

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: September 7, 2017**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs           | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT                                   | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors       |
| <input checked="" type="checkbox"/> David Mussaw - ECCE                    | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Greg Toya – Student & Comm Adv.                      |
| <input checked="" type="checkbox"/> Jennifer Gutierrez – ASO Student Rep.  | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate (telephone) |

**Other Attendees:**

**Alternate Members:**

**Support:** I. Graff, J. Miyashiro, J. Shankweiler, C. Jessop-Vakil

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The meeting was called to order at 1:07 p.m.

**Approval of the August 17 and August 23, 2017 Minutes**

1. The minutes of August 17 and 23 were presented to the committee for approval.
2. The minutes were approved as presented and will be posted to the website.
3. It was announced the information on the college recommendations (50 page document) for this year will be distributed electronically to everyone after the meeting today.

**Enrollment Update** – J. Shankweiler (handout)

1. It was noted on the enrollment update for September 5, we are only 11 FTES away from where we were last fall. Historically for the last three years out FTES has been decreasing each fall. The FTES goal for the year is 19,510 FTES. We had a goal for fall of 8,654 FTES but currently we are 367 of reaching that goal. The fall goal is based on last fall's FTES (8,580) plus a one percent increase. The reason it is based on this one percent increase is because we are planning for three years ahead and make 20,000 FTES by 2020 to make up for Compton leaving.
2. In summer 2017 we were low by 350 FTES. It has been requested of the deans to add more sections to the winter 2018 session.
3. There will be a bump in FTES as positive attendance is under projected. Second eight-week courses also figure into this total.

**Strategic Planning Committee** – I. Graff

1. On a related topic, the Annual Planning process will resume shortly. The difference with this new master plan is it will be implementable. In terms of ensuring the plan is implemented, the Strategic Planning Committee will be reconstituted. The committee will be chaired by R. Miyashiro and President D. Maloney. The committee will be kept small to ensure high faculty participation. There will be an increase in the student and classified representatives.
2. The Strategic Planning Committee will be charged with reviewing the next Strategic Plan (the mission vision and strategic initiatives).
3. It was noted the training sessions in the past were not well attended and ended up being more one-on-one sessions of training. To help with training purposes in the future, videos will used as a resource along with the one-on-one sessions.

### **College 2017-18 Recommendations** – J. Shankweiler

1. The college recommendations were presented and reviewed. It was noted some of the descriptions were complete because of the format of the spreadsheet. It was suggested to go to TracDac to view the full descriptions of the various items as the spreadsheet did not show everything.
2. It was noted you can now look at the title and see where things originated from. The title needs to be used as it provides a history. Color coding is now being utilized and helps to show how the various items relate to the funding sources. The color coding was given a brief overview. It was noted an update of the recommendation report will be sent out to show the items for \$360,000 for safety upgrades.
3. It was clarified that if the item is listed, the item is funded. Two exceptions were mentioned. Facility requests still need to be discussed to see if the requests are feasible. Facilities needs to determine if requests can be completed for the amount of money requested. The amount of money under the Facilities area could very easily change. The next area that has an exception is under instructional equipment. There is money under the 2015/16 year which still has not been spent. Block grant money from last year and this year are also not spent. There may be more instructional equipment items which could be approved.
4. Once the corrected copy of the recommendations has been distributed, this subject will be brought back to the PBC for further discussion.
5. It was noted the approved items need to be sent to the Business Office so account codes can be assigned. Currently the person who use to assign the account codes has retired so it make take a few weeks for the deans to receive their account codes.

### **Updates**

1. A brief update was given on hiring. Both new vice presidents (Administrative Services and Student Services) were approved by the Board of Trustees. They will both start on September 18.
2. The Financial Aid Department has been invited to come and give an update to PBC. PBC will also be working on their annual evaluation from September to October. The Mission Statement and vision will also be reviewed and discussed.

### **Adjournment** – R. Natividad

1. The meeting adjourned at 1:26 p.m. The next meeting will be held on **September 21, 2017** at 1:00 p.m. in the Accounting Conference Room.

RKN/lmo