

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: August 6, 2015

MEMBERS PRESENT

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| <input checked="" type="checkbox"/> David Brown - ECCE | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Alice Grigsby -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: Emily Rader, Jackie Sims, Ericka Solarzano, Michael Trevis **Support:** Linda Beam, Irene Graff **Guest:** Jaynie Ishikawa

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

Approval of the July 16, 2015 Minutes

1. On the title of approval of minutes, correct date to June 18.
2. Under PBC Annual Activity Calendar, #1, last sentence, after the word activity **add:** report.
3. The approved minutes will be posted on the website.

Title IX Compliance and Updates – Jaynie Ishikawa (Handouts)

1. The purpose of this presentation was to introduce the proposed board policy and administrative procedure for 3540 which is sexual and gender based misconduct. A basic overview was given at this point. The topic which was the main focus of the discussion for the committee was the proposed BP (Board Policy)/AP (Administrative Procedure) 3540 which deals with sexual and gender based misconduct. This includes sexual violence such as rape and sexual assault, sexual harassment, domestic and dating violence and stalking. Currently El Camino has a BP3540 which pertains to sexual and other assaults on campus. What is proposed is a new BP/AP 3540 because currently there is no AP which corresponds to the BP right now. The BP needs to be expanded to reflect new categories the District is responsible for.
2. Title IX of the Education Amendments of 1972 prohibits sex-based discrimination in educational programs or activities that receive federal financial assistance. Other related laws were mentioned: the Clery Act, Violence Against Women Act (VAWA), Campus Sexual Violence Elimination Act (SaVE), and Family Educational Rights and Privacy Act (FERPA).
3. It was mentioned Title IX requires that El Camino must respond promptly and effectively to sexual violence and must conduct an adequate, reliable, and impartial investigation. The District must also protect students as necessary and also provide necessary measures and remedies.
4. The entire new proposal for the BP/AP 3540 was presented to the committee. The committee was encouraged to review this material and give their feedback to J. Ishikawa. This new proposal for BP 3540 is basically changing the existing policy to say it is not just sexual assault but is now all of these new different categories which will be a violation of district policy. There will be a corresponding AP to tackle this issue.

5. The proposed AP 3540 will be recapping what BP 3540 says in that sexual and gender based misconduct is a violation of District policies and regulations. It will also explain the new and updated versions of affirmative consent as well as informing anyone what is to be expected during this process.
6. For further and more detailed information, the committee was referred to the District's website for Title IX Compliance.
7. It was spelled out that an administrator or faculty member are noted as responsible employees which means they have a responsibility to report any kind of sexual or gender based misconduct.
8. It was clarified whether or not an incident happens on District property or not, the District still has an obligation to look into the matter. Regulations will apply fairly to both accuser and accused. Making a complaint against someone does not elevate the issue so it is a public record. In a lot of cases, people do not want their information shared more than necessary so it was noted the reporting person should directly go to J. Ishikawa and not their supervisors. She will help determine who else needs to be alerted. If any violence is involved, it was advised that the police should be immediately contacted.
9. A break-out session on this topic will be presented to the faculty on flex day. Other trainings will also be forthcoming. Expectation of training benchmark offer training to all employees and students.

Planning and TracDat Update – I. Graff (Handouts)

1. As of July 1 a new strategic plan has taken affect regarding planning. There is a new Mission statement with Strategic Initiatives with measurable objectives as well as wider institutional effectiveness outcomes. The accrediting commission highly recommended having measurable objectives under each strategic initiative. These measurable objectives targeted the strategic initiatives making them more comprehensive. Objectives were added underneath the initiatives indicating what would be accomplished in a five-year span of time. This will help determine the progress being made with the initiatives.
2. The second item new to the strategic plan is the institutional effectiveness outcomes. These are student achievement outcomes which will help assist in the students' readiness and preparation for college. Also put into place will be milestone measures which will show how students are making progress through their academic career and finally outcomes which entail measures of completion (degree transfer and certificates).
3. After these measures were approved, the state legislature required that the Chancellor's Office initiate an institutional effectiveness framework. The Chancellor's Office is to publish this information for each college. The individual colleges will then set aspirational goals. El Camino has already set these goals for the college already through our last planning summit.
4. The next step evolving this year will be a Master Plan. A Strategic Plan is the direction our college wants to head towards in the future. A Master Plan involves more specifically where we want to take the institution. The plan works in concert with a technology plan, staffing plan, and facilities master plan. An implementation plan will be development to accompany the strategic plan. We currently do not have an implementation plan. Hopefully with the next revision of the master plan, this will be resolved. The master plan will need to be approved by September 2016. The initiation of this plan should start once the new CEO is in place so they can review the master plan to see that everything is in order. The master plan can then move forward to be approved the following spring.
5. TracDat which was implemented for this first year affects the planning cycle of 2015-2016. After evaluating the system, it was found to have some issues. There are now improvements to the system which will make using it much simpler. It will now allow us to report on our strategic initiatives and specify the foundation for each funding priority. TracDat can have a program plan, move up to a unit plan, area plan, and ultimately move up to a college plan. This can all be transparent. We are not ready for this as of this fiscal year as the new plan is being piloted. It should be ready for next year's planning cycle.
6. It was brought up there has been limited discussion regarding the master plan because it was in the development stages. It was suggested that to improve the understanding and development of the various areas those items be placed on the yearly calendar for discussion, input and review. The

development of the master plan is an important item to routinely present before PBC. It was noted in the future, the PBC will be monitoring implementation of the master plan. Some plans could be reported on once a year to the PBC so they can be aware of progress made. Those items had been added to the newly developed yearly PBC activity calendar.

Budget Development Process Update – L. Beam/R. Natividad (Handout)

1. In response to the accreditation recommendation 1 (ACCJC), the vice presidents wanted to clarify how they go through their final prioritization process for the budget. It was noted they provide a consistent approach to prioritizing as well as having purposeful discussions. The final budget book is still being developed and will be presented to the PBC on August 27.
2. On the back page of the agenda was a sheet with acronyms and terms to assist in understanding various terms used in the PBC meetings.
3. The Chancellor's Office budget update noted the budget was approved in June but various items are still being fine-tuned. One item which did come up was the addition of \$60 million for the additional hiring of full-time faculty for the entire system.
4. The Chancellor's Office is concerned with the impending expiration of the Prop 30 tax increase. They are not sure what the effect of this will be. Once this tax expires there is little possibility for this tax revenue to be renewed. The Chancellor's Office is cautious at this time and is informing all public education they should not be counting on this money forever. The adjustment period when the tax expires will be significant.
5. A change was suggested for one of the recommendations from the ACCJC regarding incorporating measurable objectives. I. Graff proposed under the guidelines for the budget development process that number two be changed to say the following: 2. Directly impacting objectives or institutional effectiveness outcomes of the strategic plan. It was agreed this change seems reasonable.
6. It was noted the vice presidents are looking at reformatting how the priority lists are viewed and separating out long-term, on-going types of enhancements versus things that could be handled with one-time monies. Thought was given that some of the supply monies may need to be restored to eliminate some of the enhancements coming through the planning process. It was further discussed that the planning process is for institutional improvement and not for routine maintenance. There needs to be some form of discretionary funding to take care of these on-going, maintenance items.
7. The PBC agreed to endorse the Budget Development Process 2015-2020 Strategic Plan as presented, including the suggestion made by I. Graff. This will be placed into the final budget.

PBC Annual Activity Calendar – R. Natividad (Handout)

1. A revised activity calendar was distributed reflecting some of the activities being moved to different months. The committee was encouraged to review the document and make any further suggestions as this is a living document.

PBC Schedule – R. Natividad (Handout)

1. It was noted the PBC meeting usually scheduled for flex day, August 21, is being moved to not conflict with staff development opportunities for faculty. In looking with the guidelines and working with the Chancellor's Office it was noted that committee work should not be conducted as flex credit on staff development day. It was recommended that those seeking further clarification meet with the staff development office.
2. It was pointed out the final budget book is under development and will be ready for the August 27th meeting.
3. Some disappointment was expressed that the committee was not able to meet on its usual day and time on flex day. It was expressed that this is just not a standard committee. The meeting on flex day is a unique event when the President comes and meets with the PBC to explain his vision and priorities for the upcoming year.

4. In the future we can include in the programming an opportunity to inform the campus of what the PBC does. This option was discussed in the spring as a possible session. The topic can be discussed further with the office of staff development as well as the committee in charge of future programs. It was clarified flex hours and flex activities are not just a contract issue but are a reporting requirement to the Chancellor's Office. Flex day hours are characterized as an in-lieu day. This means in lieu of instruction the college is allowing the faculty to engage in professional development. The Chancellor's Office does provide some leeway in how this happens but every year the college has to verify the hours for the activities because we receive apportionment for the activities. It was clarified if we did not have these professional development days, faculty would be in the classroom teaching. The college wants to make sure activities which are being signed off on are truly professional development.

Adjournment – R. Natividad

1. The meeting adjourned at 2:37 p.m. The next meeting is scheduled for **August 27, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED