

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: December 19, 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:

Support: J. Miyashiro, J. Hinshaw, J. Shankweiler, B. Atane

Other Attendees: D. Maloney, P. Abing (ASO)

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

1. Approval of [Minutes](#) – November 21, 2019

Minutes approved

2. [Guided Pathway](#)

Dr. Shankweiler presented the guided pathway template document to the group.

- This document is divided into four parts and they coincide with the four pillars.
- Show how far along the College is toward adopting essential guided pathways practices at scale.
- Due to the Chancellor’s Office by March 1st
- We have two and a half year left to complete the process.
- If you have any comments or suggestions, please communicate it to Dr. Shankweiler.

3. [2020-21 Budget Process](#)

- Viviana and Iris is working on revamping the planning and budgeting process to be more transparent. There are two five year plans, which will have an annual program plan, and it will fold in the annual resource process.
- We are trying to revamp and connect program plan to Nuventive. All request for resources will need to through program plan and the President will make the final decision. When the final budget goes to the board, it will show the final status of the campus.
- We will be reconciling the budget with the departments on a regular basis. Currently, we are sending a monthly status of the each area budget to the Vice President and they will be sending to their units.
- Final report on the upcoming program plan will be flow charted, published and brought to this committee for first review. With the help of Institutional Research and Planning department we going to get all of the program plan for resources needed finalized by June so it can be incorporated into the fiscal budget. We will try to minimize the variance between the tentative and final budget.
 - Question was asked on the rubric for pushing the program plan up to VP level by the Deans. Iris mentioned that Viviana is working on getting the rubric and will be setting up training session with everyone.
 - We are also working with Nuventive on getting a new (TracDat) template that will be clear with increased selection on the drop down menu.

- For example, if you need to repair an equipment that is working fine, you can use your department budget to order the parts, but if you have an equipment that needs to be replaced, this will have to be put into Nuventive and a new request.
- Health & Safety items are not to be put into program plan. This will have to be directed to the Risk Management Office.
- Rubric use will have to be defined as to how well it aligns with varies goals and does it help in student success.
- Question was asked regarding COLA and explanations needed on how it works.
 - Iris mentioned she would be happy to do a town hall meeting to explain to everyone how COLA affects the budget. David said he would get back with specifics.
- Accreditation – Iris is working on the last page of the Fiscal section. Dave will have the ITS portion over to Jean by tomorrow and all will be posted to team site and emailed to Dr. Shankweiler and Dr. Maloney.

4. Others Discussion

5. Adjournment

The meeting adjourned at 1:31p.m.