

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: February 5, 2015**

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**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"/> Alice Grigsby -Management/Supervisors  | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT                                   | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Jessica Siripat – ASO, Student Rep.       |
| <input type="checkbox"/> Dipte Patel – Academic Affairs                    | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** I. Graff, Emily Rader, Jackie Sims, G. Turner **Support:** Francisco Arce, B. Atane, Linda Beam **Guest:** Bob Klier

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

**Approval of January 15, 2014 Minutes**

1. Correction under **Budget Update**, 3h., **correct** zero to lower case o. The minutes were approved and will be posted on the portal and website.

**Enrollment Update** – F. Arce (handout)

1. The enrollment report was reviewed. It was noted we are about 5% down from our target. We haven't made up what we borrowed from summer. The numbers did improve after the additional add period. Positive attendance will be figured in later which will probably make up the 5% we are down by. In comparing spring to spring, we are down less than 1%.
2. Academic Affairs has been running the enrollment reports. A specialized informational spread sheet has been assembled where all the open enrollment classes can be viewed and filtered. This information will help us view everything as a whole. It has been expand to every section we have. Positive attendance is not figured in until the end of the semester so the numbers could very well equal out.
3. It was noted we will probably end this year with a 500 FTES deficit for funded cap. It was clarified the term targeted is means the numbers we would like to see.
4. The structure of summer session was discussed as to how it affects our funded cap. Between the first six-weeks and the eight-week sessions, we should receive we should produce efficient FTES for this year.
5. The college needs to start developing non-credit programs – particularly the enhanced programs, to supplement our credit program. The Chancellor's office curriculum handbook language for Title V will be sent out to the committee. It describes non-credit and enhanced non-credit apportionment courses. Enhanced non-credit will be apportioned at approximately \$2,900 per FTES. With all the adult education programs we may inherit, it may be advantageous for us to have non-credit and enhanced non-credit instruction. Enhanced non-credit was defined as ESL and certain vocational preparatory programming and short-term training to get people qualified for work.

6. It was suggested we take a look at the summer scheduling. A number of students enroll in both the first and second-six week sessions. If there was an overlap in offering the summer sessions it will lack flexibility for the students to enroll in both sessions. Live data on demographics is needed on the students.
7. Regarding student enrollment, it was noted we don't know what student groups are declining. Our data analysis is more passive. We need to be a little more reactive. The goal is to make up our deficit and have some in the bank.
8. It was asked if we could overlap and have two eight-week sessions. Students usually like taking two classes during the summer to get them out of the way. It was noted there was not enough time during summer to have two separate eight-week sessions. Other difficulties with this scenario are the problems of facility availability and prerequisite issues.
9. It was also noted we do not offer enough on-line instruction. If full-time faculty could teach more of these classes, it would grow the programs. Faculty would need to be well trained with on-line teaching along with ETUDES.
10. It was noted there is talk at the Chancellor's office the non-credit programs may be eligible for SSSP money.

#### **El Camino College Reserve** – Group

1. It was stated President Fallo will be making a recommendation to the board to raise the reserve by 10%. The concern noted was it had not been addressed or discussed at PBC. J. Higdon will be bringing this information to the committee.
2. It was noted significant consequences could come from this recommendation with the rainy day fund and with negotiations. J. Higdon will be asked for a tentative timeline so everyone and R. Natividad will get back to the committee on this.

#### **PBC Planning Update and Calendar** – I. Graff

1. All program reviews must be in TracDac at this point. All recommendations for the upcoming fiscal year 2015-16 should also be in the system right now. Unit plans are due February 15, but technically with the holiday they will be due on February 17. The prioritization will then start at this stage.
2. It was reported the vision process is being finished for the master plan.

#### **PBC Responsibilities** – R. Natividad (handout)

1. The purposed statement has been updated as shown with the track changes in the handout. A new header called General has been added to show some of the general things PBC does as a group.
2. Under Planning two other items have been added. If anyone sees additional things needed or have any comments, please send R. Natividad your suggested edits.
3. A suggestion was made for under General to delete the membership. Membership is something which is taken care of outside the committee and should not be discussed.
4. Under Planning, the new changes made were clarified. It was noted the statement saying continue the five-year cycle of master planning was the same as the new statement of participate and review the five-year cycle of master planning. It was thought participate was a better word as opposed to continue. The second new added statement was changed to read – Participate in the development and review of the five-year cycle of strategic and master planning.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:48 p.m. The next meeting will be **February 19, 2015, at 1:00 p.m.**, in Library 202

APPROVED