PLANNING & BUDGETING COMMITTEE
April 6, 2017
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 planning and budgeting are integrated and evaluated while 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

- ☐ William Garcia - Student & Community Adv.
- ☐ Amy Grant - Academic Affairs
- ☐ Ken Key - ECCFT
- ☐ David Mussaw – ECCE
- ☐ Areceli Rodriguez – ASO, Student Rep.

- ☐ Rory K. Natividad - Chair (non-voting)
- ☐ Cheryl Shenefield - Administrative Services
- ☐ Jackie Sims - Management/Supervisors
- ☐ Erika Solarzano – Campus Police
- ☐ Josh Troesh - Academic Senate

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Alternate Members / Support

- ☐ Babs Atane – Support
- ☐ Janice Ely – Support
- ☐ Irene Graff – Support
- ☐ Jo Ann Higdon – Support
- ☐ Kristie Daniel-DiGregorio – Support
- ☐ Art Leible – Support

- ☐ Ruben Lopez - Alt. Police
- ☐ Jeanie Nishime – Support
- ☐ Barbara Perez – Support
- ☐ Rebecca Russell - Alt., Ac. Affairs
- ☐ Andrea Sala – Alt. SCA
- ☐ Jean Shankweiler – Support

- ☐ Michael Trevis – Alt. Adm.
- ☐ Vacant – Alt. Ac. Sen
- ☐ Steve. Waterhouse-Alt. Mgmt/Sup
- ☐ Alt. ASO, Student
- ☐ Luukia Smith – Alt. ECCE
- ☐ Susana Prieto – Alt. ECCFT

AGENDA

1.	Draft Minutes Approval – March 16, 2017	R. Natividad	1:00 P.M.
2.	Information Technology Update	A. Leible	1:10 P.M.
3.	Enrollment Update	R. Natividad	1:30 P.M.
4.	Making Decisions Document	R. Natividad	1:45 P.M.

Next meeting – April 20, 2017

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
2016-17 Goals

PBC Goals 2016-17 for discussion:
1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. Review and approve the Comprehensive Master Plan 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 the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Review and improve upon the yearly activity calendar.
5. Provide a professional development opportunity for faculty and classified.
6. Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

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MEMBERS PRESENT

☒ William Garcia– Student & Comm Adv.   ☒ Rory K. Natividad – Chair (non-voting)
☒ Amy Grant – Academic Affairs   ☒ Cheryl Shenefield–Administrative Services
☒ Ken Key - ECCFT   ☒ Jackie Sims -Management/Supervisors
☒ Araceli Rodriguez – ASO, Student Rep.   ☐ Dean Starkey – Campus Police
☒ David Mussaw – ECCE   ☒ Josh Troesh - Academic Senate

Other Attendees: Members:
Support: B. Atane, I. Graff, J. Higdon, J. Nishime, R. Russell, J. Shankweiler
Guest: G. Toya

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

An ASO update by A. Rodriguez was added to the agenda.

Approval of the March 2, 2017 Minutes
1. Page 2, Annual Calendar, #1, **correct**: May 15 **to:** April 15.
   #2, **correct:** Area Plan **to:** College Plan.

College Planning Update – I. Graff (link)
1. It was noted the Unit Plans were due on March 15 and a lot of the plans were successfully submitted. The next step will be moving on to the Area Plans which will be due May 15.
2. The Comprehensive Master Plan, which will be presented to the Board for approval next Monday, was presented to the committee. After the plan is approved by the Board, individual copies will be distributed to the committee. It was noted the implementation is what will be different about this planning process than in previous ones. Actions will be taken and planned out over a five-year period.
3. The Planning Summit which kicks off the Comprehensive Master Plan is scheduled for April 21. The members of the PBC are invited to the summit and are encouraged to participate.
4. There is a phase II coming up which will be taking the master planning down to the program level. For the most part it will take program review and meeting the Educational Master Plan to create some alignments and strategic directions over the next five years for every program on campus. A program is defined as a unit which has a program review. With all the various changes being made, the anticipated date for completion of phase II should be fall 2017.
5. I. Graff thanked the committee for all of their assistance in the working on and reviewing this plan.

Compton Accreditation Update – I. Graff (link)
1. The accreditation team visit for Compton went well. It was noted while the accreditation team was reviewing the evidence they were touch by the impact the institution has had on the community. During the exit interview, they gave everyone a standing ovation.
2. The accreditation team did lay out some recommendations for improving institutional effectiveness. This was noted as only being something minor. The Commission will review the committee's final report in June. The results should be communicated to us by the end of June or beginning of July.

3. W. Garcia was recognized for the work he did in handling all of Compton's Student Services Program Reviews.

VP Area update, SCA – J. Nishime
1. The committee was informed that W. Garcia will be leaving El Camino College. He has accepted the position of Vice President of Student Services at Las Positas Community College. He will be with El Camino until the end of this April. W. Garcia was thanked for the work he has done with the PBC. Greg Toya will be taking W. Garcia's position on the PBC.
2. The accreditation mid-term report for El Camino was due but we ironically received a corrected letter from the Commission was due October 15, 2017. The report will be put on the Commission's agenda for June and our visits will continue in the fall.
3. Last fall we had a consultant do a process improvement review of our intake through the registration process. There were five major recommendations that resulted from this review as well as 50 other recommendations which came from the data review. From all of the information received, an action plan has been developed to remedy those areas where we are not servicing of students well.
4. One of the items noted was that we had no mechanism in tracking our students. ITS has made it a priority to purchase a CRM constituency relation system. This would enable us to track someone from the time they are a prospect throughout the intake process. One other finding noted from the consultant was that our financial aid should be moved up in the process. This often is a determining factor a student looks at in going to a particular college. In the future our steps to enroll will include a financial aid application. Another item noted was the process is not very welcoming as there is not a lot of human touch in the process. More personal emails could assist in this process instead of just the boiler-plate documents. Other processes will be reviewed to see if they can become more user friendly for the students.
5. A Gradfest is being planned for May 2. Vendors will be selling commencement merchandise. The Gradfest will help make the merchandise more visible to the students. The Bookstore is working on planning this event.
6. The implementation of Starfish and degree planner. The Counseling and IT departments have been meeting frequently for a long time on this project. The beta test was done for Starfish Early Alert in the fall. The beta test will end this upcoming May and a debriefing will be done to review the results. Degree planer is currently being tested by the counselors.

ASO Update – A. Rodriguez / G. Toya
1. A. Rodriguez gave an update of her trip to Washington. The bill she was encouraging support for was the Homeless Student Act of 2017. She noted it was an amazing experience to be able to communicate with legislative staff and senators. The other students who also went on the trip were able to see the legislative process in action and do some lobbying for all students.

Annual Planning/Budgeting Calendar – R. Natividad (handouts)
1. Additional discussion took place about the dates and timing of the program plan, unit plan and area plan since there is now the addition of the college plan. Program plans will be moved forward to an earlier due date of November 1 to allow for proper discussion and prioritization. Unit plans for 2018/19 will be moved to March 1 and Unit plans to April 1. The final prioritization of plans will be placed in the College plan by May 1. The timing should allow program to be informed of their allocations during the summer and before the next planning cycle.

Adjournment – R. Natividad
1. The meeting adjourned at 1:45p.m. The next meeting will be held on **April 6, 2017** in Library 202.
RKN/lmo

PBC April 6, 2017

Information Technology Services

1. Portal Upgrade. Delayed 2 weeks due to difficulty in converting customized coding from current version of the portal. At this time, reworking the customized code is still faster than rewriting all code in to new SP 2013 as programming staff must learn new SP 2013 coding. Once the new portal is operational, we will build out non-customized tools in TEST for implementation.
2. Turn on the Password expiration tool at maximum, 6 months. However, this will cause all passwords over 6 months to automatically require new password. Notifications on when (April 19th at 4 AM) and how to reset will be sent out repeatedly leading up to that date. (see notification)
3. WiFi contracts are signed, Equipment is already at the cabling installer's subcontractor for pre-configuration. Official Kickoff meeting is Friday 3/24/17. ITS and Dell held a pre-call to begin sharing data, access and requirements with Project Manager and the Dell team. Rocky and I will issue the notice to proceed as soon as Dell is ready to ship the Access Points (already pre-configured) to our warehouse. Communications Building C-101 has been coordinated as the staging point on campus to allow faster onsite installation.
4. ACI is our current payment gateway. ACI does not have an actual API or app for mobile payments. They admitted they only have internet based payment gateway capability which is difficult and inefficient on androids and iPhones, not a true mobile app. ACI indicated that they were not planning on developing a mobile in the near future. This coupled with reliability issues (frequent maintenance downtime exceeding normal expectations), and after speaking with different groups, I believe that ECC should explore options into other payment gateways that offer more integrated and true mobile payment APIs, services, and security.
5. Archiving of A&R continues to proceed. Ricoh is preparing to complete scanning and loading of the least types of files. FIN and Business office are being looked at for next year (to include the pallets in the warehouse)
6. Upcoming Projects based on Technology Master Plan goals.
    The Technology Committee will be reaching out for input from all departments on the following proposed projects:
    a. Paperless College to include approval workflows and eSignatures
    b. Master Calendar System

Term: **2017/SP**
Reporting Date: **3/30/2017**
Location: **El Camino College**

Enrollment to Date: Resident Students

32 Days after Census Day	Spring 2016 (03/03/16)	Current	Goal	Current away from goal
Sections	2,067	2,082	-	-
Seats Filled	56,507	56,586	-	-
Sections Fill Rate	82%	82%	90%	**-8%**
Projected FTES	7,882	7,897	8,100	**(203)**

Full-Time Equivalent Students (FTES)

2016/SP FTES (7,968)

	Spring 2016	Current	Goal
RESIDENT FTES	7,882	7,897	8,100
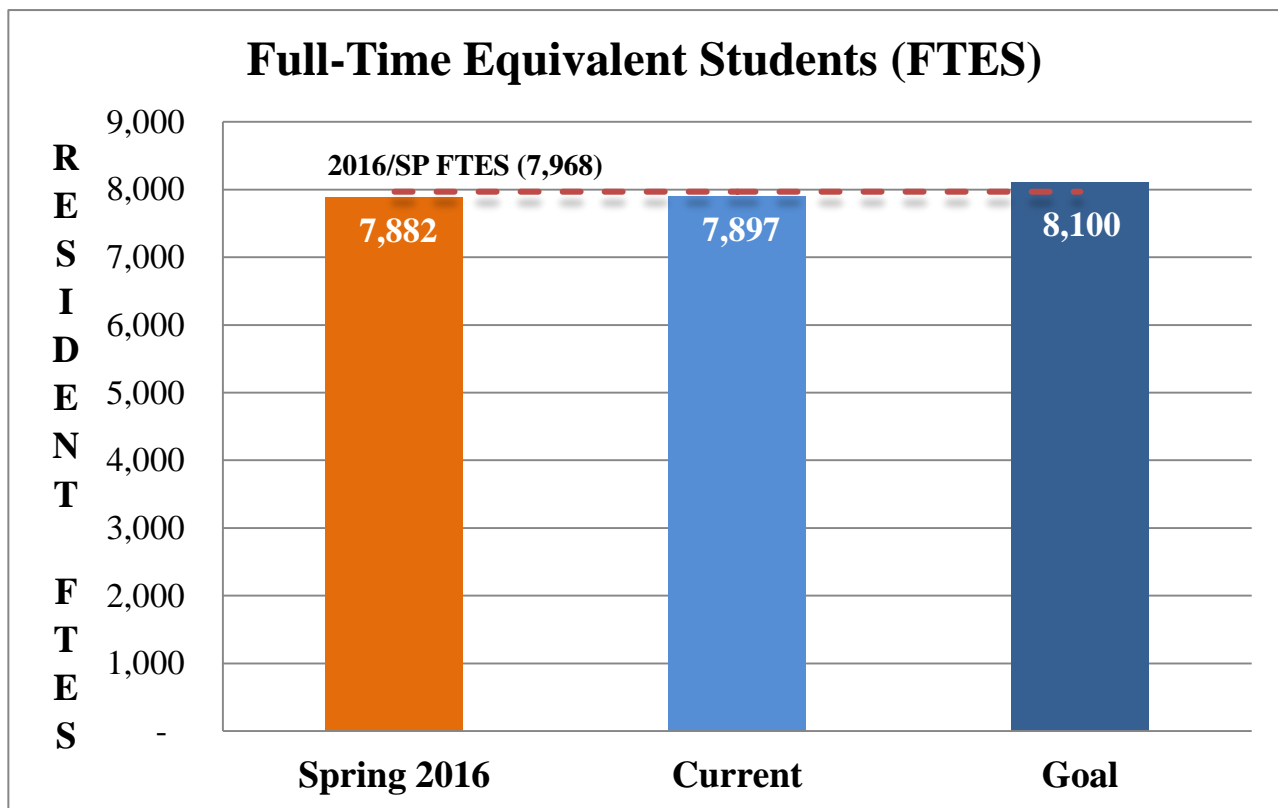
Term: **2017/SP**
Reporting Date: **3/30/2017**
Location: **Compton Center**

Enrollment to Date: Resident Students

32 Days after Census Day	Spring 2016 (03/03/16)	Current	Goal	Current away from goal
Sections	610	609	-	-
Seats Filled	15,549	15,110	-	-
Sections Fill Rate	76%	74%	80%	**-6%**
Projected FTES	2,195	2,220	2,370	**(150)**

Full-Time Equivalent Students (FTES)

2016/SP FTES (2,213)

Spring 2016: 2,195
Current: 2,220
Goal: 2,370