

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: January 21, 2016

MEMBERS PRESENT

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| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input type="checkbox"/> Nicole Mardesich – 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: A. Grant, A. Sala, E. Rader, C. Vazquez **Support:** L. Beam, I. Graff, J. Higdon, J. Shankweiler
Guests: T. Brown (presenter), C. Preston, J. Troesh, Susana Prieto

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

Approval of the January 7 – Minutes

1. Under Chancellor’s Budget Update, #3, after the word Access **add:** (growth). The minutes were approved with the one addition and will be posted to the website.
2. The new Director of Kinesiology and Athletics, Colin Preston, was introduced to the committee.

Facilities Update – T. Brown (Handout)

1. An update on the facilities master plan report was presented to the committee. It was noted that on-going projects are broken down and labeled as projects in design and projects in construction. Currently there are two projects which are in design: the Administration Building and the Pool/Aquatics Building.
2. There are three projects which are already designed and are in DSA (Department State Architect) review. The first is the new Gymnasium which will break ground after this spring’s graduation. Also in DSA is the new Student Services Building. This building will be placed where the old Industry and Technology Shops Building was located. The third project is the Parking Structure C which will be located on the north area of the campus near Facilities. The parking structure is out to bid right now and will be awarded in time for the February board meeting.
3. Two other projects which are in construction at this moment are the new Stadium (which will be completed by graduation) and the Channel Parking on the west side of the campus (seismic upgrade). It was noted because of the issue with parking, no construction will be occurring for the first four weeks of school. After the first four weeks of school, a section of the parking will be reclaimed for the continued construction project. This project is in hopes of completed within two years.
4. It was pointed out there is an area noted on the handout listing total project budget. This amount entails everything associated with the project, from start to finish.
5. It was noted the Music and Fine Arts area will eventually be replacing the current Student Services Building. It was also mentioned that Social Sciences and Art and Behavioral Sciences are buildings which are currently split at this time. The plan is to eventually bring them together as one building.

Enrollment Update– J. Shankweiler (Handout)

1. To help out with enrollment it was decided to keep registration open through last Friday evening. This brought 1,000 extra enrolled students into the college.
2. The Enrollment Trends Report showed the enrollment figures for last year and this year and close. This year's figures are a little lower – we are down .6 percent from last spring. This does not take into consideration the growth we are trying to achieve to make our fully funded growth goal. The fill rate is just about where it was last year – 83 percent.
3. A projection was done which showed we were behind and flat – 1,300 in the hole to make our fully funded cap. If the enrollment numbers do not significantly improve, we might have to go into stabilization next year. Stabilization means we do not meet our base (cap) so we get paid only for what we achieve. If the base is not made for the first year, everything is hold harmless for that year. The next step would be to get back up to our base number. Presently, stabilization is only for one year. It was noted some of the numbers that are being seen state wide show we are not alone in our low numbers. The goal is for us to reach growth (20,071). Currently for spring we are 13.1 percent below our target.
4. To help capture more student enrollment some regular 8-week classes and 8-week on-line classes may be added to the spring schedule.
5. Robin Dreizler and others have been working with the South Bay Workforce Investment Board, Centinela Valley Union High School District, Inglewood Unified School District, and California State University, Dominguez Hills, to initiate the South Bay Promise initiative. This year, all high school seniors from Centinela Valley Union High School District were encouraged to apply for admission to El Camino College for fall 2016. Students selected to participate in the South Bay Promise will have their tuition waived and their textbooks paid for during their first year of enrollment as part of their participation in the First Year Experience program. We are serving the second cohort of students and recruiting the third cohort of students for this initiative.
6. It was noted for now we are being paid for each student we have enrolled. It is believed in the future we will be paid on degrees conferred or classes actually completed successfully.

Comprehensive Master Plan Update – I. Graff (Handout)

1. It was reported what is being developed now is the Comprehensive Master Plan timeline. Essentially there are five stages of development for the plan:
 - The Content Development Period
 - The Initial Consultation/Feedback Period
 - The Narrative Drafting Period
 - The Final Consultation Period
 - The Publication and Implementation
 This plan will be implemented for the 2017/2018 fiscal year. In a subsequent meeting more detail will be presented of this timeline and some of the outline of the master plan.
2. The brainstorming group is still being developed but will include the core group of the plan leaders of each consultation group.
3. It was noted the tenure of a master plan is usually five years.

College Planning Process Survey Results – I. Graff (Handouts)

1. A copy of the 2015 survey results were distributed to the committee for their review and discussion. It was noted some nice outcomes resulted but some challenges still remain. There was a slightly higher response rate this time. The most underrepresented group was the classified staff. It was noted one of the strategies may be to see more understanding and participation from the classified staff in the future.
2. Comments were included so suggestions on improvement could be reviewed.
3. An action plan will be brought back to the next meeting and will capture everything the survey recommended.

4. A suggestion was made of creating a goal to try to attain a certain percentage response to the surveys when they are distributed. Maybe it would provide a little more focus for the college culture. It was agreed that for the next time setting goals and measuring them would be a great idea. It was recognized when these surveys are done there is a lack of interest in some people but yet with others they still feel shut out of the process. This was noted as a possible communication and training issue.
5. The committee was encouraged to send I. Graff their comments. A comment was made to offer a choice on the survey of “I don’t know” or “Neutral/Not Sure”.

Adjournment – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting is scheduled for **February 4, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED