



PLANNING & BUDGETING COMMITTEE

October 1, 2015

1:00 - 2:30 P.M.

Library 202

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

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

Alternate Members / Support

- | | | |
|--|---|---|
| <input type="checkbox"/> Linda Beam – Support | <input type="checkbox"/> Chris Jeffries – Support | <input type="checkbox"/> Claudia Striepe - Support |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Amy Grant - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen. | <input type="checkbox"/> Gary Turner - ECCE |
| <input type="checkbox"/> Andrea Sala – Alt. SCA | <input type="checkbox"/> Jean Shankweiler – Support | <input type="checkbox"/> Vacant – Alt. ECCFT |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Vacant –Alt.Mgmt./Sup. | <input type="checkbox"/> Vacant – Alt. ASO |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Ericka Solarzano - Alt. Police | |

AGENDA

- | | | |
|--|--------------|-----------|
| 1. Draft Minutes Approval – August 6, 2015 | R. Natividad | 1:00 P.M. |
| 2. PBC Evaluation | R. Natividad | 1:20 P.M. |
| 3. PBC Statement of Purpose – 2 nd review | R. Natividad | 1:35 P.M. |
| 4. PBC Yearly Goals | R. Natividad | 1:45 P.M. |

October 15th meeting – Tentative due to scheduling conflict

Next meeting – November 5, 2015

Committee Funds and Financial Terms Glossary

General Unrestricted	Fund 11
General Restricted	Fund 12
Compton Center Related Activities	Fund 14
Special Programs Compton Center Partnership	Fund 15
Student Financial Aid	Fund 74
Workers Comp.	Fund 61
Capital Outlay Projects	Fund 41
General Obligation Bond	Fund 42
Property & Liability Self-Insurance	Fund 62
Dental Self-Insurance	Fund 63
Post-Employment Benefits Irrevocable Trust	Fund 69
Bookstore	Fund 51

WSCH = Weekly Student Contact Hours
BOGFW = Board of Governors Fee Waiver
FTES = Full Time Equivalent Students
FTEF = Full Time Equivalent Faculty
COLA = Cost of Living Adjustment
OPEB = Other Post-Employment Benefits
FON = Faculty Obligation Number

* A complete list is available in the annual final budget book.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 17, 2015

MEMBERS PRESENT

- | | |
|--|--|
| <input type="checkbox"/> Vacant - ECCE | <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv. |
| <input type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Jackie Sims -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input 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. Grant, E. Rader, M. Trevis **Support:** L. Beam, J. Ely, I. Graff, J. Nishime

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

Approval of the September 3, 2015 Minutes

1. Correction under Final Budget Presentation Second Reading, #3, **delete:** \$349,191 and **replace with:** \$349,192.
2. Under Accreditation Follow-Up Report, #1, **delete:** letter, **replace with:** follow-up report.
3. The minutes were approved with the noted corrections and will be posted.

VP Annual Planning Priorities – J. Nishime (Handouts)

1. The planning priorities were brought before the committee again for another review or to entertain any questions. The total cost for the vice president’s prioritizations equal \$1,897,371. Ongoing enhancements were listed at \$500,000. This money will be used for augmenting the supply budgets in order to take care of the small supply items which have been seen in the planning recommendations. It was suggested supplies be noted on the listing of ongoing enhancements so it is clear where this money is going.
2. The planning process begins in the previous year at the department levels where planning is done through the area’s SLOs and program reviews. From these reviews a list is created with requested recommendations which are voted on by the division and is then forwarded on to the appropriate area vice president for review and consideration for funding.
3. Some of the prioritization costs of the \$1,897,371 total were noted as follows: \$71,000 is from the instructional block grant, \$310,000 comes from staffing out of the unrestricted general fund, \$75,000 is from the sick-leave mandate, \$135,000 for software for the new systems for timekeeping, student discipline, and ticketing systems, \$30,000 for additional software from the block grant, \$220,000 from the safety fund for emergency equipment
4. Some of the blank areas under strategic initiatives column will be filled in once the initiatives are identified. The committee will be kept in the loop as this information is updated. TracDat is still being updated with these items that have been prioritized.
5. The next step is contacting departments directly so accounts can be set up and the areas can start spending their allocations.

PBC Evaluation Overview – R. Natividad (Handout)

1. The PBC 2015 Evaluation form was distributed and reviewed by the committee. A year ago it was discussed we would stay with the same questions and format because we were going through accreditation. The committee was encouraged to review the hand out and supply any additional changes or revisions, which will be discussed at the next meeting.
2. Questions 7 – 9 regarding communication were addressed. It was noted the subject of communicating and how we get our information out is one area we are always trying to improve upon as this area fluctuates at times. The PBC now has a web site up and contains information on current, pertinent information.
3. It was suggested a question may want to be asked concerning if there other things needed to be known to help serve the group better or put the committee in a better place in the long term.
4. All the representatives on PBC communicate by reporting back to their constituent groups on items discussed at PBC. N. Mardesich, Associated Student Organization representative noted their meetings are held the same time as the PBC meetings. They are currently working on obtaining commissioners so there is proper representation.
5. The committee was thanked for their feedback as it is very valuable information and shows what the committee is doing. It was stated the President is very pleased with the committee and how they are moving forward with everything.
6. It was asked if there are multi-year evaluation results. There was a multi-year evaluation done two years ago where a comparison was done with a couple years. It was felt this could be valuable in showing us a comparison to see how things are progressing.
7. I. Graff stated she would bring some sample questions to be considered for next time which touch on strategic initiatives. It was felt this would be a good idea.
8. It was also suggested a question might want to be included about the Master Plan.
9. The committee was encouraged to send R. Natividad any of their suggestions or ideas this week for his consideration.
10. It was brought to the committee's attention that on the 2015 survey, the questions asked relate to the old purpose statement. Since there is a new purpose statement, the questions may have to be reformed.

PBC Statement of Purpose – R. Natividad

1. It was announced the Statement of Purpose was updated last year. The committee was informed to review the statement and see if anyone had any suggested changes. It was noted the Purpose Statement seems to fit well with what the PBC is currently doing.
2. The committee should consider removing the word “community” and replacing it with constituencies. This would reflect the same language as the evaluation and be consistent with accreditation and other documents. This was favorably accepted by the committee and a draft purpose statement will be provided to the committee at the October 1st meeting.

PBC Goals – R. Natividad

1. Last year's goals will be sent to the committee for review. Previous goals had been accomplished, such as the new PBC website, placement of common terms on the agenda and the implementation of a yearly PBC activities calendar.
2. Future goals should be sent to the chair for inclusion. Goals will be listed on the agenda second page in the future.

Adjournment – R. Natividad

1. The meeting adjourned at 2:40 p.m. The next meeting is scheduled for **October 1, 2015, at 1:00 p.m.,** in Library 202.

PBC Statement of Purpose Review 2015

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports ~~all~~ committee activities to ~~the~~ campus constituencies ~~community~~.

Planning and Budgeting Committee

2015 Goals

PBC Goals 2015-16 for discussion:

1. Conduct a college wide evaluation of the planning and budgeting process. [last conducted in Spring 2011]
 - a. Measure: Evaluation, discussion and action plan completed.
2. Review and endorse the Comprehensive Master Plan and subplans to ensure that they are:
 - a. Supportive of the Mission and Strategic Plan,
 - b. Integrated with other college planning and budgeting,
 - c. Implementable, and
 - d. Achievable.
3. Evaluate progress on the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Develop an informational packet to orient new members
5. Work to develop a common template for various constituent groups use on the website.



2015 PBC Evaluation

This survey is being conducted to analyze our performance and, if needed, develop appropriate strategies to strengthen areas in need of improvement. Please review the purpose of the committee and mark the response that represents your opinion to each question.

Membership Status

Please mark the appropriate item below that indicates if you are a PBC member/alternate or support staff. Responses will be kept confidential.

- PBC Member/Alternate
- Support Staff

Purpose of the Planning and Budgeting Committee

The Planning and Budgeting Committee (PBC) serves as the steering committee for College-wide planning and budgeting. The PBC reviews, discusses, and evaluates the College's planning and budgeting processes to assure that they are interlinked. All plans must be developed using data from program review, and be linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President on College planning and budgeting issues and reports all committee activities to the College community.

Responsibilities of the Committee

A. Planning

1. Review and discuss evaluation outcomes of the Accreditation Self-Study, Comprehensive Master Plan, and annual plans.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q1 Comment:

2. Review and discuss prioritized Area plan requests for funding.

- 1. Strongly agree

- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q2 Comment:

3. Continue the five-year cycle of master planning.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q3 Comment:

B. Budgeting

4. Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

4 Comment:

5. Review and discuss College revenues and expenditures.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q5 Comment:

6. Review and discuss long-range financial forecasting.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q6 Comment:

C. Communication

7. Provide recommendations to the President regarding College planning and budgeting activities.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q7 Comment:

8. Regularly inform the College community of the results of the planning and budgeting process.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q8 Comment:

9. Periodically review and evaluate the effectiveness of PBC communications to the College community.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q9 Comment:

D. Meetings

10. Meeting discussions address the responsibilities of the committee.

- 1. Strongly agree
- 2. Agree

- 3. Disagree
- 4. Strongly disagree

Q10 Comment:

11. You are comfortable speaking and voicing your opinion during the meetings.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q11 Comment:

12. The meeting discussions contain an appropriate amount of structure and flexibility.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q12 Comment:

13. The final version of the PBC minutes accurately reflects the discussions that occurred in previous meetings.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q13 Comment:

14. The PBC Chair provides meeting agendas and draft meeting minutes in a timely manner.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q14 Comment:

Submit



Thank You!

Group Representations	Member		Alternate	
Management/Supervisors	Sim, Jackie		Vacant	
Academic Affairs	Fitzsimons, Connie		Grant, Amy	
ECCFT	Key, Ken			
Student/Comm. Adv.	Garcia, William		Sala, Andrea	
Admin Services	Shenefield, Cheryl		Trevis, Micheal	
ASO	Mardesich, Nicole		Vacant	
ECCE	Vacant		Turner, Gary	
Academic Senate	Widman, Lance		Rader, Emily	
Campus Police	Starkey, Dean		Solarzano, Ericka	

7/15/2015

9/30/2015