PLANNING & BUDGETING COMMITTEE
November 5, 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 committee activities to campus constituencies.

SI – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

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
☐ Chris Vazquez – Alt. ASO

AGENDA

1.	Draft Minutes Approval – October 29, 2015	R. Natividad	1:00 P.M.
2.	Full-Time Student Success Grants (FTSSG)	W. Garcia	1:10 P.M.
3.	Strategic Plan Implementation Review	I. Graff	1:25 P.M.
4.	PBC Evaluation	R. Natividad	1:40 P.M.

Next meeting – November 19, 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.

Planning and Budgeting Committee
2015 Goals

1. Conduct a college wide evaluation of the planning and budgeting process. [last conducted in Spring 2011]
    a. Measure: Evaluation, discussion and action plan completed.
2. Review and endorse the Comprehensive Master Plan and sub plans to ensure that they are:
    a. Supportive of the Mission and Strategic Plan,
    b. Integrated with other college planning and budgeting,
    c. Implementable, and
    d. Achievable.
3. Evaluate progress on the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Develop an informational packet to orient new members
5. Work to develop a common template for various constituent groups use on the website.

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MEMBERS PRESENT

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

Other Attendees: Members: E. Rader, A. Sala, C. Vazquez **Support:** I. Graff, J. Higdon, J. Nishime
Guests: Accreditation Team - Dr. Linda Lacy (Chair), Dr. G.H. Javaheripour, Dr. Jamey Nye, and Dr. Celia
Cruz-Johnson
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The meeting was called to order at 1:01 p.m.

Introductions were made as the Accreditation Team was visiting and sat in on the PBC meeting.

Nicole Mardesich and Chris Vasquez are now on board to represent the ASO (students).

Approval of the October 1, 2015 Minutes
1. The minutes were approved as presented and will be posted to the website.

College Planning Process – Employee Feedback Survey 2011/2015 - J. Nishime (Handouts)
1. It was noted the Accreditation Team was informed that all the consultation committees would be
    creating a web page where all the minutes and supporting materials will be posted. A revised copy of
    the College Planning Process Employee Feedback Survey was distributed for final discussion.
2. The 2011 Planning 2011Planning Process Evaluation was distributed for review and the
    recommendations for improvement. Addressed was what changes or additions should be made to
    improve or help understand the current planning process. It was noted all the recommendations from
    2011 were addressed and some of the issues were resolved by the use of TracDat. Any questions
    regarding the recommendations should be directed to I. Graff. These recommendations will be added
    to the already published results for 2011. It was pointed out once the results of the new survey are
    distributed, it would be helpful to note that the responses from the 2011 survey were considered along
    with having a link to the recommendation document.
3. The employee feedback survey for 2015 was based on the results of the written comments and the
    feedback from the 2011 survey. All the revisions to the survey were reviewed for the committee for
    clarification. It was suggested to also inquire to see if people are aware of what recommendations are
    ultimately funded at the division/department level. This would be helpful to help ensure the plans are
    updated. Knowing their plan was funded will help drive them to do more planning for the next year.

Strategic Initiative C – Collaboration – J. Nishime

1. It has been requested that all consultation committees include the notation of Strategic Initiative-C-Collaboration on their agendas. This strategic initiative shows the linkage to a purpose statement. It was noted that on the PBC agenda under the committee's purpose statement, you will now see the new Strategic Initiative-C-Collaboration notation.
2. Currently the SI has been placed just below the current PBC statement of purpose.

PBC Evaluation– R. Natividad (Handout)

1. There was a better show of people this year responding to the PBC evaluation. This survey is very important as it provides valuable feedback to the committee. The committee was asked to review the responses at this meeting and bring back any comments at the next meeting. Survey results from 2014 were also included for the committee's review.
2. One of the responses (4) given was listed as someone wanting more access to line item details of the budget. It was noted staff has access to the budget on the web (portal) where they can view these details. For clarification, faculty would need a clearance from IT which they would just to request.
3. A concern was expressed that we need to still hold a PBC meeting during flex day so faculty at large can still have the access to sitting in on the meeting to see how things are done. The issue is a regular committee meeting cannot take place on a day which is devoted to flex activities for the faculty. Possibly if the meeting could be presented as an educational meeting, it may meet the requirements as a flex day presentation. A possible compromise was suggested by having a meeting showing the work of the PBC along with the President presenting on the budget. It was noted if this could not be part of flex day, at least it should be part of the flex day program. A follow-up will be done with some of the faculty representatives and L. Mednick to work on this compromise.
4. The PBC evaluation will be brought back next week for input and comments from the committee.

Bond Sales – J. Higdon (Handout)

1. El Camino is at a point where they are proposing to sell between $80 to a $100 million dollars in bonds around December 2015. The proposal will also include a refunding of a portion of our previously issued bonds in order to take advantage of lower long-term interest rates. This refunding process will provide substantial cost savings to the taxpayers. By combining a sale and refunding, the issuance cost of the bonds will be significantly reduced as well. The estimate projected savings for the taxpayers is estimated to be around $12 to $15 million dollars which would come off their tax bill.
2. The Students' Activity Center and the new proposed aquatics area will be the projects to receive the benefits of these new bond sales. It was requested that a more comprehensive listing of bond projects to be funded with these monies be put on the agenda so it can be reviewed at a future meeting.

Annual Planning Update – I. Graff

1. The goal is to have the funded priority list which was presented to the PBC available and published in the college plan so it is accessible for anyone who is in TracDat. This is currently in progress. Based on the vice-presidents' feedback, it was requested to reorganize all of the funding categories by expense categories – by staffing, equipment, etc.
2. Preparations are commencing for the next year of planning. Training will be available for all of the program leaders. Unit training will take place the beginning of December.
3. On the horizon is the annual plan update which will show what has been funded.

Faculty Hiring – R. Natividad (Handout)

1. A handout on the faculty hiring priorities was distributed by the chair on behalf of Dr. Shankweiler to inform the committee of approved positions for hire. Hiring will take place during the spring for a fall 2016 start. The results reflected show 16 positions which have been prioritized for the 2015-2016 academic year and have been approved by President Fallo. The positions are listed in alphabetic order

on the handout. These positions will be selected and hired in the spring of 2016 and will start employment in the fall of 2016.
2. There are currently six positions being hired now which were left over from last year's prioritization list. In total for this year, we will then be reflecting 22 faculty hires.

Foreign Students – L. Widman
1. An issue addressed several years ago pertaining to our foreign-student recruitment was noted. The subject dealt with providing student housing as a recruiting tool for our international students. A suggestion was made to possibly use the area of the flood control channel. The parents of these students could see this as a real benefit for their students.
2. San Mateo has a current model which would be interesting to get further information about to discuss at the committee. In addition the current foundation housing is an area of interest to the committee for update.

Adjournment – R. Natividad
1. The meeting adjourned at 2:10 p.m. The next meeting is scheduled for **November 5, 2015, at 1:00 p.m.,** in Library 202.

RKN/lmo

For more information:

Full-Time Student Success Grant

A guide for Cal Grant B recipients attending a California community college full time.

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  http://instagram.com/californiacommunitycolleges

- www.youtube.com/user/ICANAFRDCOLLEGE
  www.youtube.com/CACommunityColleges

The California Community Colleges is the largest system of higher education in the nation, with 113 colleges serving 2.1 million students annually. For more information, visit **CaliforniaCommunityColleges.cccco.edu.**

Brought to you by the California Community Colleges, the "I *Can* Afford College" campaign informs current and prospective students and their families about the year-round availability of financial aid. For more information, visit **icanaffordcollege.com.**

9/2015 (67,000)

What is it?

The Full-Time Student Success Grant is a new financial aid program for Cal Grant B recipients attending a California community college full time.

How does it work?

On top of the $1,656 annual Cal Grant B award paid at community colleges, the Full-Time Student Success Grant pays full-time Cal Grant B recipients an additional $600 annually. All full-time community college students receiving Cal Grant B will be offered this assistance, and only full-time students can receive this benefit.

How does it help?

The Full-Time Student Success Grant is designed to encourage students to maintain full-time status. Full-time attendance speeds the completion of your degree and saves you money! Attending full time gets you out faster, and allows you to get on with your life and career!

How do I apply?

Cal Grants and the Full-Time Student Success Grant are just some of the financial aid programs that can help cover your college expenses. You apply for a Cal Grant by completing the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application and have your current school submit your GPA to the California Student Aid Commission. Your completion of the FAFSA also enables consideration for federal grants and loans.

Community college students who are California residents and who miss the March 2 deadline can apply by September 2 to receive consideration for competitive Cal Grant awards. Students completing the Dream Act Application must apply by March 2 in order to receive Cal Grant consideration. But it is important to point out that students can apply year-round for the Board of Governors Fee Waiver.

What else do I need to know?

Full-time attendance is 12 units per term. However, to earn a college degree in four years, you will need to take more than 12 units per term. Students should talk to their college counselor to set up an education plan. Your education plan is your path to completing your degree program and outlines the classes you need to take to meet your educational goal.

Strategic Plan (Board Policy 1200) – IMPLEMENTATION

The following document details the communication and implementation of Board Policy (BP) 1200, the College's new District Mission and Strategic Plan 2015-2020 (see Appendix A). Adopted by the Board of Trustees on December 15, 2014, it will serve as the foundational planning and evaluation document for the next five years. Dedicated implementation of the Strategic Plan should result in improvement of student achievement and institutional quality, as measured by the objectives and outcomes of the plan.

Communication & Collaboration

The Strategic Plan is the result of a comprehensive planning and consultation process consisting of a Strategic Planning Committee that represents all constituent groups, two Planning Summits, and further dialogue with leadership and all collegial consultation groups. The approved strategic plan was discussed with consultation committees in advance of Board approval. The new plan will be communicated to others in the following ways.

Publications

The Strategic Plan is listed or described in the following locations:
1. President's Newsletter – February 5, 2015
2. Board of Trustees monthly meeting agenda (continual)
3. New Board Policy/Administrative Procedure 3250 (Institutional Planning)
4. College website (About, Board of Trustees, & Planning pages)
5. College catalog (annually)
6. Posters (Mission, Strategic Initiatives, posted campus-wide in division offices and campus kiosks)
7. Annual Planning Update (annual report of planning & resource allocations)

The Mission Statement is listed on:
1. College business cards
2. Student Learning Outcomes and Service Area Outcomes statements,
3. Program Review
4. Other planning documents, as relevant

The details of the Strategic Plan will be presented at the following College-wide events:
1. Planning Summit on April 10, 2015
2. Professional Development (Flex) Day, August 22, 2015 (Faculty presentations, and in materials in employee folders)

Foundation of Annual Planning

The Strategic Plan (by way of the strategic initiatives) is the foundation for annual planning and resource allocation decisions. Each planning recommendation at the Program, Unit, Area and College level is linked to a Strategic Initiative (SI), except those unrelated to any SI that are fulfilled for health and safety or compliance reasons.

The linkage between the Strategic Plan and annual planning is recorded in the Program Review & Planning (PRP) system in TracDat, the College's online software supporting institutional effectiveness. On an annual basis, all funded and/or approved recommendations are reported by Strategic Initiative in the Annual Plan Update report (see Measurement, Evaluation, & Improvement below).

Foundation of Master Planning

The Strategic Plan is also the foundation of the more-specific Comprehensive Master Plan (CMP) that includes an Educational Master Plan, and supports the Facilities, Staffing, and Technology Plans. The new master plan (2017-18 to 2020-21) is currently in development (completion date: Fall 2016) and specific initiatives in the CMP will be linked to the Mission and Strategic Plan.

Measurement, Evaluation & Improvement

To ensure that the College stays the course and that our planning process is leading to institutional effectiveness and greater student achievement, progress on our Strategic Plan will be measured annually and the planning process will be evaluated regularly.

Institutional Effectiveness Outcomes

Each April, the College will produce a report of progress on Institutional Effectiveness (IE) Outcomes. The report consists of a baseline rate, current rate, and the target goal to reach by 2019-2020. These rates will be discussed at the Planning Summit, President's Cabinet, Council

of Deans, Academic Senate, student success committees at both locations, and at appropriate collegial consultation committees.

Progress on Strategic Initiatives

Annually, Strategic Initiatives (SIs) will be reviewed to assemble evidence of supporting activities and to determine whether progress has been made. Groups will assemble evidence and discuss areas of progress or need. Sources of evidence for SIs include 1) funded annual plan recommendations; 2) measurable objectives detailed in the Strategic Plan; 3) Actionable Improvement Plans (from the Accreditation Self-Evaluation); and 4) Master Plan targeted goals (to be determined).

This annual assessment of Strategic Initiatives (SIs) is assigned to an associated College committee or leader, with additional consultation provided by related groups:

A - STUDENT LEARNING
- Faculty Development Committee
  - Consultation: Academic Technology Committee

B - STUDENT SUCCESS & SUPPORT
- Student Success Advisory Committee
  - Consultation: Student Equity Program Committee

C – COLLABORATION
- College Council, Consultative Council
  - Consultation: Academic Senate, Faculty Council

D - COMMUNITY RESPONSIVENESS
- Community Advancement (community partnerships)
- Outreach & School Relations (school partnerships)
  - Consultation: Career Pathways, Science Technology Engineering and Mathematics (STEM)

E - INSTITUTIONAL EFFECTIVENESS
- Planning & Budgeting Committee
  - Consultation: Program Review and Assessment of Learning Committee Chairs

F - MODERNIZATION
- Facilities Steering Committee
- Technology Committee
    - Consultation: Academic Technology Committee

Data will be collected from many sources College-wide. Reports from each team will be assembled by Institutional Research & Planning into an annual Strategic Plan Update each fall. The Update will include the previous year's accomplishments and current year plans. It will be published on the College's Planning webpage and shared and discussed with the President's Cabinet, Council of Deans, Continuous Accreditation Team, Academic Senate and all related collegial consultation and advisory committees.

Evaluation of Planning & Decision-making Processes

Formal College-wide evaluations will be conducted every two years. In fiscal years 2016-17 and 2018-19, the College will evaluate its planning and decision-making processes with respect to the Strategic Plan. This evaluation will include a survey of collegial consultation committee members, El Camino College workforce, and student leaders, as appropriate, to help determine understanding of and satisfaction with how planning and decision-making are conducted at the College.

Upon completion of the Strategic Plan (fiscal year 2020-21), the College will conduct an overall evaluation of progress made on the Strategic Plan (and Master Plan to date) and produce a final Strategic Plan Update.

Current & Future Strategic Plans

Although Board approved in its current form, the Strategic Plan is a living document that should be responsive to changing needs and requirements. Therefore, it will be modified with any critical updates annually. Development of the next Strategic Plan (2020-2025) will begin in Fall 2018 and be completed in Fall 2019, in time for the 2020-21 planning cycle.

PBC Evaluation October 2015

N= 23

Membership Status

Response	Frequency	Percent	
PBC Member/Alternate	8	34.78	
Support Staff	6	26.09	
Missing	9	39.13	

Comprehensive Master Plan

Response	Frequency	Percent	
Strongly Agree	2	8.70	
Agree	8	34.78	
Disagree	0	0.00	
Strongly Disagree	2	8.70	
Missing	11	47.83	

Annual Plans

Response	Frequency	Percent	
Strongly Agree	4	17.39	
Agree	6	26.09	
Disagree	2	8.70	
Strongly Disagree	0	0.00	
Missing	11	47.83	

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

Response	Frequency	Percent	
1. Strongly agree	7	30.43	
2. Agree	14	60.87	
3. Disagree	1	4.35	
4. Strongly disagree	1	4.35	
Missing	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	11	47.83	
2. Agree	9	39.13	
3. Disagree	2	8.70	
4. Strongly disagree	1	4.35	
Missing	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	18	78.26	
2. Agree	5	21.74	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	
Missing	0	0.00	

5. Review and discuss College revenues and expenditures.

Response	Frequency	Percent	
1. Strongly agree	12	52.17	
2. Agree	10	43.48	
3. Disagree	1	4.35	
4. Strongly disagree	0	0.00	
Missing	0	0.00	

6. Review and discuss long-range financial forecasting.

Response	Frequency	Percent	
1. Strongly agree	11	47.83	
2. Agree	10	43.48	
3. Disagree	2	8.70	
4. Strongly disagree	0	0.00	
Missing	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	7	30.43	
2. Agree	15	65.22	
3. Disagree	0	0.00	
4. Strongly disagree	1	4.35	
Missing	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	4	17.39	
2. Agree	13	56.52	
3. Disagree	4	17.39	
4. Strongly disagree	1	4.35	
Missing	1	4.35	

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

Response	Frequency	Percent	
1. Strongly agree	6	26.09	
2. Agree	13	56.52	
3. Disagree	3	13.04	
4. Strongly disagree	0	0.00	
Missing	1	4.35	

10. Meeting discussions address the responsibilities of the committee.

Response	Frequency	Percent	
1. Strongly agree	13	56.52	
2. Agree	9	39.13	
3. Disagree	1	4.35	
4. Strongly disagree	0	0.00	
Missing	0	0.00	

11. I am comfortable speaking and voicing my opinion during the meetings.

Response	Frequency	Percent	
1. Strongly agree	16	69.57	
2. Agree	7	30.43	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	
Missing	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	13	56.52	
2. Agree	8	34.78	
3. Disagree	1	4.35	
4. Strongly disagree	0	0.00	
Missing	1	4.35	

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

Response	Frequency	Percent	
1. Strongly agree	15	65.22	
2. Agree	8	34.78	
3. Disagree	0	0.00	
4. Strongly disagree	0	0.00	
Missing	0	0.00	

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

Response	Frequency	Percent	
1. Strongly agree	14	60.87	
2. Agree	6	26.09	
3. Disagree	2	8.70	
4. Strongly disagree	0	0.00	
Missing	1	4.35	