

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: November 21, 2019

\$	Jose Anaya - Community Advancement		Ruben Sagastume - ASO, Student Rep
\$	Amy Grant - Academic Affairs		Gary Robertson - Campus Police
\$	Iris Ingram – Co-Chair (non-voting)		Jackie Sims - Management/Supervisors
\$	Ken Key – ECCFT		Greg Toya - Student Services
	David Mussaw – ECCE	\$	Josh Troesh – Academic Senate
	Vacant – Administrative Services	\$	Viviana Unda – Co-Chair (non-voting)

Alternate Members: S. Porter, W. Cox,

Support: J. Miyashiro, J. Hinshaw, K. Iino, and A. O'Brien

Other Attendees: D. Patel

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

1. Approval of [Minutes](#) – October 17, 2019
 Minutes approved
 - a. Clarification on question re: page 3 of [2020-23 Strategic Plan](#) - Dr. Unda mentioned that both versions of the board policy 1200 are in the appendix. The Strategic Plan is still going through collegial consultation. We will incorporate all changes into the final product and get board approval the appendix will be modified.

2. [Annual Planning Presentation](#)
 Dr. Unda presented the annual planning process re-envisioned to the committee. The document incorporates planning and budgeting process for ECC.
 - a. Integrated Planning – three characteristics:
 1. Builds on relationships (involves all stakeholders working together toward a common vision).
 2. Emphasizes Alignment – aligns plans both vertically (mission to operations and horizontally (departments through units).
 3. Is all-inclusive – engages all areas on the College.
 - b. Types of Planning
 1. Comprehensive Planning – college wide; broad; will be transiting to 10-year cycle.
 2. Strategic Planning – implementing selected aspects of the comprehensive planning; 5-year cycle.
 3. Annual Planning – preparing annual priorities bases on the strategic plan and objective; PBC involved in this process. This is done yearly by area, unit and program level.
 4. Focused Planning – involves planning for specific aspects of operations, such as the Enrollment Plan, EEO Plan, and SEA Plan etc. Plan done 3 to 5 year.
 - c. Planning Guidelines – every program needs to have a mission in each department; set milestones and metric for monitoring progress, clarify alternative course of action, etc.
 - d. Comprehensive Planning Process 2023-2033 Comprehensive Master Plan – we will begin getting organized in January 2021, gathering data, going through collegial consultation and board approval by July 2021
 - e. Strategic Planning Process 2023-2028 Strategic Plan – Getting organized in June and July of 2020, planning, collegial consultation through February 2022, board approval by April 2022 and dissemination May of 2022. Both these documents (Comprehensive

Plan and Strategic Plan) will be ready by June 2022 when annual planning for 2023-24 starts.

- f. Program Level – seven levels including resources needed can be monetary or non-monetary.
- g. Unit/Division Level – next year goals should be based on area goals, unit mission etc. and prioritization is based on alignment with unit goals and program review of program budget requests.
- h. Area Level – development of next year goals should be based on mission, value; College Goals put forth by (President and BoT) and prioritization of unit budget request is made based on four criteria: Mission, Strategic initiative & Objectives, vision for success goals and program review.
- i. Prioritization of Budget Request: for units - Deans will use a rubric (cost of \$5,000 or more) composed by two criteria:
 - 1. alignment with unit goals and
 - 2. Alignment with program review plan, implementation and evaluation.
 - i. Budget requests are put into three priority: high, moderate, low; Dean will send up the high priority budget requests to Vice President.
- j. Prioritization of Budget Requests: for Area – Vice Presidents will use a rubric composed by three criteria:
 - 1. alignment with ECC District Mission
 - 2. alignment with ECC Strategic Initiatives & Objectives and
 - 3. Alignment with Area goals. Administrative Services (Risk Management Unit) will evaluate budget requests related to health, safety, and liability. Rubric is not applied to these requests.
 - i. Budget requests are put into three priority: high, moderate, low; Vice Presidents communicate the high priority budget requests to Executive Cabinet.
- k. Prioritization of Budget Requests: Executive Cabinet will meet to discuss the high priority budget request from areas: requests are grouped into five types: technology, facilities, classified staff, faculty and equipment.
 - 1. Prioritization of Budget Requests Executive Cabinet Final Decisions – Vice President of Administrative Services recommends to Executive Cabinet type of fund that will pay for selected budget requests. Superintendent/President makes final decision on budget requests to be funded.
- l. Communication of Final Decisions – Vice Presidents will communicate to their Deans or Directors on the budget requests that will be funded. The responsible individual will update the information in Nuventive (TracDat).
- m. Administrative Units: Program Review & Annual Planning Updated Process – Three units will begin the updated program review process: President’s Office, VP Administrative Service’s and VP Human Resources.
- n. Planning & Budgeting Calendars
 - 1. Program review orientation that will begin May 2020 and will go through varies steps with President/Cabinet/BoT signoff in June 2020.
 - 2. Annual planning which will go along with Budget calendar.

Questions:

- 1. Is the process for Academic side budget/planning changing? The faculty request will be the existing process. We are in the process of beginning discussion with Academic Senate.
- 2. Matrix measurement of success. Are we going to keep the existing system of

gathering/collecting of information or will it change.

a. We will using the same baseline matrix as the SCFF for gathering information, but there might be additional data that might be needed for specific programs.

3. Are we going to de-institutionalize the work that is being done? The process is going to be different; we will need buy in by everyone. What we want everyone to realize is that there needs to be planning in each area, we want you to tell us what is needed (budget wise) to achieve the goals.

3. Committee Self-Evaluation Survey for FY 2018-19

The committee member were give the links to the survey before the meeting to complete and given time in the meeting to complete it.

4. Others Discussion

5. Adjournment

The meeting adjourned at 2:04p.m.