

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: May 15, 2014

MEMBERS PRESENT

Members

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

Other Attendees: Members – David Brown, William Garcia, Irene Graff, Emily Rader **Support** – Francisco Arce, Babs Atane, Linda Beam, Jo Ann Higdon, Jeanie Nishime, Michael Trevis, Will Warren

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

Agenda Adjustments

1. Enrollment report will be added to the agenda after strategic plans.
2. The P2-Budget needs to be removed from the agenda.

Approval of May 1, 2014 Minutes

1. The minutes were approved as presented. The minutes will be posted to the website.

May Revise (Parts 1 & 2) – J. Higdon (handouts)

1. The Dan Troy letter was reviewed, mainly focusing on the bulleted items:
 - a. Economic and Workforce Development Program received \$50 million on a one-time basis to improve student success in career technical education.
 - b. To offset decreases in local property tax and fee revenue estimates for the 2014-15 year, \$42.4 million was added to the account.
 - c. For increased technology infrastructure, \$6 million was given to replace technology equipment and upgrade bandwidth at local campuses.
 - d. Adjustments to access funding and COLA were noted as follows: A decrease of \$14.8 million to reflect a change from 3 percent to 2.75 percent in funds for new access for the 2014-2015 fiscal year. Additionally, the Governor will push back the implementation of a revised growth formula until the 2015-2016 fiscal year. A decrease of \$1.2 million to reflect a drop in the COLA from 0.86 percent to 0.85 percent. It was noted this was one of the lowest COLAs seen.
 - e. Adjustment to the January maintenance and instructional equipment proposal was noted as follows: There was a decrease of money from \$175 million to \$148 million. All funds will go toward deferred maintenance in the revised proposal, rather than a 50/50 split with instructional equipment. A local match will not be required in 2014-15.
 - f. A decrease of \$1.5 million for Proposition 39 projects/workforce development, due to reduced revenues attributable to the California Clean Energy Jobs Act. Our amount that we will be receiving for this is somewhere from \$450,000 to \$600,000 this year. This money must be used for energy efficiency projects.

- g. The May Revise will propose increasing the funding rate for Career Development and College Preparation courses to the rate for credit courses commencing with the 2015-2016 year.
 - h. Deferral pay down adjustments were noted as follows: A decrease of \$55.5 million in the prior year, an increase of \$133.6 million in the current year, and a decrease of \$78.1 million in the budget year. While there are adjustments of payments among the three fiscal years, the net result is still a complete pay down of system deferrals as of the 2014-2015 fiscal year.
 - i. The Governor is set on passage within the Legislature of a ballot initiative to be placed before voters this fall that will modify a proposed Rainy Day Fund.
 - j. It is expected the state budget will be approved and signed by the Governor prior to July 1, 2014.
2. The next handout presented was a table which reflects in grid form the narrative information from the Chancellor's office. It was noted the Governor's budget states that there would be NO COLA on categorical funds (This was something unexpected).
 3. It was noted the deficit for STRS is larger than expected. The Governor's proposed plan would provide full-funding in about 30 years. A handout was disseminated showing what the anticipated costs would possibly look like. This will give a view of what the fiscal impact would be if things proceed as planned.

Strategic Plan – Proposed (Updated) – I. Graff (handout)

1. The revisions of the strategic initiatives were presented for consultation with the committee. The next step will be for measurable objectives to be addressed. It was noted the Academic Senate has yet to also review these initiatives.
2. Based on the recommendation of the planning summit, a descriptor was added to the strategic initiatives in place of the letters A-F. Most of the changes made were based on the suggestions from the Strategic Planning Committee. Some language was removed and some was enhanced.
3. Strategic initiative A. (Student Learning), "Support student learning" was placed first in the initiative because it was felt it was essential to student learning. The initiative now reads as follows: Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
4. Strategic initiative B. (Student Success & Support), this was named to coincide with the endeavors in the student success and support program plan. The initiative has been changed to read: Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy.
5. Strategic initiative C (Collaboration) was listed as follows: Advance an effective process of collaboration and collegial consultation conducted with integrity and respect. A comment was made that in the other initiatives, an outcome is identified, but in this initiative no outcomes are identified.
6. Strategic initiative D (Community Responsiveness) had no changes and stays as listed: Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
7. Strategic initiative E (Institutional Effectiveness) has minimal changes and is listed as follows: Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation.
8. Strategic initiative F (Modernization) had some small changes. It is reflected as follows: Modernize infrastructure and technological resources to facilitate a positive learning and working environment.
9. It was noted there was a strategic initiative G, but it was felt by the Strategic Planning Committee and summit that it didn't directly align with the mission. It was thought that the information under G would better fit under F – energy efficiency.
10. These strategic initiatives will be utilized as our goals going into our annual plans for fall 2015/16. The next step will be to develop measurable objectives under each initiative. The development of the objectives will be done by early fall.
11. A comment was made asking if there has been an agreed upon definition of terms for collegial consultation and collaboration. If not, it was noted that may impact the outcome of what is trying to be done. Another comment was added that there is a formal definition for collegial consultation to refer to but not one for collaboration. It was noted that strategic initiative C would be brought back for further review.

Enrollment Reports – F. Arce (handout)

1. The goal for FTES for this summer is 1,991. Summer session has been increased by about 80 sections. The college is 75-80 percent enrolled for the first six weeks. We are starting off the year with a 368 FTES deficit at this time. This could possibly change due to positive attendance enrollment classes.
2. A discussion ensued as to the procedure of the dropping of students (non-payment students) and the adding of students from the wait list to the official roster. Once the students have been moved from the wait list into the class, they will receive an email informing them that they need to pay the fees for the additional class. The district has implemented some internal controls to assist our students in the adding of classes. A comment was made that around 80 percent of the waitlist students are no shows. It was noted that in adding students to classes, the official standard for faculty is to add students to the course maximum.

PBC Website – R. Natividad

1. A screen shot will be sent out to the committee showing the PBC website model. It will show the minutes, the purpose, goals, committee members and a sidebar. The committee was asked to give feedback to Rory on the website model.

Adjournment – R. Natividad

1. The meeting adjourned at 1:57 p.m. The next meeting will be **June 5, 2014 at 1:00 p.m.**, in Library 202.

RKN/lmo