



PLANNING & BUDGETING COMMITTEE

September 18, 2014

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 Comprehensive Master Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

- | | |
|---|--|
| <input type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dawn Reid - Student & Community Adv. |
| <input type="checkbox"/> Saima Fariz – ASO | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Gary Turner - ECCE |
| <input type="checkbox"/> Dipte Patel - Academic Affairs | <input type="checkbox"/> Lance Widman - Academic Senate |

Attendees

- | | | |
|--|--|---|
| <input type="checkbox"/> Francisco Arce – Support | <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Ericka Solarzano - Alt. Police |
| <input type="checkbox"/> Linda Beam – Support | <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Claudia Striepe - Support |
| <input type="checkbox"/> David Brown – Alt. ECCE | <input type="checkbox"/> Chris Jeffries – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Vacant – Alt. ECCFT |
| <input type="checkbox"/> Connie Fitzsimons - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen. | <input type="checkbox"/> Vacant – Alt. ASO |
| <input type="checkbox"/> William Garcia – Alt. SCA | <input type="checkbox"/> Jackie Sims –Alt.Mgmt./Sup. | |

AGENDA

- | | | |
|---|--------------|-----------|
| 1. Draft Minutes Approval – August 28, 2014 | R. Natividad | 1:00 P.M. |
| 2. PBC Evaluation | R. Natividad | 1:10 P.M. |
| 3. PBC Statement of Purpose | R. Natividad | 1:20 P.M. |
| 4. PBC Yearly Goals | R. Natividad | 1:30 P.M. |
| 5. Adjournment | | |

Next meeting – October 2, 2014

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 4, 2014

MEMBERS PRESENT

Members

- | | |
|--|---|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input checked="" type="checkbox"/> Dawn Reid - Student & Community Adv. |
| <input type="checkbox"/> Saima Fariz – ASO | <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"/> Gary Turner - ECCE |
| <input checked="" type="checkbox"/> Dipte Patel - Academic Affairs | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: David Brown, William Garcia, Irene Graff, Emily Rader **Support** – Francisco Arce, Janice Ely, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Michael Trevis **Guest:** Will Warren, Kay Ragan

The meeting was called to order at 1:04 p.m.

Approval of August 7, 2014 Minutes

1. Page 2, Final Budget Presentation, #6, in the first line, **delete:** were, **replace with:** was.
2. The minutes were approved and will be posted to the website.

Committee Representation Updates

1. Irene Graff will be moving from being an alternate for Alice Grigsby (Management/Supervisors) to a support position on the committee. Jacquelyn Sims will serve as the new alternate for Alice Grigsby (Management/Supervisors).

Budget Review – Part 2 – J. Higdon

1. The committee reviewed the final budget for a second time. It was noted the Child Development Funds on page 15 was still listed in the budget so as to have a trail showing this item has officially been closed out. The fund was closed June 30 by the final transfer of \$291,726 from the unrestricted general fund (2013/14).
2. It was brought to the committee's attention that under the local capital outlay project fund, Position 39 will be bringing in over a half million dollars this year. It was noted the HVAC system in the science area will be able to be changed out over the Christmas holidays. A complete listing of scheduled maintenance will hopefully be available by September 16 in order to be submitted to the Chancellor's office. This final listing should be finalized and available to be brought to the committee by October.
3. The General Obligation Bond Funds projects will be reviewed and reordered by the Facilities Steering Committee sometime during the fall. It was recommended the result of this review be brought back to the PBC for their review in greater detail.
4. It was noted the OPEB liability has been fully funded
5. The Associated Students Fund and Auxiliary Services Fund could both change. They are both finalized as best as they can at this point.
6. It was suggested there be a follow-up to try and get the subject of the planning and budgeting criteria back on the PBC agenda.

7. The analysis of the revenue and expenditures ending balance has been going down each year since 2010/11. A detail analysis will be done on budget versus actual from last year and will be completed and reviewed for presentation to this committee sometime in October.
8. It was noted that all the association membership may not be reflected on the budget listing. If something is incorrectly reflected, it is advised they send a note to Janice Ely.
9. The summary of allocations (fund 15) for special programs (Compton Center Partnership Fund) had its total for enrollment management and marketing plans increased by \$50,000.
10. It was moved by Cheryl Shenefield to approve the final budget/2014-2015 for the El Camino Community College District as presented. It was seconded by Alice Grigsby.

PBC Evaluation – R. Natividad (handout)

1. A handout was given listing the questions used in the evaluation process of the PBC last year. The committee was asked to note if they would like to add to or change any question on the listing. This item will be brought back up next week for discussion. The whole document will be sent out to the committee so the document can be reviewed as a whole.

PBC Goals Review and Discussion – R. Natividad (handout)

1. The goals from 2013/14 were handed out to the committee. In the next month the subject of possible new goals will be discussed.
2. A welcome and introduction was given to Dr. Kay Ragan, the interim Dean of Counseling, for fall 2014 semester.

Adjournment – R. Natividad

1. The meeting adjourned at 2:03 p.m. The next meeting will be **September 18, 2014 at 1:00 p.m.**, in Library 202.

RKN/lmo

ECC PBC Evaluation 2013

N =16

Membership Status

Response	Frequency	Percent	
PBC Member/Alternate	11	73.33	<div style="width: 73.33%; height: 15px; background-color: blue;"></div>
Support Staff	4	26.67	<div style="width: 26.67%; height: 15px; 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	2	12.50	<div style="width: 12.50%; height: 15px; background-color: blue;"></div>
2. Agree	11	68.75	<div style="width: 68.75%; height: 15px; background-color: blue;"></div>
3. Disagree	3	18.75	<div style="width: 18.75%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	5	31.25	<div style="width: 31.25%; height: 15px; background-color: blue;"></div>
2. Agree	9	56.25	<div style="width: 56.25%; height: 15px; background-color: blue;"></div>
3. Disagree	2	12.50	<div style="width: 12.50%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	6	37.50	<div style="width: 37.50%; height: 15px; background-color: blue;"></div>
2. Agree	8	50.00	<div style="width: 50.00%; height: 15px; background-color: blue;"></div>
3. Disagree	1	6.25	<div style="width: 6.25%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	1	6.25	<div style="width: 6.25%; height: 15px; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	9	56.25	<div style="width: 56.25%; height: 15px; background-color: blue;"></div>
2. Agree	7	43.75	<div style="width: 43.75%; height: 15px; background-color: blue;"></div>
3. Disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>

5. Review and discuss College revenues and expenditures.

Response	Frequency	Percent	
1. Strongly agree	9	56.25	<div style="width: 56.25%; height: 15px; background-color: blue;"></div>
2. Agree	6	37.50	<div style="width: 37.50%; height: 15px; background-color: blue;"></div>
3. Disagree	1	6.25	<div style="width: 6.25%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>

6. Review and discuss long-range financial forecasting.

Response	Frequency	Percent	
1. Strongly agree	6	37.50	<div style="width: 37.50%; height: 15px; background-color: blue;"></div>
2. Agree	7	43.75	<div style="width: 43.75%; height: 15px; background-color: blue;"></div>
3. Disagree	3	18.75	<div style="width: 18.75%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	7	43.75	<div style="width: 43.75%; height: 15px; background-color: blue;"></div>
2. Agree	9	56.25	<div style="width: 56.25%; height: 15px; background-color: blue;"></div>
3. Disagree	0	0.00	<div style="width: 0%; height: 15px; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; height: 15px; 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	18.75	
2. Agree	9	56.25	
3. Disagree	4	25.00	
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	3	18.75	
2. Agree	10	62.50	
3. Disagree	3	18.75	
4. Strongly disagree	0	0.00	

10. Meeting discussions address the responsibilities of the committee.

Response	Frequency	Percent	
1. Strongly agree	6	37.50	
2. Agree	10	62.50	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	7	43.75	
2. Agree	9	56.25	
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	6	37.50	
2. Agree	10	62.50	
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	56.25	
2. Agree	7	43.75	
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	62.50	
2. Agree	6	37.50	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	

Written Responses

Question: Q1 Comment:

Response

Could do more in this area.

A long-time shortcoming, still going on, re: Master Plan and annual plans.

Agree for annual plans and to some extent the accreditation self study. The CMP doesn't have outcomes per se.

Question: Q2 Comment:

Response

We don't really discuss this at PBC meetings but should be discussing them prior to final decisions being made.

The Area plan requests are not thoroughly discussed; the PBC should have more complete presentations from each division.

Question: Q3 Comment:

Response

Aside from budget forecasting, I don't think we engage with this.

Question: 4 Comment:

Response

The PBC needs more updates from Administrative Services on all of the above.

More time should be devoted to the Preliminary phase of budget preparation.

seems to be the major focus of PBC

Question: Q6 Comment:

Response

We don't do this as much as we should.

While we do this, we are so limited in our ability to project. This is partly due to the vagaries of the economy and state funding, but also because the College does little long-range planning (aside from construction). If there's little that is substantive to review, there's little to discuss.

Question: Q7 Comment:

Response

We don't often send recommendations to the President.

with budget, planning recommendations are less structured

Question: Q8 Comment:

Response

Very few outside of PBC know what we discuss, what decisions we make, etc.

We can always do a better job at communicating the planning and budget process.

I agree that we do this, but mainly through reports to committees and various decision-making bodies such as Academic Senate and the Board. We're still not effectively communicating to students, staff and faculty.

Really depends on how well the constituent members inform their constituencies.

Some members are lax in sharing/disseminating the information they receive and discussions conducted.

Question: Q9 Comment:

Response

Don't recall evaluating the effectiveness of our communications.

Question: Q10 Comment:

Response

It would be good to remind the committee of its advisory role, opportunities for input, and need for collegial dialogue.

Very much so, except for the Master Plan.

Question: Q11 Comment:

Response

It depends who is in the room or the topic of conversation.

Some members seem to forget their role as a constituent representative and contributor. It's unfortunate that a few comments are blatantly self-serving.

I greatly appreciate the collegial character of the PBC.

The chair is very good at encouraging everyone to give their input.

Question: Q13 Comment:

Response

The minutes are usually pretty accurate.

Because the chairperson always opens the meetings with review of the minutes from the previous meeting, we do an excellent job of changing anything that is not completely clear or accurate. Our minutes are also very detailed, so they faithfully report on our discussions.

Minutes are sufficiently detailed.

Minutes are concise and to the point. Good job.

Question: Q14 Comment:

Response

Getting better. But please keep in mind that faculty (and probably some other committee members) are not at their desks for long periods of time, every day. This means that materials that are sent out 2 days ahead of time are often early enough for review--especially the minutes of previous meetings. I sometimes wonder whether the minutes could be emailed earlier, even if the agenda and other materials are not yet ready.

Very consistent. I like how they are structured.

Rory is doing nicely

Goals 2013-14

- Professional Development Day presentation – Spring 2014
 - Providing information about the PBC year and budget information
- New member orientation involved chair and existing constituent member
- Brief constituent member updates at start of PBC meetings
- Review the process for recommendations and consensus
- Develop PBC website to improve communication amongst members and the college community
- Comprehensive master plan update and comments

**El Camino College
 Planning & Budgeting Committee
 Self-Evaluation Mean Ratings, 2010, 2012, 2013**

The following table summarizes three years of item ratings from the annual PBC Self-Evaluation. The evaluation scale was 4=Strongly Agree, 3=Agree, 2=Disagree, and 1=Strongly Disagree. Ratings of 3.00 or above indicate majority agreement; ratings below 3.00 majority disagreement.

Item	Topic	2010 (n=11)	2011 (n=12)	2012 (n=16)	Trend
1	Review/discuss eval of Accred self-study, CMP, annual plans.	3.18	2.92	2.94	
2	Review/discuss prioritized Area plan requests for funding.	3.36	2.75	3.19	
3	Continue the five-year cycle of master planning.	3.27	3.18	3.19	
4	Review/discuss annual budget proposals and assumptions.	3.73	3.75	3.56	
5	Review/discuss College revenues and expenditures.	3.55	3.45	3.50	
6	Review/discuss long-range financial forecasting.	3.09	3.33	3.19	
7	Provide recs to President regarding planning/budgeting activities.	3.45	3.50	3.44	
8	Inform ECC community of results of planning/budgeting process.	2.91	2.91	2.94	
9	Review/evaluate effectiveness of PBC communications to ECC.	2.73	3.00	3.00	
10	Meeting discussions address responsibilities of committee.	3.36	3.17	3.38	
11	You are comfortable speaking/voicing opinion during meetings.	3.55	3.42	3.44	
12	Meeting discussions contain appropriate amt of structure/flexibility.	3.45	3.50	3.38	
13	PBC minutes accurately reflect discussions that occurred.	3.73	3.83	3.56	
14	Chair provides meeting agendas/draft minutes in timely manner.	3.82	3.83	3.56	