PLANNING & BUDGETING COMMITTEE
November 20, 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 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

- ☐ Alice Grigsby - Management/Supervisors
- ☐ Ken Key - ECCFT
- ☐ Rory K. Natividad - Chair (non-voting)
- ☐ Dipte Patel - Academic Affairs
- ☐ Dawn Reid - Student & Community Adv.

- ☐ Cheryl Shenefield - Administrative Services
- ☐ Dean Starkey – Campus Police
- ☐ Jessica Siripat – ASO, Student Rep.
- ☐ Gary Turner - ECCE
- ☐ Lance Widman - Academic Senate

Alternate Members / Support

- ☐ Francisco Arce – Support
- ☐ Linda Beam – Support
- ☐ David Brown – Alt. ECCE
- ☐ Janice Ely – Support
- ☐ Connie Fitzsimons - Alt., Ac. Affairs
- ☐ William Garcia – Alt. SCA

- ☐ Irene Graff – Support
- ☐ Jo Ann Higdon – Support
- ☐ Chris Jeffries – Support
- ☐ Jeanie Nishime – Support
- ☐ Emily Rader – Alt. Ac. Sen.
- ☐ Jackie Sims –Alt.Mgmt./Sup.

- ☐ Ericka Solarzano - Alt. Police
- ☐ Claudia Striepe - Support
- ☐ Michael Trevis – Alt. Adm. Serv.
- ☐ Vacant – Alt. ECCFT
- ☐ Vacant – Alt. ASO

AGENDA

1. Draft Minutes Approval – October 16, 2014	R. Natividad	1:00 P.M.
2. Strategic Planning & Master Planning	I. Graff	1:10 P.M.
3. Annual Program Plan Update Training (PRP)	I. Graff	1:20 P.M
4. VP Priorities	R. Natividad	1:30 P.M.
5. Planning Calendar	I. Graff / R. Natividad	1:40 P.M.
6. Adjournment		

Next meeting – December 4, 2014

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: October 16, 2014

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MEMBERS PRESENT

Members

☒ Alice Grigsby - Management/Supervisors	☒ Cheryl Shenefield– Administrative Services
☒ Ken Key - ECCFT	☐ Dean Starkey – Campus Police
☒ Rory K. Natividad – Chair (non-voting)	☒ Jessica Siripat – ASO, Student Rep.
☒ Dipte Patel – Academic Affairs	☒ Gary Turner - ECCE
☒ Dawn Reid – Student & Community Adv.	☒ Lance Widman - Academic Senate

Other Attendees: Members: William Garcia **Support –** Francisco Arce, Linda Beam, David Brown, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Will Warren **Guest:** Janette McGee

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

Approval of October 2, 2014 Minutes
1. One minor correction was noted. Page 1, change the date of the approval of the minutes from September 18 to October 7. The minutes will be corrected and posted to the website.

Opening Comments – R. Natividad
1. The new student representative, Jessica Siripat, was welcomed and introduced to the committee.

Accreditation Team Report– J. Nishime
1. The accreditation team visitation was last week and everything went well. Four recommendations were made by the team. The precise recommendations will not be known until the recommendations are received from the team chair. The way the commission is working now is they want to make clear what will be recommendations and what will be suggestions for improvement. What will have to be clarified is whether the recommendations/suggestions are for Compton, El Camino, or both.
2. Some of the recommendations in general had to do with the following:
    a. Implementing Compton's fiscal plan.
    b. Making sure the dialog is taking place with planning.
    c. Having a policy to assist in helping to review the schools polices on a regular basis.
3. A rough draft of the report should be received within a month's time. We will then have ten days to correct any factual errors. The commission will then review the report and issue their edict in January or February.

SSSP Plan – J. Nishime / W. Garcia (handouts)
1. The Student Success Advisory Committee has been meeting and working on a plan since last spring. It will be mailed out today to the Chancellor's office and will be posted on line for anyone to view.
2. Two handouts were distributed to the committee. One was on the budget plan and the other was on the program plan (partial copy) itself. The plan is featuring a new on-line orientation service which will be launched at El Camino and the Compton Center later this month. They have introduced having a theme of having an early alert system – software based. They are waiting for the common assessment to be developed by the state which should be by December 2015.

3. The second hand out is the budget which was submitted to the Chancellor's office. This year an allocation of approximately 2.7 million was received to carry out the initiatives for the program. This would include items such as personnel, computer software/hardware, equipment, etc. An item which was new with this fund was it required having a college match in order to receive this funding. For every dollar received, two had to be received from the district. The match needed was almost 5.5 million which was met and surpassed by 1.3 million. General district and federal grant funds were able to be counted which help assisted in the funding. A special thank you went out to the ITS Department, Cheryl Shenefield and Fiscal Services, Diana Stanojevich for their help. An electronic link will be provided so the whole plan can be viewed.
4. This program was originally known as matriculation. The difference with the funding is now with SSSP it concentrates the funding on the three core services whereas matriculation funded eight services. The intent is to focus the money so students can be more successful. The old matriculation funding was based on a head count, new/continuing and basic skills. Of the new money only 40 percent will be on head count and 60 percent will be on services provided. The new program will help make the program a lot more accountable.

Plan Builder – Technology & Equipment – R. Natividad
1. Information was handed out at the last meeting showing information for technology and equipment for Academic Affairs. It was noted the plan does not show what plan that the items are linked to. The format is different than what has been used in the past. This input will be taken back to the committee so they can see where these plans were linked to. Corrections and updates will be made and the document will be brought back to the next meeting.

PBC – Evaluation – R. Natividad (handout)
1. The evaluation results were handed out to the committee and the results were discussed. It appeared about only half the committee responded to the survey. It was noted the minutes are up on the website in a timely manner. It was mentioned the creation and maintenance of a PBC annual calendar which included all the components the PBC works on and addresses would be a benefit.
2. Rory noted he will soon send out a document with the three-year trend from Irene. It was encouraged for the committee to report back to their constituents. This is an important aspect of the committee and aids with communication.
3. It was noted in the 2008 accreditation report, there were nine recommendations made and all were resolved. There has been a collaborative effort with being successful in the last six years and resolving all issues.

Adjournment – R. Natividad
1. It was announced the first meeting in November is tentative as Rory will be at a conference. He will inform the committee by next week so everyone can plan accordingly as to whether or not we will have a meeting. The meeting adjourned at 1:54 p.m.

RKN/lmo

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR

Dates	Activities	Responsible
September – November	Review and revise planning priorities. Identify budget development assumptions.	PBC Cabinet
November 15th	Submit Program plans for the next fiscal year.	Program faculty and managers
January - February	Determine preliminary revenue estimates Begin assessment of key budget issues—including the funding of high priority planning initiatives	Vice President of Administrative Services PBC
January 31st	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
February 15th	Submit Unit plans for the next fiscal year.	Deans/Directors

March - April	Determine enrollment targets, sections to be taught, and full-and part-time FTEF.
	
	Vice presidents jointly determine ongoing operational costs including:
	    1. Full-time salaries
	    2. Benefits, Utilities, GASB
	    3. Legal and contract obligations
	Develop Line Item Budgets for Operational Areas.
		VP Academic Affairs with Cabinet approval
		
		Vice President of Administrative Services and Cabinet for full-time positions
		
		Vice Presidents

March 31st	Vice President submittal of Area plans	Vice Presidents
April	Tentative budget information completed for PBC review.	Vice Presidents

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR

Dates	Activities	Responsible
April – second meeting	Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet. Proposed tentative budget reviewed and discussed for recommendation. Initial planning and budget assumptions finalized.	Vice Presidents PBC Cabinet
May	PBC submits recommended funding request to the President.	PBC
June	Tentative Budget is presented to the Board.	President
July 1st	Tentative Budget is rolled into active status (purchasing can begin).	Accounting
July 31st	Final evaluation of current year objectives entered into plans.	Program faculty, staff, and managers
July/August	Final revenue and expenditure adjustments made to budget.	PBC and Cabinet
August	Review and discussion of the final budget assumptions by the President with the PBC Final Budget line item review with PBC.	President and PBC Vice President Administrative Services
September	Final Budget submitted to Board. PBC conducts annual evaluation.	President PBC

PLAN BUILDER RECOMMENDATIONS FOR TECHNOLOGY/INSTRUCTIONAL EQUIPMENT -- 2014-2015

Division	PB Goal	Strategic Initiative	Division Priority No.	Description	Amount Requested
BSS	1.2	F	1	Chimpanzee Skeleton w/stand, Osteometric supplies, Skeletal Anatomy for ANTH Lab (ANTH 5) in ARTB 322	6,200
BSS	2.4	F	3	Enclosed Glass Case for Sociology - ARTB 328	1,000
BSS	2.1	F	4	Display Cabinet for Skulls ARTB 322 ANTH Lab Classroom	1,800
				TOTAL	**9,000**
BUS	2.1	F	1	Pencil Sharpeners for classrooms	1,000
BUS	2.1	F	1	Replacement chairs - $7,000 Projector pulls - $400 ($10 each)	7,400
				TOTAL	**8,400**
FA	6	F	1	ART, DANCE, THEATRE: Purchase and install whiteboards in Music 6 (2), ArtB 133 (2), ArtB 217 (2), and PE-S 230 (2). Purchase 1 dual-sided whiteboard on a stand for THEA 151	6,000
FA	7.2	F	2	ART: 4 electric kilns (1 for 3-D Design, ArtB 131; 1 for Sculpture, ArtB 125; 2 for Ceramics, ArtB 122)	40,000
FA	7	F	3	Replace media equipment and cabinets in all 15 Music practice rooms (Music Rooms: 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124). Amplifiers (15) - $6,750.00 Switchers (15) - $1,500.00 CD Players (15) - $3,750.00 MP3 Players / Docking Stations (15) - $3,000.00 Speakers (15) - $3,750.00 Headphones (15) - $750.00 Cabinets (15) - $7,500.00 Input / Output cables (15) - $750.00 Wiring (15) - $4,500.00 Locking Mechanisms (15) - $2,250.00 Microphones (3) - $150.00 Boom Boxes (3) - $300.00 Tax 9% - $3,145.50 Shipping / Handling - $1,500.00	39,596
FA	7.3	F	5	FILM: 55" flat screen display monitor for instructional use in the new film editing lab (Musi 2)	1,500
FA	7.12	F	6	CENTER FOR THE ARTS (CFA): Replace headset system for Marsee Auditorium and Campus Theatre with: HM Electronics DX210-CZ11513 Wireless Intercom 5 - HS15 headsets and lithium battery charger	10,000
FA	7	F	7	DIGITAL ART: 15 iMac computers	25,325
FA	7	F	7	DIGITAL ART: Lynda licenses, and Apple Care protection for the digital arts and graphic lab in ArtB-218.	4,875

FA	7.7	F	9	ART GALLERY: 27" iMac Quad-Core computer and Epson PowerLite XGA Multimedia projector and lens	3,200
FA	7	F	10	PHOTOGRAPHY: Five (4x5) view cameras	7,500
FA	7.13	F		Computer for the front desk of Division Office	1,500
				TOTAL	**139,496**

H.S.A.	6.4	A, B, C	1	Weight, Fitness and Athletic Equipment. Rooms P51, P52, PE3, PE30 and PE33	50,000
H.S.A.	4.4	F	3	Upper Body Odometer (1) PE30	4,000
H.S.A.	4.4	F	4	Pool Hydraulic Lift	15,000
H.S.A.	4.4	F	5	Standing Frame - PE30	2,500
H.S.A.	4.4	F	6	Sound System PE30	1,500
H.S.A.	3.1	F		CRG classroom presentation equipment in UCmm 306, 307, 308, 309. 4 Multimedia Projector ($1,130 each - $3,390) 3 Projector Mount ($125 each - $375) 3 AV Switcher/Scaler ($1,225 each - $3,675) 3 Kramer HDMI over Twisted transmitter ($155 each - $465) 3 Kramer HDMI over Twisted receiver ($170 each - $510) 3 Global Cache ($385 each - $1,155) 3 Doc Cameras ($1,475 each - $4,425) 3 Misc materials ($200 each - $800) 3 Labor ($1,500 each - $4,500)	22,000
				TOTAL	**95,000**

HU	2.1	F	1	One Canon 70-200 f/2.8 L IS II plus 77mm UV filter ($2,600 total) One Canon 7D camera body + 18-135 f/3.5-5.6 kit lens plus 77mm UV filter ($1,900 total) One Nikon TC-17E II 1.7 teleconverter ($610 total) One Nikon 24-120 f/4 ED VR lens plus 77mm UV filter ($1,000 total) One Canon 50mm f/1.4 USM lens + 58mm UV filter ($500 total) One Nikon Fisheye lens 10.5mm f/2.8 ED ($790 total)	7,400
				TOTAL	**7,400**

I/T	3.6A	F	3	AJ: Replace hanging monitors and dvd player (ADM202)	2,500
I/T	3.17	F	3	Fire Academy: Falcon Car EX Fire Training Simulator.	36,478
I/T	3.18	F	4	Fire Academy: FLAG II (Flammable Liquids & Gases) Training Simulator.	73,500
I/T	3.3	F	5	Fire Academy: Purchase PortaCount Pro Respirator Fit Test System.	12,810

				Fire Academy: Fire hoses and nozzles (estimated $13,500) 10 nozzles ($87.95 each) = $879.50 60 hoses ($205 each) = $12,300 2 hydrant wrenches ($26.95 each) = $53.90 Replacement of items stolen from Fire Academy in September 2014 (estimated $16,400) 1. (2) Power hawk Battery Pack Value $500.00 each 2. (1) Commercial Light w/ Stand Value $60.00 3. (1) Pacer Pump value $450.00 4. (1) Yamaha Generator Value $1,500.00 5. (1) Hurst Pneumatic Pump Value $700.00 for Auto extrication tools 6. (1) Senco Air Compressor $399.00 7. (1) Honda Generator Value $1,900.00 8. (3) Jackhammers Heavy duty Value $1,900.00 each 9. (2) Portable Battery Chargers Value $100.00 each 10. 1 Hulmatro Hydraulic Unit Value $2,500.00 for Auto Extrication Tools	
I/T	3.21, 3.24	A, F	6	11. (4) yellow 50' extension cords Value $125.00	29,900
I/T	3.12	F	7	ARCH: Replace wide format printer/plotter. (TA252)	36,000

				CTEC: Replace table saws and miscellaneous equipment: Two (2) saw stop cabinet saws - $10,500
				Hollow chisel mortise - $2800
				JDS multi-router with accessories - $5000
				Six (6) sanders - $1200
				Four (4) routers - $1400
				Sandman downdraft tables:
				   - Model DL 7236 - $3200
				   - Model DL 9648 - $6500	

I/T	3.13	F	10	Sanding Booth model SBP 108 - $5800	36,400
I/T	3.15	F	13	ECHT 140, 141, 144: Classroom set of computer parts (cases, power supplies, mother boards, hard disks, disk drives, video and sounds cards, etc.)	15,000
				TOTAL	**242,588**

LR	5.1	B	1	4-Laptop Computers	5,400
LR	3.1	A,B,E	1	Regular budget adjustment for library materials	50,000
LR	5.1	B	2	2 - Anchor Audio Systems	5,000
LR	5.1	B	3	1 - Kramer scaler/switcher	1,900
LR	5.1	B	4	1-Multimedia Editing Computer: - Apple Mac Pro 6-Core and Dual GPU ($3900) with extra memory ($1200) - Upgraded processor ($1500) and added storage	6,600
LR	5.1	B	6	2 - Global Cache	900
LR	5.1	B	7	2 - Samsung Doc Cameras	3,200
LR	9.1	F	8	Purchase/install OPAC LMTC & LRC Terminals	2,000
LR	5.1	B/F	11	Replace flat screen display monitors in the LTMC classrooms ($1400 each)	6,600
				TOTAL	**81,600**

MATH	5.4	F	1	Two Dell Inspiron 3000 Workstation/Monitor/KB/Mouse. $2,500 each. Server needs for Computer Science Lab, MBA 113	5,000
MATH	5.2	F	2	TI-84 Plus Graphing Calculators (90 calculators at $100 each)	9,000
MATH	2.2	B	2	Printer for S.I. Program	1,500
				TOTAL	**15,500**

NS	3.3, 3.4, 3.5, 3.6, 3.8	C	1	Celestron C-11 Telescopes for the Observatory. Qty. 10 Equatorial wedges (mounts) for C-11 telescopes. Qty. 10 ea. Flexible dew shields for C-11 telescopes. Qty. 10 ea. 42mm-55mm eyepieces for C-11 telescopes. Qty. 10 ea. High speed digital cameras for C-11 telescopes. Qty. 10 ea.	54,000
NS	2.2	B	2	7x7 hot plate/stirrers, 10 ea. for Chem 166	5,000
NS	1.7	A	3	Water baths, 2 ea. for LS 130	1,200
NS	3.1	C	4	Millikan oil drop apparatus, 1 for Phys 105	6,000
NS	1.4, 1.5	A	5	Labomed CZM6 binocular Stereo Zoom microscopes: -36 for LS 109 -36 for NATS 123 -36 for Nats 127 Compound microscopes Labomed CXL: -36 for room Nats 127	90,000
NS	1.1	A	6	Fossil models (various) for display case, 20 ea. for NATS 212 (Earth Science)	5,000
NS	3.1	C	7	X-ray diffraction demo, 1 for Phys 105	1,600
NS	1.4	A	8	Biology Models. Plastic models of plants, cells, etc.	3,000
NS	1.6	A	9	Microscope prepared slides or various organisms for LS130	2,000
NS	3.2	C	10	Physics tools: Bandsaw - $2000 Miter Saw - $400 Router - $275 Hammer Drill - $250 Corded Drill - $80 Cordless Drills - $365 Welding Sets - $400	3,770
NS	2.3	B	11	Spec 20 UV-Vis spectrophotometers, 7 ea. for Chem 166	21,000
NS	1.1	A	12	30 different Anatomy models	40,000
NS	1.1	A	13	Ryobi Non-Contact IR Thermometer, 20 ea. for NATS 212 and Geology	600
NS	1.2	A	14	Cadaver, male + dissection, 1 ea. for LS 113	8,200
NS	1.4	A	15	UVP transillluminator, 1 ea. for LS 105	2,200
NS	2.4	B	16	Laptop computers, 27 for NATS 123, LS 109, and LS 113	32,000
NS	2.4	B	16	Biopac units and equipment, 27 ea. for NATS 123, LS 109 and LS 113	25,000
NS	1.6	A	17	Prepared slides, 1,000 for LS 113 and NATS 123	2,500
NS	3.7	C	18	Wide field deep sky imaging cameras for C-11 telescopes, 10 ea. for the Observatory	20,000
NS	3.1	C	19	2.2 m PAScar dynamics system, 5 ea. for Phys 105	2,000
NS	1.1	A	20	Wall Maps, 2 for NATS 205 and NATS 219	2,500
NS	2.7	B	23	Diode Array Spectrophotometer, 3 ea. for Chem 166	18,000
NS	2.6	B	26	Lab equipment replacements, for smallish items ($100-300) that need occasional replacing, such as pH electrodes, pH meters, chromatography columns, NMR tubes, balances.	40,000

NS	2.12	B	28	Gel electrophoresis system + power supply, 1 ea. for Chem 166	2,500
NS	1.4	A	30	Ohaus Scout Pro Balances, SPE202, 10 ea. for NATS 125 and LS 111	5,000
NS	1.1	A	32	Illuminated globe, 2 for NATS 205 and NATS 206	3,000
NS	3.1	C	35	Laptops, replacement, 32 ea. for Phys 105	48,000
				TOTAL	**444,070**

	GRAND TOTAL	**1,043,054**

P:misc/planblder/unit plan - instr equip
11/20/2014 - REV

PRP

Integrating Program Review & Annual Planning in TracDat

WHY DO WE NEED INTEGRATION?

- ACCJC Standards:
  - *"The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality."* (Standard I.B.9, 2014)
- Good practice (planning should be thoughtful and based on data/information)
- Integration of the tools facilitates reporting

WHAT WAS PROBLEMATIC WITH THE OLD SYSTEM?

- Program Review separate from Annual Plans (Plan Builder)
- Documentation of PR recommendations related to planning objectives often missing
- No way to extract or summarize information
  - Requests by Strategic Initiative
  - Technology, Staffing, Equipment Requests
  - Requests by Funding Type (ongoing, permanent, one-time)
- No longer functioned in some cases

PRP: THE NEW SYSTEM

- Program Review & Planning (PRP) integrated system

- Tool: TracDat (our SAO/SLO tool)

- Developed with input from College-wide PRP Task Force

tracdat

Selected Unit: El Camino: Program Review & Planning (SCA) - Unit: Institutio...

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General | Personnel

El Camino: Program Review & Planning (SCA) - Unit: Institutional Research > Program Overview > General

Program Overview Name: El Camino: Program Review & Planning (SCA) - Unit: Institutional Research

Unit's Mission Statement: Institutional Research & Planning (IRP) supports educational and institutional effectiveness by providing El Camino College and El Camino College Compton Center with accurate, relevant and user-friendly information and analysis for use in assessment and stragetic planning. IRP coordinates college-wide research agendas and integrated planning for data- supported decision-making.

PRP: ADVANTAGES (1)

- Program Review & Annual Planning in one location and integrated
- Customizable & Supported by vendor
- PRP can archive comprehensive Program Review every 4 years, while allowing for needed updates.
- Updating is quick and easy
- Can easily prioritize or reorder recommendations
- No need to "rollover" plans, just change the Implementation Timeline (i.e., plan year)

PRP: ADVANTAGES (2)

- Can "move" Program Recommendations to Unit and Area Levels easily
- Facilitates reporting Recommendations or funded items by:
  - Type of expense (staffing, equipment, tech)
  - Institutional priority (safety, mandates, strategic initiatives)
  - Funding Type (permanent, one-time, ongoing)
  - Cost estimates (Excel export)
  - Area impacts

PRP: SOME LIMITATIONS

- Need to enter existing PRs into PRP (copy/paste)
- Still can't embed PR data and charts into narrative sections (some options in development).
  - However, any documents can be included as 'Related Documents'.
- Recording of plan "participation" not supported in TracDat (we are strategizing some solutions and welcome your input)

PRP: 2015-16 PLAN YEAR

- PRP is now active and being used for plan/fiscal year 2015-16
- Trainings underway at Program level
- Unit/Area trainings in Jan/Feb

- Plan Builder – _only_ for 2014-15 updates in January and July

ONCE UNDERWAY, WHAT IF I HAVE SUGGESTIONS?

- TracDat is fully customizable and the vendor, Nuventive, is responsive to the needs of clients
- Changes can be made and applied to any PRP "unit" (program, unit, or area account)
- 2015-16 will be a "live pilot" – a year to gather feedback and improve for 2016-17

WHEN CAN I BE TRAINED?

- Anyone can attend a Working Workshop to develop a Program Plan or see how the system works (details to follow):

ECC Training Rm
- Nov. 21, 1-2/2-3
- Dec. 4, 1-2/2-3
- Dec. 5, 2-3
- Dec. 10, 1-2/2-3
- Dec. 12, 10-11/11-12

Compton L-SSC
- Dec. 2, 1-2/2-3
- Dec. 9, 1-2/2-3