



**PLANNING & BUDGETING COMMITTEE**

**October 6, 2016**

**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 committee activities to campus constituencies.

**Strategic Initiative – C – Collaboration**

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

**Members**

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

**Alternate Members / Support**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Babs Atane – Support                | <input type="checkbox"/> Art Leible – Support           | <input type="checkbox"/> Michael Trevis – Alt. Adm. |
| <input type="checkbox"/> Linda Beam – Support                | <input type="checkbox"/> Jeanie Nishime – Support       | <input type="checkbox"/> Josh Troesh – Alt. Ac. Sen |
| <input type="checkbox"/> Janice Ely – Support                | <input type="checkbox"/> Rebecca Russell - Alt., Ac.    | <input type="checkbox"/> Steve. Waterhouse-         |
| <input type="checkbox"/> Irene Graff – Support               | Affairs   | Alt.Mgmt/Sup  |
| <input type="checkbox"/> Jo Ann Higdon – Support             | <input type="checkbox"/> Andrea Sala – Alt. SCA         | <input type="checkbox"/> Alt. ASO, Student          |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Jean Shankweiler – Support     | <input type="checkbox"/> Luukia Smith – Alt. ECCE   |
|  | <input type="checkbox"/> Ericka Solarzano - Alt. Police | <input type="checkbox"/> Susana Prieto – Alt. ECCFT |

**AGENDA**

- |  |                 |           |
|--|-----------------|-----------|
| 1. Draft Minutes Approval – September 15, 2016 | R. Natividad    | 1:00 P.M. |
| 2. PBC Evaluation timeline/questions           | Graff/Natividad | 1:10 P.M. |
| 3. Annual Planning / Budgeting Calendar        | Natividad       | 1:20 P.M. |
| 4. TracDat Training Schedule                   | Graff/Natividad | 1:30 P.M. |

**Next meeting – October 20, 2016**

**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.

**Planning and Budgeting Committee  
2016-17 Goals**

PBC Goals 2016-17 for discussion:

1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. Review and approve the Comprehensive Master Plan 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 the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Review and improve upon the yearly activity calendar.
5. Provide a professional development opportunity for faculty and classified.
6. Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: September 15, 2016**

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**MEMBERS PRESENT**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs        | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting)    |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                     | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors       |
| <input 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"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** S. Dighe, S. Prieto, R. Russell, A. Sala, M. Trevis, S. Waterhouse  
**Support:** B. Atane, I. Graff, A. Leible, J. Nishime

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The meeting was called to order at 1:02 p.m.

**Approval of the September 1 Minutes**

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

**Financial Aid Update** – W. Garcia (handout)

1. Changes to financial aid regulations and processes for 2016-2017 were presented to the committee. Beginning this fall 2016, academic and progress standards as well as income criterion will need to be met by students in order for them to receive the BOGFW (Board of Governor’s Fee Waiver). The students will need to sustain a cumulative grade-point average of at least 2.0 and will need to maintain a cumulative satisfactory completion of more than 50% of attempted units. A small group (less than 300) of students lost eligibility for this semester. It is anticipated that this new legislation will have its largest impact on students this upcoming spring. Students who are on second-level academic and/or progress probation are the ones who will probably lose their BOGFW for spring. This will be the first time that academic criteria is used to determine eligibility.
2. For the first time starting this fall semester, a freeze date has been implemented at both El Camino and Compton. The freeze date will lock units as of the census date for fall and spring semesters to determine financial aid eligibility for the term. Any changes to the student’s unit load following the census date will not result in changes to financial aid awards unless a student drops from all units.
3. There will be two significant changes in the 2017-18 year for financial aid. The Department of Education announced that students will be able to submit the Free-Application for Federal Student Aid (FAFSA) beginning on October 1, 2016, rather than the traditional submission date of January 1, 2017. The earlier submission date will be a permanent change. The other change going into effect is the usage of prior-prior year income. Students and their parents will be able to report income information from an earlier tax year rather than just the immediate past tax year. For the 2017-2018 award year, information from tax year 2015 will be reported rather than the tax year 2016 income information. Financial aid applicants will utilize the tax year 2015 for both the 2016-2017 and 2017-2018 award years.
4. It was noted there are numerous on-line videos regarding financial aid topics under the financial aid area on our website which students can view.
5. It was asked if we are doing any outreach to capture some of the students who have lost their BOGFW from other districts. It was noted if a student loses their BOGFW from a district, they can go to another district and can regain their eligibility. It was clarified even though Compton and El

Camino are considered two different districts; they are viewed as once district concerning the process of the financial aid students.

**PBC Orientation** – I. Graff, R. Natividad (handout)

1. It was noted there are many new members to the PBC. Annually some kind of orientation is done with the committee to communicate what our mission and vision is. The power point presentation shown was a first draft and any feedback is welcomed. PBC is one of six collegial consultation committees at El Camino College. Collegial consultation involves how we make decisions. The making decisions document was distributed a year ago, but it is brought back annually for review.
2. The power point presentation will be distributed later with live links to all the members. It was noted collegial consultation exists due to Assembly Bill 1725.
3. Board policy 1200 is the mission and strategic initiative C (collaboration). This is to advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision making. This initiative from the board policy appears on the agenda of all of our collegial consultation committees.
4. Annual assessment and review is done by the chairs of consultation committees. They perform an orientation for their members, review the committee's purpose statement and goals, conduct self-evaluations to determine effectiveness and review the Making Decisions document.
5. The consultation groups were categorized as students, faculty, classified staff and administrators. The decision-making process includes making recommendations to the President by consensus or majority vote. Communication is accomplished through representation of the committee members who go back to their constituent groups relaying the information and then bringing feedback to the committee for further consideration and discussion. It is important to provide supporting evidence in what we do. The focus should be on student success.
6. One of the main purposes of the PBC is reviewing and making the recommendation of the budget. Usually there is a May revise and beginning in June, the committee begins to have discussions regarding the budget. It was recognized that there are consistent topics in dealing with the budget. A glossary of terms/acronyms has been devised in helping to understanding the various terminology utilized in budget discussions. In June the tentative budget is approved so the District can be funded in July. In August the final budget comes back to PBC for final review and their recommendation of the budget to the President. The budget is then presented to the Board of Trustees in September at their board meeting for final approval.
7. The PBC 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. The committee was reminded that the blue budget book was one of our major resources and should be brought to each PBC meeting.
8. The handout of the El Camino College Annual Planning and Budgeting Process was reviewed. The deep planning begins with the four-year process of program review. Mostly our recommending plans come directly from program review and not emerging needs. After program review recommendations go into your program plans. This would be an annual program plan being proposed to the next level (the unit area). Unit plans are then moved on to the area plan which is under each vice president. The ultimate goal is for each vice president to come together to form and fund the college plan, formally known as the VP priorities. The draft of this process is reviewed annually by the PBC. Updates will be made so it is easier to tell the difference between annual planning and budget planning. These are two distinct processes which come together to provide areas with items according to their program plan. It is important we link our planning and decision-making to our budget.

9. The membership to the PBC was noted as needing to be updated with the new members. The PBC members are considered charter members and are invited to the Annual Planning Summit which is usually held each spring. This is where the processes are reviewed to see if the college is improving as a whole (April 2017).
10. It was reiterated to the committee that the acronyms on the back of the agenda shows a listing of helpful budget terms. A complete listing is available in the annual final budget book.
11. The communication of how members communicate with their constituent groups and how they relay feedback along with the committee rules of order are process we try to review. There is a respectful process where everyone is allowed to speak their mind and ask questions.
12. It was noted the role of SLO assessments should be incorporated into the chart. SLO assessments go into program review for discussion. This item will come up in accreditation. It was also suggested a scaled down version of the El Camino College Annual Planning/Budgeting Process would be a helpful tool for everyone.
13. One of the goals forthcoming is showing a clear linkage of how a group communicates out to their constituents and how we receive their feedback. The goal is to be timelier and planned out with the communication of our members. Rough drafts will be forthcoming to the members for their review and input.

#### **PBC Evaluation Timeline/Questions** – R. Natividad (handout)

1. The questions and results from the PBC evaluation of 2015 were distributed to the committee. The committee was instructed to review the information and provide feedback and comments to Rory and Irene which will be brought back to the first October meeting. The committee will then start doing their assessment in October.
2. Some of the questions were noted as collegial consultation questions with an area provided after each question for any comments. It is being proposed that each comment box after each question be eliminated and only one box be provided at the end of the survey for any comments. It was found there were not a lot of comments after each question.

#### **Comprehensive Master Plan Update** – I. Graff (handout)

1. The Comprehensive Master Plan is a major five-year plan which is centered around an educational master plan which looks at academic and student services and how we will plan for the future. It is supported by a technology plan, staffing plan, a facilities master plan, and (in development) a distance education plan.
2. The staffing plan will be a little late in coming in this year. The Board will approve everything else except the staffing plan. When the staffing plan is then approved, it will then be inserted back with the other plans and will go through the same collegial consultation process as the rest of the plans.
3. A Master Plan working group will review the entire plan on September 26. On September 29 there will be an open forum at 1 p.m. for anyone who would like to review the Master Plan and add comments. Board approval is scheduled for December. The PBC scheduled dates for review are October 20 and November 3.
4. Please direct any feedback about the staffing plan to Linda Beam or Rory Natividad.
5. It was noted one of staffing issues occurring is the cross training with new staff being hired. When current staff member retires, a wealth of their knowledge goes with them and is not passed on to the new person taking their position. This knowledge is not allowed to occur. The goal would be to minimize this gap in time or try to have an overlap of time between the staff member leaving and the new staff coming in so the continuity of the job duties can be retained. The loss of this knowledge can set a department back each time it occurs. This information will be moved forward to Linda as she develops the staffing plan.

**Annual Planning and Budgeting Calendar** – R. Natividad (handout)

1. The calendar is being revised to make it easier to read. Because of the addition of the winter session, some of the dates on the planning and budgeting calendar will be moved around. The handout is a rough draft. The committee was encouraged to give feedback on the calendar to Rory or Irene so they can fine tune the calendar. Color coding will be used on the calendar to differentiate between items pertaining to the budget and annual planning. This will be brought back at a later meeting.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:55 p.m. The next meeting will be held on **October 6, 2016 at 1:00 p.m.** in Library 202.

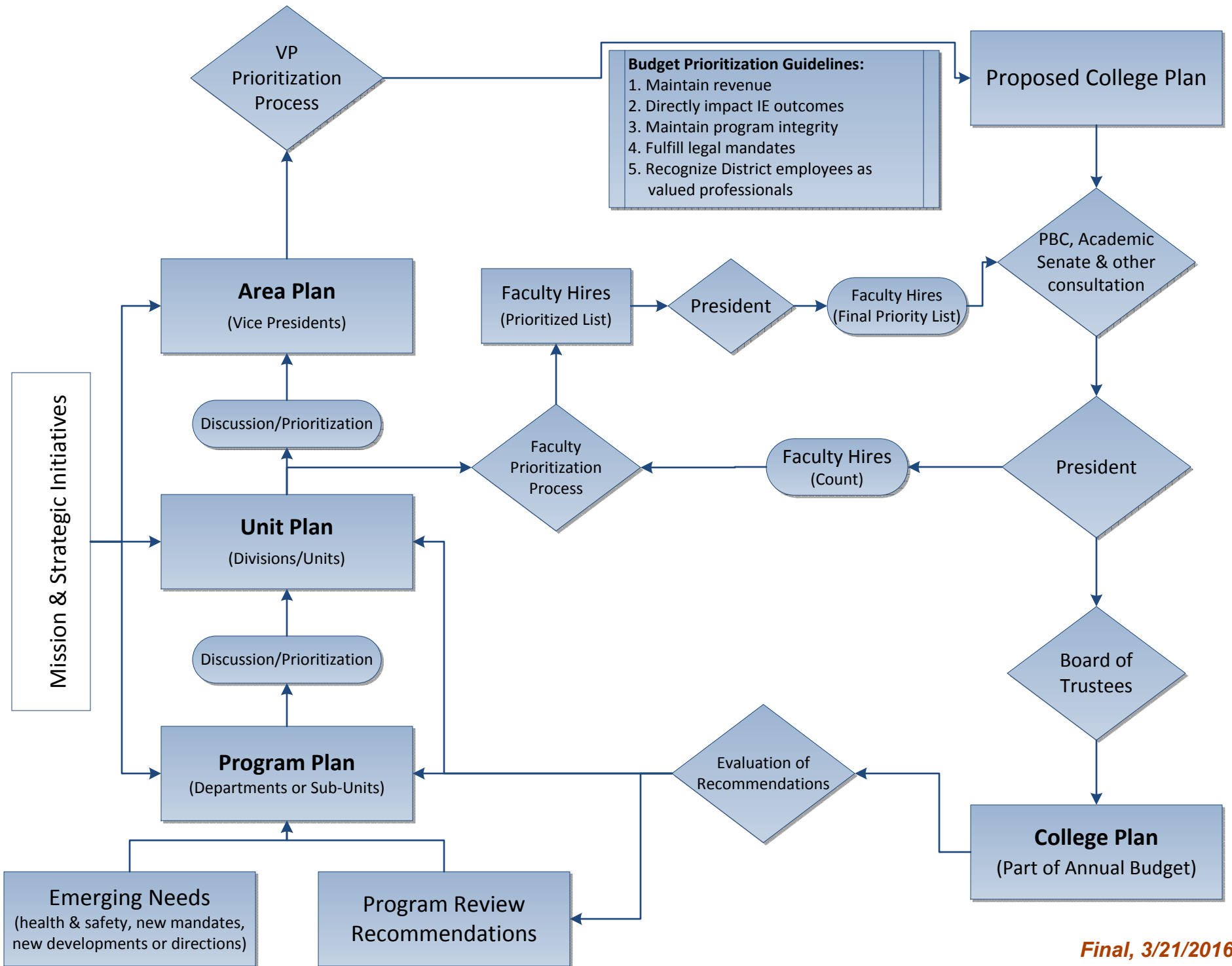
RKN/lmo

APPROVED

## Annual Planning & Budgeting Calendar

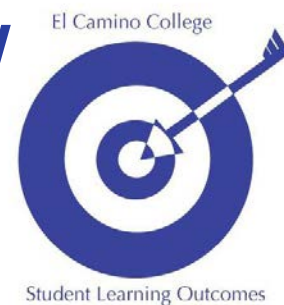
<b>Annual Planning Process</b>	<b>Month</b>	<b>Annual Budget Process</b>
College Plan discussion and development (Vice Presidents)	<b>September</b>	Final Budget submitted to Board of Trustees for discussion and approval (Early September meeting)
College Plan published. PBC review & endorsement of College Plan.	<b>October</b>	College Plan budgeted
Program plans finalized for the next fiscal year (November 15 <sup>th</sup> ) Unit plan development commences.	<b>November</b>	
Unit plan development	<b>December</b>	
Mid-year update of program/unit/area plans.	<b>January</b>	Governors State Budget Update
Unit plan finalization	<b>February</b>	
Unit plans finalized for the next fiscal year (March 15 <sup>th</sup> )	<b>March</b>	
Area Plans finalized for the next fiscal year (April 30 <sup>th</sup> )	<b>April</b>	Determine enrollment targets, sections to be taught, and full- and part-time FTEF. Faculty Obligation Number (FON) Vice Presidents jointly determine ongoing operational costs including: 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.
	<b>May</b>	May Revise Tentative budget for PBC review, discussion and recommendation
	<b>June</b>	Tentative Budget is presented to the Board.
Final updates and evaluation of annual plan recommendations	<b>July</b>	Tentative Budget is rolled into active status (purchasing can begin)
	<b>August</b>	Final revenue and expenditure adjustments made to budget Final Budget 1 <sup>st</sup> and 2 <sup>nd</sup> review and discussion

# El Camino College Annual Planning and Budgeting Process





# Fall 2016 Program Review Training Schedule:



*These trainings are for Program Review sections (PRP) of TracDat ONLY.*

*Program Planning workshops will immediately follow!*

## **Entering Program Review: working workshops.**

Friday October 28, 1:00 - 2:00PM

Tuesday November 22, 8:00-9:00AM

Wednesday December 7, 2:30 - 3:30PM

*All trainings will be in the Library West Basement (ECC Campus).*

To register for a training log onto: <http://elcamino.flexreporter.com>

# Annual Program Plan Training Schedule

Fall 2016

*These trainings are for Entering Your Annual Program Plans in TracDat ONLY.*

## **Entering Program Plans: Working workshops.**

Wednesday, October 12, 1:00 - 2:30 PM

Tuesday, October 18, 10:30 - 12:00 PM

Friday, October 28, 2:00 - 3:00PM\*

Monday, October 31, 1:00 - 2:30 PM

Wednesday, November 2, 10:00 - 11:30 AM

Tuesday, November 8, 1:00 - 2:30 PM

Thursday, November 10, 1:00 - 2:30 PM

Wednesday, November 16, 10:00 - 11:30 AM

Monday, November 21, 10:00 - 11:30AM

Tuesday, November 22, 9:00-10:00AM\*

Tuesday, November 29, 10:00 - 11:30 AM

Wednesday, November 30, 10:00 - 11:30 AM

Wednesday, December 7, 3:30 - 4:30PM\*

\*These trainings will immediately follow Program Review training

***All trainings will be in the Library West Basement Training Rm (ECC Campus).***

To register for a training log onto: <http://elcamino.flexreporter.com>

