

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: March 2, 2017**

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**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:** I. Graff, J. Higdon, J. Nishime, J. Shankweiler

**Guest:** G. Toya

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

**Approval of the February 16, 2017 Minutes**

1. Page 1, Compton Accreditation Update, #1, fourth sentence, correct senior to: **scenario**.
2. Page 2, Budget Book Page 31/32, #1, second sentence, correct ensuing to: **ensuring**. After the end of the second sentence, the rest of the paragraph was deleted and replaced with the following: **After discussion the committee provided language to include in the budget development criteria page of the budget**.
3. The minutes were approved with the noted corrections. The minutes will be posted to the website.

**Enrollment Updates** – D. Mussaw (handout)

1. The report on student enrollment (2/27/17) listed the enrollment (as of census date) from last spring 2016 as 7,776 FTES. After April 20 additional enrollment was captured because of the second-eight week and positive attendance classes which brought the figure up to 7,968 FTES. The enrollment for spring 2017 is currently at 7,843 FTES (which is higher than last year at this time). It was noted once this semester's second eight-week classes and positive attendance numbers are figured in, we should be close to achieving last spring's total figure of 7,968 FTES.

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

1. The committee was asked for any additional comments they may have had from last meeting's presentation on the Fiscal Health Risk Analysis. As a follow up J. Higdon stated that after consulting with her staff, the area under Facilities regarding surplus property will remain noted as a yes.
2. It was noted this analysis helps to ensure we have sound business practices. The report reflects that the college is at an acceptable range in each of the 19 key indicator areas. Further questions can be directed to J. Higdon.

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

1. R. Natividad stated he would appreciate the committee's feedback on the budget calendar to see if there are other items which need to be discussed annually.

2. It was suggested to factor in the winter term into the calendar. R. Natividad noted he would take a look at this suggestion. Another suggestion made was to give an Auxiliary Services/ASO report on an annual basis to the committee.

**Annual Calendar** - R. Natividad

1. The committee was reminded that Unit Plans are due on March 15, 2017. More time has also been provided to the vice presidents to put their plans together (May 1).
2. R. Natividad is waiting on clarification regarding the College Plan. It was noted there may be a need to keep in the Area Plan and move it back to April 1st. This topic was sent to the president and the vice presidents for their input.
3. It was noted as we approach moving closer to the tentative budget, there are some key areas that are consistently discussed each year. It was suggested that this year some of the areas that do not have significant changes could be discussed in advance of the tentative budget. This could assist in saving time when discussions begin on the tentative budget so we can deal with the areas with more significant changes. R. Natividad will collaborate with J. Higdon and J. Ely to fine tune the process.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:24p.m. The next meeting will be held on **March 16, 2017** in Library 202.

RKN/lmo