



PLANNING & BUDGETING COMMITTEE

February 4, 2016

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.

Strategic Initiative – C – Collaboration

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

Members

- David Mussaw – 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.
- Vacant - ECCE
- Vacant – Alt. ECCFT
- Chris Vazquez – Alt. ASO

AGENDA

- | | | |
|--|--------------|-----------|
| 1. Draft Minutes Approval – January 21, 2016 | R. Natividad | 1:00 P.M. |
| 2. Technology Update | A. Leible | 1:10 P.M. |
| 3. Faculty Hiring | L. Beam | 1:25 P.M. |
| 4. Planning Update | I. Graff | 1:35 P.M. |

February 18th – Cancelled due to conference attendance.

Next meeting –March 3, 2016

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 2015-16 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.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: January 21, 2016

MEMBERS PRESENT

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

Other Attendees: Members: A. Grant, A. Sala, E. Rader, C. Vazquez **Support:** L. Beam, I. Graff, J. Higdon, J. Shankweiler
Guests: T. Brown (presenter), C. Preston, J. Troesh, Susana Prieto

The meeting was called to order at 1:05 p.m.

Approval of the January 7 – Minutes

1. Under Chancellor’s Budget Update, #3, after the word Access **add:** (growth). The minutes were approved with the one addition and will be posted to the website.
2. The new Director of Kinesiology and Athletics, Colin Preston, was introduced to the committee.

Facilities Update – T. Brown (Handout)

1. An update on the facilities master plan report was presented to the committee. It was noted that on-going projects are broken down and labeled as projects in design and projects in construction. Currently there are two projects which are in design: the Administration Building and the Pool/Aquatics Building.
2. There are three projects which are already designed and are in DSA (Department State Architect) review. The first is the new Gymnasium which will break ground after this spring’s graduation. Also in DSA is the new Student Services Building. This building will be placed where the old Industry and Technology Shops Building was located. The third project is the Parking Structure C which will be located on the north area of the campus near Facilities. The parking structure is out to bid right now and will be awarded in time for the February board meeting.
3. Two other projects which are in construction at this moment are the new Stadium (which will be completed by graduation) and the Channel Parking on the west side of the campus (seismic upgrade). It was noted because of the issue with parking, no construction will be occurring for the first four weeks of school. After the first four weeks of school, a section of the parking will be reclaimed for the continued construction project. This project is in hopes of completed within two years.
4. It was pointed out there is an area noted on the handout listing total project budget. This amount entails everything associated with the project, from start to finish.
5. It was noted the Music and Fine Arts area will eventually be replacing the current Student Services Building. It was also mentioned that Social Sciences and Art and Behavioral Sciences are buildings which are currently split at this time. The plan is to eventually bring them together as one building.

Enrollment Update– J. Shankweiler (Handout)

1. To help out with enrollment it was decided to keep registration open through last Friday evening. This brought 1,000 extra enrolled students into the college.
2. The Enrollment Trends Report showed the enrollment figures for last year and this year and close. This year's figures are a little lower – we are down .6 percent from last spring. This does not take into consideration the growth we are trying to achieve to make our fully funded growth goal. The fill rate is just about where it was last year – 83 percent.
3. A projection was done which showed we were behind and flat – 1,300 in the hole to make our fully funded cap. If the enrollment numbers do not significantly improve, we might have to go into stabilization next year. Stabilization means we do not meet our base (cap) so we get paid only for what we achieve. If the base is not made for the first year, everything is hold harmless for that year. The next step would be to get back up to our base number. Presently, stabilization is only for one year. It was noted some of the numbers that are being seen state wide show we are not alone in our low numbers. The goal is for us to reach growth (20,071). Currently for spring we are 13.1 percent below our target.
4. To help capture more student enrollment some regular 8-week classes and 8-week on-line classes may be added to the spring schedule.
5. Robin Dreizler and others have been working with the South Bay Workforce Investment Board, Centinela Valley Union High School District, Inglewood Unified School District, and California State University, Dominguez Hills, to initiate the South Bay Promise initiative. This year, all high school seniors from Centinela Valley Union High School District were encouraged to apply for admission to El Camino College for fall 2016. Students selected to participate in the South Bay Promise will have their tuition waived and their textbooks paid for during their first year of enrollment as part of their participation in the First Year Experience program. We are serving the second cohort of students and recruiting the third cohort of students for this initiative.
6. It was noted for now we are being paid for each student we have enrolled. It is believed in the future we will be paid on degrees conferred or classes actually completed successfully.

Comprehensive Master Plan Update – I. Graff (Handout)

1. It was reported what is being developed now is the Comprehensive Master Plan timeline. Essentially there are five stages of development for the plan:
 - The Content Development Period
 - The Initial Consultation/Feedback Period
 - The Narrative Drafting Period
 - The Final Consultation Period
 - The Publication and Implementation
 This plan will be implemented for the 2017/2018 fiscal year. In a subsequent meeting more detail will be presented of this timeline and some of the outline of the master plan.
2. The brainstorming group is still being developed but will include the core group of the plan leaders of each consultation group.
3. It was noted the tenure of a master plan is usually five years.

College Planning Process Survey Results – I. Graff (Handouts)

1. A copy of the 2015 survey results were distributed to the committee for their review and discussion. It was noted some nice outcomes resulted but some challenges still remain. There was a slightly higher response rate this time. The most underrepresented group was the classified staff. It was noted one of the strategies may be to see more understanding and participation from the classified staff in the future.
2. Comments were included so suggestions on improvement could be reviewed.
3. An action plan will be brought back to the next meeting and will capture everything the survey recommended.

4. A suggestion was made of creating a goal to try to attain a certain percentage response to the surveys when they are distributed. Maybe it would provide a little more focus for the college culture. It was agreed that for the next time setting goals and measuring them would be a great idea. It was recognized when these surveys are done there is a lack of interest in some people but yet with others they still feel shut out of the process. This was noted as a possible communication and training issue.
5. The committee was encouraged to send I. Graff their comments. A comment was made to offer a choice on the survey of “I don’t know” or “Neutral/Not Sure”.

Adjournment – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting is scheduled for **February 4, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED

ACADEMIC ADMINISTRATOR

Director EOPS/CARE/CalWORKS

Student Support Services

FULL-TIME ACADEMIC

Accounting	Business
Biology	Natural Sciences
Computer Information Systems	Business
Counselor – Basic Skills/Retention	Counseling & Student Success
Counselor – Generalist/First Year Experience	Counseling & Student Success
Counselor – Veterans	Counseling & Student Success
Electronics & Computer Hardware	Industry & Technology
English	Humanities
Faculty Coordinator/Nurse or Nurse Practitioner	Health Sciences & Athletics
Geography	Natural Sciences
History	Behavioral & Social Sciences
Kinesiology/Coach	Health Sciences & Athletics
Mathematics	Mathematical Sciences
Music	Fine Arts
Nursing	Health Sciences & Athletics
Sign Language/Interpreter Training	Special Resource Center
Spanish	Humanities
Welding	Industry & Technology

PART-TIME ACADEMIC

Computer Aided Design	Industry & Technology
Librarian (On-Call)	Learning Resources
Mathematics	Mathematical Sciences
Respiratory Care	Health Sciences & Athletics



EL CAMINO COMMUNITY COLLEGE DISTRICT
16007 Crenshaw Blvd., Torrance CA 90506

CURRENT RECRUITMENTS

CLASSIFIED

Accompanist – Piano	Fine Arts
Accounting Assistant II	Business Services
Administrative Assistant II	Community Advancement
Computer Systems Support Technician (3 positions)	Information Tech Services
Custodian (2 positions)	Facilities
Electrician	Facilities
Library Media Technician II	Learning Resources
Lead Interpreter Specialist	Special Resource Center
Professional Development Assistant	Professional Development
Project Specialist	Foundation
Project Specialist	Student Equity
Program Coordinator (3 positions)	Student Equity, Reading Success, Student Success
Skilled Trades Assistant	Facilities
Student Services Advisor	Counseling & Student Success
Senior Clerical Assistant	Admissions & Records
Senior Clerical Assistant	Small Business Development Center
Student Services Technician	Student Development
Testing Office Supervisor	Testing/Assessment
Utility Worker	Facilities

CLASSIFIED MANAGEMENT

Director, Career Pathways	Community Advancement
Director, Center for Applied Competitive Technologies	Community Advancement