

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: May 5, 2016

MEMBERS PRESENT

- | | |
|--|---|
| <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 checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep. | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> David Mussaw – ECCE | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: A. Grant, E. Rader, A. Sala, C. Vasquez, S. Waterhouse **Support:** L. Beam, I. Graff, J. Nishime, J. Shankweiler
Guests: A. Leible,

The meeting was called to order at 12:04 p.m.

Approval of the April 7 Minutes

1. The minutes for April 7 were presented for approval. The minutes for April 21 will be tabled until the next PBC meeting.
2. Page 2, Institutional Effectiveness Partnership Initiative, #4, **insert: not** after for.
3. The minutes were approved with the one correction.

PBC Member Changes – R. Natividad

1. The following PBC members were thanked for their dedicated service to the committee as they will be leaving the committee: Nicole Mardesich (student representative), Emily Rader (academic senate, alt.) will be retiring and Connie Fitzsimons (Academic Affairs) will also be retiring the end of August.
2. The following additions and changes will be as follows: Amy Grant (Academic Affairs) and Steve Waterhouse (Management/Supervisors). Classified staff and Police services still do not have an alternate representative. The goal is to secure a full membership of the committee by the beginning of the new academic year.

Enrollment Management Plan – J. Shankweiler (handout)

1. This is a second review of the enrollment management plan by the PBC. The goal is to receive all the final comments so the finalized version of the plan can be presented to the Board of Trustees in June. Comments can be received through the week after graduation.
2. It was noted it was preferred current strategies could be modified but none could be added at this point. Suggestions on any of the strategies are welcome.
3. Clarification was made on the difference of dual and concurrent enrollment. Dual enrollment is classified as classes that El Camino offers (earning FTES) on the high school campus. Concurrent enrollment is defined as high school students who come onto the college campus to take classes.
4. A question was asked regarding the fill rate percentage on page 5 for the campus-wide afternoon FTES and enrollment data. The year for 2009-2010 lists a fill rate as 20%. It was noted this percentage would be reviewed for possible correction.

IEPI Framework of Indicators – I. Graff (handout)

1. This is the second review of the framework of indicators that we are required to upload on the Chancellor's Office portal. It was reported in order to receive our SSSP funds, goals must be set for a number of district health and student achievement goals.
2. The district's template was reviewed by the committee. It was noted all the definitions are provided for clarification on the back of the handout. We will be setting short term goals of 5% and will be electing not to set goals for any of the optional indicators listed. It was recognized that 5% is a low goal and the board policy pertaining to this goal should be reviewed for a possible change.
3. This report will be moved forward to the Board of Trustees next week.
4. The college proposed indicators and goals were reviewed. It was decided that one and six-year goals need to be set.
5. Under College Choice Indicators the following were chosen:
 - a. 21. College Choice Student Achievement – Remedial Rate (Scorecard)-Math. Math was chosen because there is so much focus on improving this rate at this time (10% increase).
 - b. 22. Optional College Choice – Percentage of degree, certificate and/or transfer-seeking students, tracked for six years who achieved at least 30 units (2% increase).

Technology Update – A. Leible

1. The conversion is still on target to happen. The Colleague system will go down on the evening of June 9 and will hopefully be back up the morning of June 13. It will then be turned over to user testing. Once sufficient feedback is received from the users, the system will be turned back on module by module. During the time the system is down, a splash page will be up to inform the students the system is temporarily down for system maintenance. It was suggested a message be put up on the system to direct the students to the division offices for assistance. It was also suggested Ann Garten's office could get a message out to the students informing them of this upcoming project.
2. A Wi-Fi proposal is being carefully reviewed at this time. The wiring of the Stadium is close at hand and almost ready to be installed.
3. The hiring is ready for the Technical Services Supervisor position (Don Treat's prior position) and Information Security Specialist position (new position). These positions are both pending board approval.
4. The summer and fall programming is working and doing well.
5. It was reported there are some full-time faculty who have not exchanged their laptops yet. Currently there are approximately 40 laptops left. Sheryl Kimball will be sending out an email to the division offices to bring their old laptops in to exchange for their new one.

PBC Annual Goals 2016-2017 – R. Natividad (handout)

1. We will be looking at our 2015-2016 goals and begin to have discussions on the 2016-2017 goals. One of our accomplishments this year was the calendar of activities which has been helpful in assisting with these goals. The committee was encouraged to forward any feedback or ideas to R. Natividad. This agenda topic will be brought back at the next meeting. A list of our accomplishments will be brought back to the committee to help in this process.

PBC Tentative Calendar 2016-2017 – R. Natividad (handout)

1. The calendar for the PBC meeting will be the same as last year. The committee will meet the first and third Thursdays of the month at 1:00 p.m. in Library 202. An extra date has been added in August for review of the budget so it will be ready to be sent forth and approved by the Board of Trustees in September.

Adjournment – R. Natividad

1. The meeting adjourned at 1:36 p.m. The next meeting will be held on **May 19, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

APPROVED