reminder to show that this procedure exists. This procedure does not have to be approved again as it was approved last fall. It was recommended to bring this procedure back in a year for review and revision to make sure it remains updated.

Strategic Plan Implementation Review – I. Graff

1. The Strategic Plan Implementation was presented to the committee for a second review. The goal of board policy 1200 was to have measurable objectives which have now been achieved. The plan was briefly reviewed by the committee. The objective is to get the word out informing people we do have a strategic plan. This will serve as the foundation of our master planning which will occur this spring once the new president is installed.
2. One of the areas we were weak on in the accreditation self-evaluation was in the measurement and evaluation of our processes.
3. It was noted every year this committee will be measuring and evaluating our initiatives. It has been proposed that for each strategic initiative, a specific body would be responsible for reviewing the progress that is made.
4. This body would be evaluating progress on institutional effectiveness with consultation from program review and assessment of committee chairs.
5. This document will be a living document which can be revised as needed for the life of the plan. This strategic plan is good through 2019/2020. It was noted in a few years the committee will be working on developing a new strategic plan.
6. The committee was informed this document is the proposed implementation and was asked if anyone had any questions or input regarding the plan.
7. The committee voted and approved to endorse this plan.

PBC Informational Packet – R. Natividad

1. The committee was asked to review the information packet one last time and before it is presented for approval. This document will be for our current and new members and will also be posted on the web site. The committee was informed that if there are areas they would like to add or develop, please contact R. Natividad.
2. It was recognized G. Turner is no longer on the committee and the classified staff has been contacted in hopes of acquiring a new representative for the PBC. Campus Police will be another area which will be contacted to see if they can assign a new representative. A recommendation will also have to be made for an alternate for the management representative.
3. Some recommendations were noted for inclusion for the informational packet. It was suggested to include Board Policies 1200 and 3250 along with the planning calendar.