

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: October 6, 2016

MEMBERS PRESENT

- | | |
|---|---|
| <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 checked="" 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 type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: S. Waterhouse

Support: B. Atane, I. Graff, J. Nishime, J. Shankweiler (R. Natividad acting VP)

The meeting was called to order at 1:04 p.m.

Approval of the September 15 Minutes

1. The date on agenda with reference to the draft minutes was corrected to September 15, 2016.
2. Page 1 – Financial Aid Update section. Last sentence: **Delete:** This will be in effect for the next 31 years. **Added:** This will be the first time that an academic criterion is used to determine eligibility.
3. It was noted that the comprehensive master plan update meeting was moved to October 11th due to conflicts.

PBC Evaluation Timeline/Discussion – I. Graff / R. Natividad (handout)

1. The PBC evaluation survey was provided for a second time for committee review and updates. It was noted the PBC conducts an annual evaluation to provide feedback on the committee structure and effectiveness. No changes or additions were suggested. The PBC evaluation will be provided to members and support via an email link. The committee was encouraged to provide feedback during the open evaluation period.

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

1. A revised, updated Annual Planning and Budgeting Calendar was provided to the committee. The updated calendar provided the same information but in a more concise format and alignment. Discussion and input was provided by the committee on timelines and additions to the calendar. The calendar has been used in the original format for a number of years. President Maloney provided feedback on alignment and format prior to the meeting to assist the committee. Discussion provided the addition of: The college plan finalized/budgeted (October), Faculty Obligation Number (April), May revise (May), and the Mid-year evaluation (January) will be changed to mid-year updates. The committee and support members were encouraged to review included dates from their area to confirm appropriate dates are provided. The calendar additions will be made and the calendar will be reviewed again by the committee.
2. The committee was provided two informational graphics on the timeline for planning and budgeting. These two documents are graphic representations of the monthly activity of each process. Discussion took place as to the integration of the two charts into one chart showing the link between planning and budget.

TracDat Training Schedule/Discussion– I. Graff (handout)

1. I. Graff provided and update with the TracDat system to the committee. In addition, the Fall 2016 Program Review and Program Plan Training schedule was provided to the committee. It was noted that all program leads should attend a training session. Program participants should also contact I. Graff for additional information.

Adjournment – R. Natividad

1. The meeting adjourned at 1:40 p.m. The next meeting will be held on **October 20, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

APPROVED