

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: October 20, 2016**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv.   | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting)    |
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs          | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT                                  | <input type="checkbox"/> Jackie Sims -Management/Supervisors                  |
| <input checked="" 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:** R. Russell, J. Troesh  
**Support:** I. Graff, J. Shankweiler, A. Leible, J. Higdon

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The meeting was called to order at 1:05 p.m.

The topic of the Master Plan Update is being moved to another meeting as the subject is not ready to be discussed yet.

**Approval of the October 6, 2016 Minutes**

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

**PBC Annual Planning and Budgeting Calendar** – I. Graff, R. Natividad (handout)

1. An updated planning calendar was distributed to the committee. A diagram is forthcoming which will show the two cycles of budgeting and planning and how they will be incorporated together on the calendar. The committee was asked to review and give any suggestions on the document. This topic will be brought back at a future meeting.
2. A suggestion was made under the annual planning process, under college plan discussions, to insert the statement “prior year.” This will provide clarity in differentiating between future year and actual year.

**Educational Master Plan** – I. Graff (handout)

1. The Educational Master Plan is required by the educational code and is part of a broader, long-range comprehensive master plan. It supports future planning and institutional improvements in the area of academics as well as student services. It is supported by the Facilities Master Plan updates, Staffing Plan, and the Technology Master Plan. The previous plan covered 2012/13 to 2016/17. The new plan will cover 2017/18 through 2021/22. It is anticipated the Educational Master Plan and Technology Plan will be reviewed by the Board in November and approval will be anticipated for December. The implementation of the plan should be in time for the next fiscal planning cycle. It was noted that other consultative bodies will be doing their review of the plan. A process needs to be developed for implementation, annual check in and evaluation.
2. The Educational Master Plan is in draft form and is ready to be put into final document formation. It was requested for clarity that acronyms or shortened names be spelled out. It was noted the final version of the Comprehensive Master Plan will be a narrative view which will define all acronyms and/or shortened names.
3. The draft was reviewed by the committee as presented. It was noted that one of the areas being reviewed from a planning and budgeting standpoint are ways we could academically set ourselves

apart from other local colleges. This would assist in students wanting to specifically come to El Camino.

4. Technology is being reviewed closely to ensure proper integration with all of the new ideas being presented. Ensuring the support required to bring us into the 21<sup>st</sup> Century is a key component. Keeping students connected in a way which is relevant to them is important. Another point noted was creating more academic and student support such as tutoring to ensure student success.
5. Feedback received from the students addressed a desire for having more of a campus feel and to be lured to remain on campus. This idea can be tied in with the Facilities Master Plan. In the future as new buildings are built, places can be deemed for students to congregate and have technology access and support.
6. Feedback from the Academic Senate was to better integrate the Enrollment Management Plan with the Educational Master Plan specifically to address dual enrollment and Distance Education.
7. It was encouraged if there were any comments or suggestions, to please communicate them to I. Graff or R. Natividad. The document needs to be in final form and be ready to go to the Board of Trustees by November 9.

#### **Accreditation Update** – J. Shankweiler

1. Work is currently being done on the Compton accreditation report. The report needs to be completed and mailed as their visit will be something in March 2017.

#### **Technology Plan** – A. Leible

1. The Technology Plan is a five-year plan. A. Leible informed the committee on some of the processes and procedures for clarity on Technology Plan. A stronger emphasis on infrastructure to support learning management was noted. Work is being done to ensure the Technology and Facilities plans coincide for continuity and enhancement of the facilities.
2. New items for the Technology Plan are infrastructure and security awareness. A new security specialist has been hired to address this area. Data governance is also going to be addressed. A continuity of terminology utilized on this campus is also being addressed. Various user groups understand and use terms in different ways. This will assist in understanding requests and requirements in a better fashion. Data stewardship is an area which determines ownership of the data or who gets to access what particular things.
3. One of the biggest problems is project management. Projects are submitted from every level and every area of the college. The goal would be to have a process where projects are organized, structured and then prioritized in readiness for funding. The college would then pick the most important projects to fund.
4. A proper replacement cycle needs to be established for technology. Items such as desktops, laptops and tablets need to be replaced in a consistent, timely manner.
5. It was noted protection against cyber-crimes is important for an institution to prepare for in their planning process. This protection can cost a lot of money but is a critical item needed.

#### **Closing Comments**

1. The committee was reminded to take their PBC survey. It will still be up and active for one more week.
2. David Mussaw was recognized for the work he did on data gathering and researching for the Facilities Master Plan and educational planning.

#### **Adjournment** – R. Natividad

1. The meeting adjourned at 1:50 p.m. The next meeting will be held on **November 3, 2016 at 1:00 p.m.** in Library 202.