EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: April 6, 2017

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MEMBERS PRESENT

☒ William Garcia– Student & Comm Adv.   ☒ Rory K. Natividad – Chair (non-voting)
☒ Amy Grant – Academic Affairs   ☒ Cheryl Shenefield–Administrative Services
☒ Ken Key - ECCFT   ☒ Jackie Sims -Management/Supervisors
☒ Araceli Rodriguez – ASO, Student Rep.   ☐ Dean Starkey – Campus Police
☒ David Mussaw – ECCE   ☒ Josh Troesh - Academic Senate

Other Attendees: Members:
Support: B. Atane, A. Leible, R. Russell
Guest: G. Toya

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The meeting was called to order at 1:02 p.m.

An ASO update by A. Rodriguez was added to the agenda.

Approval of the March 16, 2017 Minutes
1. Page 2, #4, **correct** the second sentence to read as follows: ITS made it a priority to investigate a CRM constituency relation system.
2. Page 2, #1, last sentence after Greg Toya, **delete:** has shown interest, **replace with:** will be.
3. The minutes were approved with the noted corrections and will be posted to the portal.

Information Technology Update – A. Leible (handout)
1. A freeze had been put on changing the content of the portal a couple of weeks ago. There have been problems with getting the team sites to work. It was decided the best thing to do at this point is to unfreeze the portal for the rest of the semester to allow faculty access to their sites. ITS will look at changing the content sometime over the summer break instead. The students will also need to be informed that their log-in will change. They will have to use the elcamino.edu in addition to their name on the log-in for the portal. This will be changed for them so it will be their one log in for everything on the portal.
2. The password tool which had been turned off for the conversion of data is now going to be turned back on. This means six months from that date; passwords will automatically expire and will require a new password. Notifications on when (April 19 at 4 a.m.) and how to reset the passwords will be sent out repeatedly leading up to the date of April 19. Because of security reasons, from this point moving forward, all passwords will expire every six months.
3. The contracts for the Wi-Fi are signed. Dell will be onsite in the next two weeks to do their final walk through and look at actually positioning the access points and configuration of the controllers and networks. There will be three layers: 1) staff and faculty, 2) students and 3) ECC Guest.
4. ACI is our current payment gateway which is how El Camino transacts our e-commerce business between the banks and the school. They only have internet based payment gateway capability which is difficult and inefficient on androids and iPhones; not a true mobile app. ACI indicated they would not be developing a mobile app in the future. This coupled with reliability issues will lead us to explore other options for payment gateways that offer more integrated and true mobile payment APIs, services, and security.

5. Archiving of documents in Admissions and Records continues to proceed. The Human Resource office is almost completed. The Finance and Business office along with the Purchasing office will be looked at for next year.
6. The Technology Committee has noted there are two items which need to be addressed. The first is the idea of a paperless college to include approval workflows and eSignatures. The second is a master calendar system. Two separate teams will be developed for these projects.

Enrollment Update – R. Natividad/D. Mussaw (handout)
1. It was reported spring 2017 is looking okay so far, especially with the fact that we had a winter intersession this year. El Camino College – for spring 2016 (32 days after census) we had 7,882 projected FTES. This spring 2017 (at the same time) we have a projected FTES of 7,897.   It was noted we have been on a three-year downward trend for spring enrollment. With the addition of the winter intersession, it was viewed the enrollment numbers were not adversely affected for the spring semester.
2. For the Compton Center – the spring 2016 (32 days after census) projected FTES were 2,195. This spring 2017 (at the same time) we have a projected FTES of 2,220. They are above where they were last year, but it was noted they have the addition now of the Cosmetology Program.

Making Decisions Document - R. Natividad
1. A first look was given to the committee of the Making Decisions Document. This is a document that the PBC should review annually. The Cabinet and College Counsel just did a general review and some updates. The committee representatives were asked to review the document and take it back to their constituent groups for their review and input. This document needs to stay updated with the direction and the vision of the college.
2. The various changes were noted. One item noted was a change on page 14 of the document under the area of committee work. The term Student Equity is no longer in existence because of the combining of Student Equity and Student Success.
3. On page 18 under Annual Planning, there is now an identification of the College Plan. Previously it was the Area Plan.
4. On page 20 the PBC document, (update) Annual Planning and Budgeting Calendar which now contains the College Plan – May 15. The timeline is aggressive but we are hoping to be able to fund or identify items for funding while we are still developing the tentative budget.
5. It was noted the Facilities Steering Committee provides updates on current projects on the campus. It was noted a construction zone will be set up by the cross-road area of our pool and the south area of PE-S this upcoming fall. This will be to make way for the forthcoming Pool and Classroom Complex. The Administration building will start to see some fencing going up around it. Human Resources will be the last department to vacate the building. Updates will be forthcoming on the construction process. A new traffic pattern will be set up for the campus.

Adjournment – R. Natividad
1. The meeting adjourned at 1:37 p.m. The next meeting will be held on **April 20, 2017** in Library 202.

RKN/lmo