



**PLANNING & BUDGETING COMMITTEE**

**September 17, 2015**

**1:00 - 2:30 P.M.**

**Library 202**

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

**STATEMENT OF PURPOSE**

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

**Members**

- Vacant – ECCE
- Connie Fitzsimons - Academic Affairs
- Jackie Sims- Management/Supervisors
- Ken Key - ECCFT
- Rory K. Natividad - Chair (non-voting)

- William Garcia - Student & Community Adv.
- Cheryl Shenefield - Administrative Services
- Dean Starkey – Campus Police
- Nicole Mardesich – ASO, Student Rep.
- Lance Widman - Academic Senate

**Alternate Members / Support**

- Linda Beam – Support
- Janice Ely – Support
- Amy Grant - Alt., Ac. Affairs
- Andrea Sala – Alt. SCA
- Irene Graff – Support
- Jo Ann Higdon – Support

- Chris Jeffries – Support
- Jeanie Nishime – Support
- Emily Rader – Alt. Ac. Sen.
- Jean Shankweiler – Support
- Vacant –Alt.Mgmt./Sup.
- Ericka Solarzano - Alt. Police

- Claudia Striepe - Support
- Michael Trevis – Alt. Adm. Serv.
- Gary Turner - ECCE
- Vacant – Alt. ECCFT
- Vacant – Alt. ASO

**AGENDA**

- |  |              |           |
|--|--------------|-----------|
| 1. Draft Minutes Approval – August 6, 2015 | R. Natividad | 1:00 P.M. |
| 2. VP Annual Planning Priorities           | J. Nishime   | 1:10 P.M. |
| 3. PBC Evaluation Overview                 | R. Natividad | 1:20 P.M. |
| 4. PBC Statement of Purpose                | R. Natividad | 1:35 P.M. |
| 5. PBC Yearly Goals                        | R. Natividad | 1:45 P.M. |

October 15<sup>th</sup> meeting – Tentative due to scheduling conflict

**Next meeting – October 1, 2015**

## Committee Funds and Financial Terms Glossary

General Unrestricted	Fund 11
General Restricted	Fund 12
Compton Center Related Activities	Fund 14
Special Programs Compton Center Partnership	Fund 15
Student Financial Aid	Fund 74
Workers Comp.	Fund 61
Capital Outlay Projects	Fund 41
General Obligation Bond	Fund 42
Property & Liability Self-Insurance	Fund 62
Dental Self-Insurance	Fund 63
Post-Employment Benefits Irrevocable Trust	Fund 69
Bookstore	Fund 51

WSCH = Weekly Student Contact Hours  
BOGFW = Board of Governors Fee Waiver  
FTES = Full Time Equivalent Students  
FTEF = Full Time Equivalent Faculty  
COLA = Cost of Living Adjustment  
OPEB = Other Post-Employment Benefits  
FON = Faculty Obligation Number

\* A complete list is available in the annual final budget book.

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: September 3, 2015**

---

**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Vacant - ECCE                                     | <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv.       |
| <input type="checkbox"/> Connie Fitzsimons – Academic Affairs              | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Jackie Sims -Management/Supervisors               | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep.      |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** A. Grant, E. Rader, **Support:** L. Beam, J. Ely, I. Graff, J. Higdon, J. Nishime, J. Shankweiler, W. Warren

---

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

**Approval of the August 27, 2015 Minutes**

1. Under Final Budget Presentation, item 2, clarification was asked for what the \$600 million and \$266 million allocations were for. It was noted a clarification would be obtained and noted in the minutes.
2. Under item 5, change termor to term. A clarification will also be made to the closing of the school between the fall and spring break. There will be a reference noting this time as a six-week break. An explanation was asked for the term “growth-cult state.” It was noted the term refers to “someone always chasing FTES- always trying to grow”. A budgetary recommendation was added stating if winter is offered, the decision should be made prior to rolling spring semester over for schedule development. Otherwise money will have to be spent on overtime to correct the situation. This timing is very important.
3. Under item 7, clarification was asked for what the percentages referenced. The 21% referenced the sales tax revenue and the 79% referenced the income tax revenue.
4. Under item 8, more detail and a better clarification was requested for the notations listed.
5. A revision of these areas will be done and will be reflected in the final copy of the minutes.

**Final Budget Presentation Second Reading** – J. Higdon (Handouts)

1. The 2015/16 final budget was presented to the committee for any questions or clarifications.
2. It was verified there would be no election expense for this fiscal year. The funding information for this is contained under fund 11 (5700), Legal, Elections, and Audit Expense, \$722,200.
3. Funding for faculty conferences and staff development was noted under fund 11@ 349,192 for Travel Conference and Training.
4. It was noted the amount of \$14,955,242 for total reserves was unexpected. The total ending balance listed (\$14,500,762) is minus the reserve. The total ending balance would total \$29,456,004.
5. Starting spring 2015 a fund was derived for the ASB which is funded from a charge to the students. This income is noted in the budget under Auxiliary Services Fund 79 under income (photo ID sticker sales). This money is all based on sales. This fund, paid by the students, goes to the Auxiliary Services Fund. A portion of this money is kept to fund student activities, athletics, the newspaper, and fine arts activities. In turn they give a portion of their funds to the Associated Student Government. In

the past the Bookstore used their profits to subsidize the Auxiliary Services Fund. This year the Bookstore has allocated a zero balance. The sales of the activity stickers to students are now replacing the money which came from the Bookstore. It was noted the Bookstore could still possibly contribute some funds at the end of the year, depending on their financial situation. It was asked how much money should be in reserve for fund 79 because of the noted significance of the current reserves. A part of this reserve is to ensure enough money is held aside in case unforeseen emergencies were to occur.

6. It was noted towards the end of the year, there may be some discussions heard regarding a bond sale.
7. It was questioned if the Puente Project funds would be receiving any allocation of funds as the funding is listed as zero under General Fund Restricted (fund 12 – 8650). It was noted many of the categorical funds have not received their award letters yet. These funding amounts will change dramatically as the year goes on.
8. Concern was expressed for the Information Technology Department (IT) in terms of the money allocated for maintenance and available assistance. It was asked in terms of budgeting and planning if this subject of the funding for this matter is being addressed. It was pointed out under fun 15 (Campus Technology Plan), \$3 million has been set aside. It was pointed out in some of the newer buildings, the current classroom and student WiFi needs are not being met. These issues are being addressed and hopefully will be resolved. Two different WiFi systems are currently being run on the campus. One on the older buildings and a different one on the newer buildings. One of the issues will be weather we have money to bring them under one umbrella.
9. It was noted that \$125,000 has been allocated for recruitment and marketing. This amount is in addition as to what was already budgeted in the base budget.
10. A motion was made to approve the final budget by C. Shenefield. The motion was seconded by Will Warren. The motion was approved unanimously by the committee. The budget will now move to the President.

#### **VP Annual Planning Priorities** – J. Nishime (Handouts)

1. A cover page was distributed showing how the categories were broke down. Ongoing enhancements were listed for supply budgets at \$500,000 which will be broken down at a later date.
2. What was found from the prioritizations from the units were a lot of small items. This complicates the prioritization because it is hard to say whether a small item enhances our strategic initiatives or academic standards that we are trying to achieve. It was decided if some of the smaller supplies were replenished which were cut during the recession, these smaller items could be replaced.
3. The biggest expense is instructional equipment which a big portion is the block grant for Academic Affairs – \$667,000. Requests came up from the divisions to the departments and then to the area vice-president.
4. It was noted page 31 will need to be updated. A prior up-dated plan on the 2015-2020 Strategic Plan, revising the guidelines was approved at the August 6 meeting.
5. Under classroom repair and furniture, several requests were received for computer labs which will be looked at as a whole and not individually.
6. There were numerous requests for different kinds of staffing. The staffing listed on the prioritization is only for new full-time classified positions.
7. The sick-leave mandate also had to be considered. This mandate was effective July 1, 2015. California law implanted a mandate stating sick leave must be provided to all employees. Students who are federal work study employees are not allowed to be paid for hours not worked under Federal law, but under the new mandate California law says we do have to provide sick leave to these employees. This creates a gap in what Federal law allows us to do and what California law requires. There is a maximum of three days of sick leave a year the employee has a right to utilize. A time-keeping software system has been requested to help in tracking the hours of these student/casual employees (temporary employees, student workers, or any employee who has not had the provision of having sick leave). For now since we do not have a system in place to track hours, we are front

- loading these three days. This will be done for this year only until we get the software in place. In the future the formula will be the employee is allowed one hour of sick leave for every 30 hours worked.
8. Number 3 under Staffing was clarified that they are not upgrading the Computer Lab Technician. The position is being reallocated to the IT area. It was recommended all the Computer Lab Specialists are now to be housed in the IT Department. IT will be receiving a new position to help support the lab in the Library basement.
  9. It was noted priority number 5 will be updated to show the strategic initiative it is tied to.
  10. Under Software the new ticketing software was mentioned. It will be used not only for the Campus Theatre but also across campus for various other events such as athletics, planetarium shows, etc. There will also be on-going costs associated with this project. Student discipline software is also on the horizon. Currently the campus is utilizing manila folders and a spread sheet to keep track on discipline issues on both campuses – this system is not working. There is worry we might not be in compliance with the Cleary Act and various other acts. A software system is crucial to make sure we can monitor and record discipline issues.
  11. The area listed as Other is mostly equipment that does not fall under the instructional has a few items listed. The first two items deal with safety issues and will not be coming out of the budget but from our insurance JPA. Fume hoods in the chemistry labs will also be purchased. Also emergency items need to be changed out along with the active shooter training kits.
  12. It was noted the replacement of Campus Police vehicles is sometimes relied through donations of various communities around us.
  13. Any questions were asked to be sent to the vice presidents. These items will be uploaded into TracDat.

#### **Accreditation Follow Up Report** – J. Nishime

1. The accreditation follow up report will be moving forward. There are three recommendations to which we must respond. The first recommendation had to do with institutional effectiveness, leadership and governance. This targets our integrated planning cycle and providing evidence for opportunities for purposeful dialogue.
2. Recommendation two is strictly the financial integrity and sound fiscal plans for the Compton Center.
3. Recommendation three deals with planning and decision making – implementation of the Making Decisions Document at El Camino.
4. A complete response has been done to answer all three of these areas. We will have until September 18 to review the document. This will go to the Board next Tuesday for their receipt and then will be mailed out at the end of the month. It is anticipated we will have a visiting team of two people at the end of October or the beginning of November.

#### **Adjournment** – R. Natividad

1. The meeting adjourned at 2:23 p.m. The next meeting is scheduled for **September 17, 2015, at 1:00 p.m.**, in Library 202.



## EL CAMINO COLLEGE

August 31, 2015

### Vice Presidents Prioritization

Staffing	\$386,500
Classroom Repair/Furniture	\$71,000
Software	\$164,100
Instructional Equipment	\$608,771
Other	\$667,000
<b><u>TOTAL</u></b>	<b><u>\$1,897,371</u></b>
Ongoing Enhancement	\$500,000

\*Budget augmentations will be funded using one or more of the following guidelines:

1. Maintain current level of revenue produced for the District, i.e. achieving FTES target, outreach activities, grant development.
2. Directly impacting institutional effectiveness outcomes.
3. Maintain the integrity of a program.
4. Fulfill legal mandate requirements.
5. Recognize District employees as values professionals.

**2015 - 2016 PLANNING RECOMMENDATIONS**  
**INSTRUCTIONAL EQUIPMENT**

VP Priority No.	Div	Strat. Init.	Description	Fund	Amount Req'std	Goal
1	BSS	B.2	Instructional Equipment 1. Printers for Teacher Resource Room: Purchase two printers (4-in-1 type that can print, scan and fax) for use in Teacher Resource Room (ArtB 313). They will replace existing ones that were purchased with grant funds and can no longer be maintained.	BG	1,200	3
2	FA	A.2	INST EQ 01 -- Dance 2013 Program Review Rec 5: Purchase/install one television monitor, DVD,VHS, camera, and tripods in each of the three dance studios in the Women's South Gym rooms PE-S 212, PE-S 230 and PE-S 233. (DC Rank #12/26)	BG	15,000	3
3	HSA	B.2	Instr Equip 1 - SRC/APE 2015 Recommendation 8: Update and replace old equipment in PE30.  Treadmill \$7,000 Sci Fit Upper Body Ergometer \$4,800 Sci Fit Upright Bike \$2,800 Sci Fit/StarTrac Recumbent Bike \$3,500 Miscellaneous replacement weights	BG	20,000	3
4	I&T	B.2	COSM - Purchase 4 wig dryers: Purchase 4 Wig Dryers. Two wig dryers per classroom for the freshman and advanced classrooms. A total of four wig dryers.	BG	8,568	3
5	NS	B.2	Equipment 01- refrigerator: Refrigerator for the microbiology prep room (LS 132)	BG	4,000	3
6	FA	F	INST EQ 02 -- Music 2014 Program Review Rec 6: Replace 28 digital keyboards in Music 106 with new, state-of-the art equipment. [Old lab--more than 10 years old]	BG	37,000	3
7	HSA	F	Classroom 1 - Softball Field Improvement (emergency need): Add safety padding to the backstop of the softball field. This is an emergency requirement coming in 2016 as part of CCCAA/NCAA playing rules changes.	BG	10,000	4
8	I&T	A.2	ARM - Purchase Water Jet Machine: Purchase Water Jet Machine [Replacement]	BG	86,870	3
9	BSS	A.2	Instructional Equipment: video camera for Early Childhood Education	BG	500	3
10	NS	B.2	Equipment 02- document cameras: 2 document cameras for the Physics Department.	BG	600	3
11	FA	F	INST EQ 03 -- Art 2012 Recommendation 11: Replace all gas torches and fittings in ArtN 133 (for Jewelry Program) [Currently about 30 years old]	BG	5,000	3

\*BG= Block Grant

12	HSA	F	Instr Equip 3 - Fitness Equipment (PE) ongoing replacement year 3: Continuous identification and replacement of fitness, strength and cardiovascular equipment in the area of kinesiology and physical education. Universal design equipment should be considered in areas where it is appropriate. Program Review Recommendation 2013 The equipment should be allocated to PE 2,3,30,33,51,52	BG	50,000	3
13	I&T	A.2	FTEC - Purchase EMS Simulated Patient Assessment: EMS Simulated Patient Assessment: a) Item# 8002 - SMART STAT Basic: \$12,000 b) Item# 2725 - Full-Body w/ electronics (x2): \$1,313/ea, \$2,626 total c) Item# 443 - SMART STAT Basic EMS Scenario Package: \$838 d) Item# 6701 - Trauma Moulage Kit: \$565 e) Item# MM001 - Medical Moulage Book: \$135 f) Item# 407N - Battery Leg SMART STAT: \$435 g) Item# 408 - Amputated Bleeding Leg SMART STAT: \$202 h) Item# 468 - Amputated Bleeding Arm SMART STAT: \$146 i) Item# 1630 - Obese Choking Mankin: \$330 j) Item# 078 - Adult Airway Trainer: \$123 k) Item# 062 - Infant Airway Trainer: \$123 Simulaid, Inc. 800-431-4310 www.simulaid.com	BG	23,800	3
14	LRU	A.2	Learning Resources 2015 Unit Plan Instructional Equipment Priority #3: Install whiteboards on back walls of Learning Resources Center; Install 10 large white boards for groups study room walls.	BG	15,000	3
15	MATH	A.2	Classroom sets of calculators : 200 at \$125/each. While we do currently have a calculator loan program, it gets exhausted usually within the first 3 weeks of the semester. Many instructors are incorporating technology into the curriculum, and are requiring students to use calculators. These calculators are very expensive and many students cannot afford them. When an instructor wants to work on a project during class, there is a need to have a class set of calculators so that all students may participate. CMII Program Review, 2014. CMI Program Review, 2012	BG	25,000	3
16	NS	B.2	Equipment 03- microscope conversion: 36 monocular microscopes need to be converted to binocular.	BG	16,000	3
17	FA	F	INST EQ 04 -- CFA 2010 Program Review Rec 1: Purchase two ETC Gio lighting consoles for Campus Theatre; cost estimated at \$36,200. (DC Rank #21/26) [For instructional purposes; currently 20 years old.]	BG	36,200	3
18	HSA	F	Classroom 6 - RT - 3 Computer Stands for Radiographic Computer Controls, Monitor & Tower - PR 2014: Three stands should have been included in furniture purchase for new facility. Two years later, we still have not received anything. It is dangerous to have the wires draped on the floor, and keyboard at a position too low to see the room when exposing. The equipment is subject to dust and debris by sitting on the floor.	BG	5,000	3
19	I&T	B.2	WELD - Purchase Fabrication Tables: Purchase 2 fabrication tables - students need tables on which to fabricate and fit-up projects.	BG	49,980	3



20	FA	F	INST EQ 05 -- Music 2015 Program Review Rec 15: Purchase musical instruments and equipment to be used by students in instrumental ensembles and the applied program (DC Rank #13/26)	BG	25,000	3
21	NS	B.2	Equipment 05- Slides for Biology: Replacement slides for the Biology 10 and 101 class sets.	BG	2,000	3
22	FA	F	INST EQ 06 -- Coms (2014-15 Division Council): Replace 3 cameras that are out of warranty (DC Rank #22/26)	BG	6,000	3
23	NS	A.2	Equipment 06- Digital Spectrometer: The Rspec digital spectrometer will be used in class for physics demonstrations.	BG	2,000	3
24	FA	F	CLSSRM FRN 01 -- FA Division 2015: CLSSRM FRN 05 -- Music 2014 Program Review Rec 5: Rooms MU 105,106,131,133 and Theater 133: Whiteboards with music staff lines. (\$60,000) (DC Rank 20/26)	BG	60,000	3
25	I&T	B.2	CTEC - Purchase 1 Drill Press: Replacement for aging equipment.	BG	653	3
26	NS	B.2	Equipment 07 - Human Anatomy Models: Funding to purchase new and replacement models for the human anatomy classes.	BG	15,000	3
27	FA	A.2	INST EQ 08 -- Art 2012 Program Review Rec 11: Integrate rapid prototyping into sculpture, jewelry, and 3-d design through purchase of a 3D printer. (DC Rank #25/26)	BG	15,000	3
28	I&T	B.2	FASHION - 20 dress forms for Fashion	BG	15,900	3
29	NS	B.2	Equipment 08 - Storage Container: A storage container for the horticulture nursery equipment is needed.	BG	7500	3
30	NS	A.2	Equipment 10 - Compound microscopes: 36 compound binocular microscopes are needed for LS 105 (Biology 101/102).	BG	50,000	3
<b>GRAND TOTAL</b>					<b>\$608,771</b>	

**2015 - 2016 PLANNING RECOMMENDATIONS**  
**CLASSROOM REPAIR / FURNITURE**

VP Priority No.	Div	Strat. Init.	Description	Fund	Amount Req'std	Goal
1	AA/I&T	B.3	FASHION - Purchase 25 non-mobile sewing machine stools: Currently the sewing machines stools have wheels. The wheels make it unsafe for students who are sitting at a very powerful industrial machine. If the student leans forward when sitting at the machine, the current stools with wheels can move back unexpectedly causing the student to lose their orientation with the machine. This could be dangerous and cause injury to the student.	BG	6,200	4
2	AA/HSA	F.2	Classroom 2 - Softball Facility Improvements: The addition of concrete surface in various areas. The addition of wind screens on 1st base and 3rd base bullpens and batting cages. The addition of vinyl roofing over dugouts and batting cages. Safety matting in dugouts and batting cages.  Program Review Recommendation 2013	BG	50,000	3
3	AA/LRU	B.3	Learning Resources 2015 Furniture Priority #2: Purchase 2 mobile book display units.	BG	1,800	3
4	AA/NS	B.3	Classroom Furniture & Equipment 2- Physics toolroom equipment: The stockroom needs a Midas combo lathe, mill and drill in the workshop.	BG	10,000	3
5	AA/FA	A.4	CLSSRM FRN 03 -- Art 2012 Program Review Rec 11: Upgrade ArtB 218 computer lab/workroom by replacing furniture (DC Rank #5/26)	BG	3,000	3
<b>TOTAL</b>					<b>\$71,000</b>	

**2015 - 2016 PLANNING RECOMMENDATIONS**  
**STAFFING**

VP Priority No.	Div	Strat. Init.	Description	Fund	Amount Req'std	Goal
1	HR		Sick leave mandate (FWS)	15	75,000	4
2	SCA/IRP	E	Institutional Research and Planning: Project Specialist, 2013 PR, Rec 1 (Classified range 32, step A; \$49,212 + 30% benefits)	11	65,000	2
3	AA/LRU	A.4	Learning Resources 2015 Unit Plan Staffing Priority #1: Hire a Library Media Technician V to provide appropriate technology support that assures maintenance and support for the software and hardware utilized in the library. This position would replace the Computer Lab Technician that recently retired. (Classified salary range 32, step A, \$49,212 + 30% benefits)	11	65,000	3
4	AS	B	Hire additional Dispatcher Clerk. Currenty, we have four full-time dispatchers (one of which Compton pays for) and three part-time dispatchers. All full-time and part-time dispatchers are required to undergo POST hiring practices with amounts to be about \$2,000 each. We have been losing our part-time dispatchers at two a year. This creates problems in that two dispatchers on duty during peak days and hours now leaving one. By hiring another full-time dispatcher our desire is to eliminate the need for at least two part-time positions. In addition, our part-timers are only allowed to work a maximum of 25 hours a week. (Classified salary range 25, step A, \$41,364 + 30% benefits)	11	54,000	3
5	SCA/ES		Outreach & School Relations: Outreach Administrative Assistant I, 2014 PR, Rec II.2 (Classified salary range 28, step A, \$44,604 + 30% benefits)	11	60,000	1
6	AA/LRU	F.1	Media Services Technician: Learning Resources 2015 Unit Plan Staffing Priority #2: Replace at least one of the vacant positions in the Media Services department and provide support to faculty using instructional media materials. Do not replace Media Production Specialist. (Classified salary range 34, step A, \$51,780 + 30% benefits)	11	67,500	3
<b>TOTAL</b>					<b>386,500</b>	

\*IE: Instructional Equipment  
 \*SC: Safety Credits

**2015 - 2016 PLANNING RECOMMENDATIONS**  
**SOFTWARE**

VP Priority No.	Div	Strat. Init.	Description	Fund	Amount Req'std	Goal
1	HR		Timekeeper software	15	80,000	4
2	AA		Ticketing software	15	35,000	3
3	SCA		Maxient - Student Discipline Software	15	20,000	
4	AA/LRU	B.2	Software 1. Library Software System and Bar Code Labels: Purchase a library software system and bar code labels to be used in Teacher Resource Room.	BG	1,500	3
5	AA/HUM	A.4	The division will obtain Adobe Premier video editing software and Adobe Audition audio editing software license subscriptions for 35 newsroom computers.	BG	12,600	3
6	AA/HSA	A.3 A.4	SOFTWARE 2 - SRC/APE 2013 Program Review Recommendation 19: Utilize digital options and software to support program efficiency and record keeping. Move towards electronic file management system to improve office space and to provide greater access to a growing student population. Also install CARS utility per Chancellor's Office requirements to report LD assessment results and assist with results generation. Can DSPS funds be used?	BG	15,000	4
<b>GRAND TOTAL</b>					<b>\$164,100</b>	

**2015 - 2016 PLANNING RECOMMENDATIONS**  
**OTHER**

VP Priority No.	Div	Strat. Init.	Description	Fund	Amount Req'std	Goal
1	AS	B	Install Roof Lifeline Systems on campus building roofs. (safety credit)	Safety	120,000	4
2	AS	D	Purchase and replace all emergency equipment and related supplies within the new Emergency Preparedness Building located adjacent to the new CAT Building. (safety credit)	Safety	100,000	4
3	AS	E	Added budget to cover additional systems. Obtain funding for the additional legal and regulatory costs mandated by the use of new or modernized facilities.		100,000	4
4	AS	B	Perishable Emergency Equipment (Patrol Bureau)  Replacement of expired emergency equipment 30 - Level III bullet resistant helmets 2 - Ballistic shields 8 - Tactical vests 30 - Chemical agent masks 7 - Rescue equipment kits (OSHA requirement) 5 - Tasers 10 - Active shooter training protective kits 2 - Specialty civil unrest control equipment 30 - Body cameras and related support equipment.		100,000	4
5	SCA	Accreditati on Rec for II 5	A&R Unit Plan: Convert paper documents to digital format (HR & SCA together)		92,500	3,4
6	AS	E	Purchase new high speed, high volume printer for Accounting Dept. Current printer goes on an "unauthorized vacation" when you need it most. IT staff unable to resolve current issues with printer.		5,000	3
7	AS	B	Portable Self Contained Surveillance Trailer (Patrol Bureau)  Purchase and deployment of one security trailers. Including a monthly cellular data plan for the cameras to get back to the campus recording servers.		50,000	3
8	AS	B	Computer Replacement (9-1-1 Communications Bureau)  Replacement of existing four dispatch/9-1-1 Dell computer workstations		16,000	3

9	AS	B	Police Cadet Equipment (Parking Bureau) Additional safety equipment supporting police cadet program  12 Cadet Radios (APX-6000) plus chargers equals \$59,000		59,000	3
10	SCA		IRP: Pilot & Evaluate Business Intelligence/dashboard tools for decision support		3,000	3
11	AA	F	Printers for Division: BSS: 3 HP 4050N network printers for the Division Office, Social Science mailroom and Behavioral Science (ArtB) third floor faculty workroom. LRU: 3 Network laser printers (B&W, duplex) to replace the ones in reference, public access and acquisitions. Math: 2 printers for faculty workroom [Network copy machines]		15,500	3
12	AA	E	Shredder: (2) for BSS and NS division office to replace the existing office shredders.		6,000	3
<b>TOTAL</b>					<b>\$667,000</b>	

# PBC Evaluation 2014

N = 14

## Membership Status

Response	Frequency	Percent	
PBC Member/Alternate	8	57.14	<div style="width: 57.14%; background-color: blue;"></div>
Support Staff	6	42.86	<div style="width: 42.86%; background-color: blue;"></div>

## 1. Review and discuss evaluation outcomes of the Accreditation Self-Study, Comprehensive Master Plan, and annual plans.

Response	Frequency	Percent	
1. Strongly agree	3	21.43	<div style="width: 21.43%; background-color: blue;"></div>
2. Agree	8	57.14	<div style="width: 57.14%; background-color: blue;"></div>
3. Disagree	3	21.43	<div style="width: 21.43%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

## 2. Review and discuss prioritized Area plan requests for funding.

Response	Frequency	Percent	
1. Strongly agree	3	21.43	<div style="width: 21.43%; background-color: blue;"></div>
2. Agree	9	64.29	<div style="width: 64.29%; background-color: blue;"></div>
3. Disagree	2	14.29	<div style="width: 14.29%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

## 3. Continue the five-year cycle of master planning.

Response	Frequency	Percent	
1. Strongly agree	5	35.71	<div style="width: 35.71%; background-color: blue;"></div>
2. Agree	9	64.29	<div style="width: 64.29%; background-color: blue;"></div>
3. Disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

## 4. Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions.

Response	Frequency	Percent	
1. Strongly agree	9	64.29	<div style="width: 64.29%; background-color: blue;"></div>
2. Agree	5	35.71	<div style="width: 35.71%; background-color: blue;"></div>
3. Disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

## 5. Review and discuss College revenues and expenditures.

Response	Frequency	Percent	
1. Strongly agree	6	42.86	<div style="width: 42.86%; background-color: blue;"></div>
2. Agree	8	57.14	<div style="width: 57.14%; background-color: blue;"></div>
3. Disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

## 6. Review and discuss long-range financial forecasting.

Response	Frequency	Percent	
1. Strongly agree	5	35.71	<div style="width: 35.71%; background-color: blue;"></div>
2. Agree	8	57.14	<div style="width: 57.14%; background-color: blue;"></div>
3. Disagree	1	7.14	<div style="width: 7.14%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

## 7. Provide recommendations to the President regarding College planning and budgeting activities.

Response	Frequency	Percent	
1. Strongly agree	7	50.00	<div style="width: 50.00%; background-color: blue;"></div>
2. Agree	6	42.86	<div style="width: 42.86%; background-color: blue;"></div>
3. Disagree	1	7.14	<div style="width: 7.14%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>

**8. Regularly inform the College community of the results of the planning and budgeting process.**

Response	Frequency	Percent	
1. Strongly agree	3	21.43	
2. Agree	8	57.14	
3. Disagree	3	21.43	
4. Strongly disagree	0	0.00	

**10. Meeting discussions address the responsibilities of the committee.**

Response	Frequency	Percent	
1. Strongly agree	7	50.00	
2. Agree	7	50.00	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	

**12. The meeting discussions contain an appropriate amount of structure and flexibility.**

Response	Frequency	Percent	
1. Strongly agree	10	71.43	
2. Agree	4	28.57	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	

**14. The PBC Chair provides meeting agendas and draft meeting minutes in a timely manner.**

Response	Frequency	Percent	
1. Strongly agree	10	71.43	
2. Agree	4	28.57	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	

**9. Periodically review and evaluate the effectiveness of PBC communications to the College community.**

Response	Frequency	Percent	
1. Strongly agree	5	35.71	
2. Agree	6	42.86	
3. Disagree	3	21.43	
4. Strongly disagree	0	0.00	

**11. You are comfortable speaking and voicing your opinion during the meetings.**

Response	Frequency	Percent	
1. Strongly agree	10	71.43	
2. Agree	4	28.57	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	

**13. The final version of the PBC minutes accurately reflects the discussions that occurred in previous meetings.**

Response	Frequency	Percent	
1. Strongly agree	9	64.29	
2. Agree	5	35.71	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	



## Comments

### Question: Q1 Comment:

#### Response

Need to build into PBC annual calendar.

The committee has regularly received updates from Institutional Research on the planning documents and time has been provided for discussion after each presentation.

Other than annual plans, we don't assess long-term outcomes. However, I believe we will do a better job at this in the future.

### Question: Q2 Comment:

#### Response

We really don't discuss prioritized Area plan requests for funding.

### Question: Q3 Comment:

#### Response

It has improved in recent years.

Not quite sure what this means. The college will continue the 5-year cycle but this doesn't ask what PBC role is in that cycle.

### Question: 4 Comment:

#### Response

This is an animated period for the committee because there is great interest in the budget process. The presenters are open to pointed questions and discussions as needed.

### Question: Q6 Comment:

#### Response

Long-range is defined as one fiscal year out - need to plan for longer terms.

### Question: Q7 Comment:

#### Response

Don't know exactly what President receives from PBC.

### Question: Q8 Comment:

#### Response

This is primarily done through constituent groups. There has not been a campus-wide presentation or update on PBC activities.

The newly designed Planning and Budget webpage should greatly enhance the communication flow to the ECC community.

dependent on the respective representative

I find that some members don't communicate back to their constituent groups very often

I am not aware of whether this is done consistently by all representatives. I am aware of a couple of cases only.

---

**Question: Q9 Comment:**

**Response**

The PBC Chair is always trying to keep the website updated, the minutes accurate, and provide information to the committee.

At what point is this done?

Don't remember evaluating the effectiveness of our communication to the college community.

**Question: Q12 Comment:**

**Response**

Dean Natividad has done a good job in providing both structure and flexibility.

The meetings are always timely.

**Question: Q13 Comment:**

**Response**

The minutes appropriately reflect the actions of the committee.

Always well done.

**Question: Q14 Comment:**

**Response**

The circulation of the agenda prior to the meeting prepares members for the discussion.

Excellent job!

---



## 2015 PBC Evaluation

This survey is being conducted to analyze our performance and, if needed, develop appropriate strategies to strengthen areas in need of improvement. Please review the purpose of the committee and mark the response that represents your opinion to each question.

### Membership Status

Please mark the appropriate item below that indicates if you are a PBC member/alternate or support staff. Responses will be kept confidential.

- PBC Member/Alternate
- Support Staff

### Purpose of the Planning and Budgeting Committee

The Planning and Budgeting Committee (PBC) serves as the steering committee for College-wide planning and budgeting. The PBC reviews, discusses, and evaluates the College's planning and budgeting processes to assure that they are interlinked. All plans must be developed using data from program review, and be linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President on College planning and budgeting issues and reports all committee activities to the College community.

### Responsibilities of the Committee

#### A. Planning

1. Review and discuss evaluation outcomes of the Accreditation Self-Study, Comprehensive Master Plan, and annual plans.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q1 Comment:

2. Review and discuss prioritized Area plan requests for funding.

- 1. Strongly agree

- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q2 Comment:

3. Continue the five-year cycle of master planning.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q3 Comment:

**B. Budgeting**

4. Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

4 Comment:

5. Review and discuss College revenues and expenditures.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q5 Comment:

6. Review and discuss long-range financial forecasting.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q6 Comment:

**C. Communication**

7. Provide recommendations to the President regarding College planning and budgeting activities.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q7 Comment:

8. Regularly inform the College community of the results of the planning and budgeting process.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q8 Comment:

9. Periodically review and evaluate the effectiveness of PBC communications to the College community.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q9 Comment:

**D. Meetings**

10. Meeting discussions address the responsibilities of the committee.

- 1. Strongly agree
- 2. Agree

- 3. Disagree
- 4. Strongly disagree

Q10 Comment:

11. You are comfortable speaking and voicing your opinion during the meetings.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q11 Comment:

12. The meeting discussions contain an appropriate amount of structure and flexibility.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q12 Comment:

13. The final version of the PBC minutes accurately reflects the discussions that occurred in previous meetings.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q13 Comment:

14. The PBC Chair provides meeting agendas and draft meeting minutes in a timely manner.

- 1. Strongly agree
- 2. Agree
- 3. Disagree
- 4. Strongly disagree

Q14 Comment:

Submit



**Thank You!**