

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: October 29, 2015**

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**MEMBERS PRESENT**

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| <input type="checkbox"/> Vacant - ECCE                                     | <input type="checkbox"/> William Garcia– Student & Comm Adv.                  |
| <input 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 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:** E. Rader, A. Sala, C. Vazquez **Support:** I. Graff, J. Higdon, J. Nishime  
**Guests:** Accreditation Team - Dr. Linda Lacy (Chair), Dr. G.H. Javaheripour, Dr. Jamey Nye, and Dr. Celia Cruz-Johnson

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The meeting was called to order at 1:01 p.m.

Introductions were made as the Accreditation Team was visiting and sat in on the PBC meeting.

Nicole Mardesich and Chris Vasquez are now on board to represent the ASO (students).

**Approval of the October 1, 2015 Minutes**

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

**College Planning Process – Employee Feedback Survey 2011/2015** - J. Nishime (Handouts)

1. It was noted the Accreditation Team was informed that all the consultation committees would be creating a web page where all the minutes and supporting materials will be posted. A revised copy of the College Planning Process Employee Feedback Survey was distributed for final discussion.
2. The 2011 Planning 2011Planning Process Evaluation was distributed for review and the recommendations for improvement. Addressed was what changes or additions should be made to improve or help understand the current planning process. It was noted all the recommendations from 2011 were addressed and some of the issues were resolved by the use of TracDat. Any questions regarding the recommendations should be directed to I. Graff. These recommendations will be added to the already published results for 2011. It was pointed out once the results of the new survey are distributed, it would be helpful to note that the responses from the 2011 survey were considered along with having a link to the recommendation document.
3. The employee feedback survey for 2015 was based on the results of the written comments and the feedback from the 2011 survey. All the revisions to the survey were reviewed for the committee for clarification. It was suggested to also inquire to see if people are aware of what recommendations are ultimately funded at the division/department level. This would be helpful to help ensure the plans are updated. Knowing their plan was funded will help drive them to do more planning for the next year.

### **Strategic Initiative C – Collaboration** – J. Nishime

1. It has been requested that all consultation committees include the notation of Strategic Initiative-C-Collaboration on their agendas. This strategic initiative shows the linkage to a purpose statement. It was noted that on the PBC agenda under the committee's purpose statement, you will now see the new Strategic Initiative-C-Collaboration notation.
2. Currently the SI has been placed just below the current PBC statement of purpose.

### **PBC Evaluation**– R. Natividad (Handout)

1. There was a better show of people this year responding to the PBC evaluation. This survey is very important as it provides valuable feedback to the committee. The committee was asked to review the responses at this meeting and bring back any comments at the next meeting. Survey results from 2014 were also included for the committee's review.
2. One of the responses (4) given was listed as someone wanting more access to line item details of the budget. It was noted staff has access to the budget on the web (portal) where they can view these details. For clarification, faculty would need a clearance from IT which they would just to request.
3. A concern was expressed that we need to still hold a PBC meeting during flex day so faculty at large can still have the access to sitting in on the meeting to see how things are done. The issue is a regular committee meeting cannot take place on a day which is devoted to flex activities for the faculty. Possibly if the meeting could be presented as an educational meeting, it may meet the requirements as a flex day presentation. A possible compromise was suggested by having a meeting showing the work of the PBC along with the President presenting on the budget. It was noted if this could not be part of flex day, at least it should be part of the flex day program. A follow-up will be done with some of the faculty representatives and L. Mednick to work on this compromise.
4. The PBC evaluation will be brought back next week for input and comments from the committee.

### **Bond Sales** – J. Higdon (Handout)

1. El Camino is at a point where they are proposing to sell between \$80 to a \$100 million dollars in bonds around December 2015. The proposal will also include a refunding of a portion of our previously issued bonds in order to take advantage of lower long-term interest rates. This refunding process will provide substantial cost savings to the taxpayers. By combining a sale and refunding, the issuance cost of the bonds will be significantly reduced as well. The estimate projected savings for the taxpayers is estimated to be around \$12 to \$15 million dollars which would come off their tax bill.
2. The Students' Activity Center and the new proposed aquatics area will be the projects to receive the benefits of these new bond sales. It was requested that a more comprehensive listing of bond projects to be funded with these monies be put on the agenda so it can be reviewed at a future meeting.

### **Annual Planning Update** – I. Graff

1. The goal is to have the funded priority list which was presented to the PBC available and published in the college plan so it is accessible for anyone who is in TracDat. This is currently in progress. Based on the vice-presidents' feedback, it was requested to reorganize all of the funding categories by expense categories – by staffing, equipment, etc.
2. Preparations are commencing for the next year of planning. Training will be available for all of the program leaders. Unit training will take place the beginning of December.
3. On the horizon is the annual plan update which will show what has been funded.

### **Faculty Hiring** – R. Natividad (Handout)

1. A handout on the faculty hiring priorities was distributed by the chair on behalf of Dr. Shankweiler to inform the committee of approved positions for hire. Hiring will take place during the spring for a fall 2016 start. The results reflected show 16 positions which have been prioritized for the 2015-2016 academic year and have been approved by President Fallo. The positions are listed in alphabetic order

on the handout. These positions will be selected and hired in the spring of 2016 and will start employment in the fall of 2016.

2. There are currently six positions being hired now which were left over from last year's prioritization list. In total for this year, we will then be reflecting 22 faculty hires.

**Foreign Students** – L. Widman

1. An issue addressed several years ago pertaining to our foreign-student recruitment was noted. The subject dealt with providing student housing as a recruiting tool for our international students. A suggestion was made to possibly use the area of the flood control channel. The parents of these students could see this as a real benefit for their students.
2. San Mateo has a current model which would be interesting to get further information about to discuss at the committee. In addition the current foundation housing is an area of interest to the committee for update.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:10 p.m. The next meeting is scheduled for **November 5, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED