



PLANNING & BUDGETING COMMITTEE

July 20, 2017

1:00 -2:30 P.M.

Accounting Conference Room

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

- | | |
|---|--|
| <input type="checkbox"/> Amy Grant - Academic Affairs | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jackie Sims - Management/Supervisors |
| <input type="checkbox"/> David Mussaw – ECCE | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Greg Toya - Student & Community Adv. |
| <input type="checkbox"/> Alex Ostrega – ASO, Student Rep. | <input type="checkbox"/> Josh Troesh - Academic Senate |

Alternate Members / Support

- | | |
|--|--|
| <input type="checkbox"/> Babs Atane – Support | <input type="checkbox"/> Jane Miyashiro – Support |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Jeanie Nishime – Support |
| <input type="checkbox"/> Swapan Dighe Alt. ASO | <input type="checkbox"/> Jean Shankweiler – Support |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Luukia Smith – Alt. ECCE |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Steve Waterhouse-Alt. Mgmt/Sup |
| <input type="checkbox"/> Kelsey Iino– Alt. SCA | <input type="checkbox"/> Carolee Jessop-Vakil – Alt. ECCFT |
| <input type="checkbox"/> Art Leible – Support | <input type="checkbox"/> Vacant - Alt., Ac. Affairs |
| <input type="checkbox"/> Ruben Lopez - Alt. Police | <input type="checkbox"/> Vacant – Alt. Ac. Sen |

AGENDA

- | | | |
|--|-----------------------------|-----------|
| 1. Draft Minutes Approval – June 8, 2017 | R. Natividad | 1:00 P.M. |
| 2. Enrollment Update | J. Shankweiler/R. Natividad | 1:10 P.M. |
| 3. Annual Planning update | J. Nishime | 1:20 P.M. |
| 4. Review Committee Appointment | R. Natividad | 1:30 P.M. |
| 5. PBC member orientation | R. Natividad | 1:40 P.M. |

Next meeting –August 3, 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.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: June 8, 2017

MEMBERS PRESENT

- | | |
|--|---|
| <input type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Greg Toya – Student & Comm Adv. |
| <input type="checkbox"/> Prince Obah – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |

Other Attendees:

Alternate Members: R. Russell, A. Ostrega, I. Reyes

Support: J. Ely, J. Higdon, A. Leible, J. Nishime, J. Shankweiler

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

Approval of the June 1, 2017 Minutes

1. The minutes of June 1 were presented to the committee for approval.
2. Page 1, Approval of Minutes, **correct date to:** June 1.
3. Page 1, ECC Tentative Budget Review, #1, end of the first sentence, **correct year to:** 2023. Beginning of third sentence, **change:** estimated **to:** estimate. Last sentence, **correct:** School Services **to:** School Services of California.
4. Page 2, Institutional Effectiveness Framework, first sentence, **correct:** Indications **to:** Indicators.
5. The minutes were approved with the minor corrections and will be posted to the website.

ECC Tentative Budget Review – J. Higdon (handout)

1. The tentative final budget was again reviewed this week. Highlights were as follows: It was pointed out that a correction was made from the last meeting on the handout labeled, Interfund Transfers 2017-18. Fund 63, Dental Fund was increased from \$900,000 to \$1,000,000.
2. The title of the funds and their numbers on Pages 1 and 2 were briefly noted.
3. It was pointed out under workers' compensation (fund 61) the reserves seem to be growing faster than the apportionments. Interest was expressed as to why we are keeping the reserves at the higher rate. Every year the workers' comp rate is recalculated based on experience which has been rising each year. It was noted that there is speculation that the costs would be increasing. A follow-up will be done to find out the precise rate.
4. The summary of allocations for Compton (fund 14) was reviewed. One item which is still pending is item 15-Accreditation Support. This is listed as \$50,000 as we don't think we are going to receive the bill in time from Compton's spring accreditation in order to get it paid.
5. Fund 15 is the Special Programs-Compton Center Partnership Fund which is what the state pays us for taking on the Compton obligation.
6. The Campus Technology Plan is listed as \$3,500,000. This account is increased by an extra \$500,000 because of new PCs having to be installed in the student labs, Social Science Building and in the Fine Arts area. Some of this money will also go towards firewalls, converting paper files into digital format, automation of forms, and new switch gears.
7. Under safety (\$500,000) the campus locking system will be worked on in the MBA and Humanities buildings. This will be for classroom doors only and should be completed within a few of weeks.

8. It was recognized the fund 15 account receives a large amount of money for the college because of the funding for Compton. Once Compton becomes its own entity, this funding will be a large loss financially for El Camino. It was noted the usual \$3,000,000 for campus technology will certainly be an on-going expense for the college. For next year's budget, it is foreseen that El Camino is going to need \$1,000,000 more to finish off the switches and \$500,000 for the forms developing and processing project. It was noted we will have to absorb these costs and look for funding in other areas.
9. A new improvement for safety regarding the blue poles is almost finished. Some of the blue poles will have a speaker system installed in the top of the poles. This will assist in emergency drills and situations to get important information out to the campus.
10. The area of student financial aid, concern was expressed that some of the federal proposals would impact our student worker money.
11. It was noted that the fund 51 – Bookstore Fund would be the most likely to change.
12. A spelling correction was pointed out for the student member's name under the Board of Trustee listing. The correct spelling should be Mr. Kongdy Lam.

Approval of the Tentative Budget 2017-2018

1. **Motion:** A motion was made by G. Toya recommending approving the tentative 2017 – 2018 budget as presented. The motion was seconded by J. Troesh.
9 approved
0 opposed
0 abstentions
Motion Approved.

Adjournment – R. Natividad

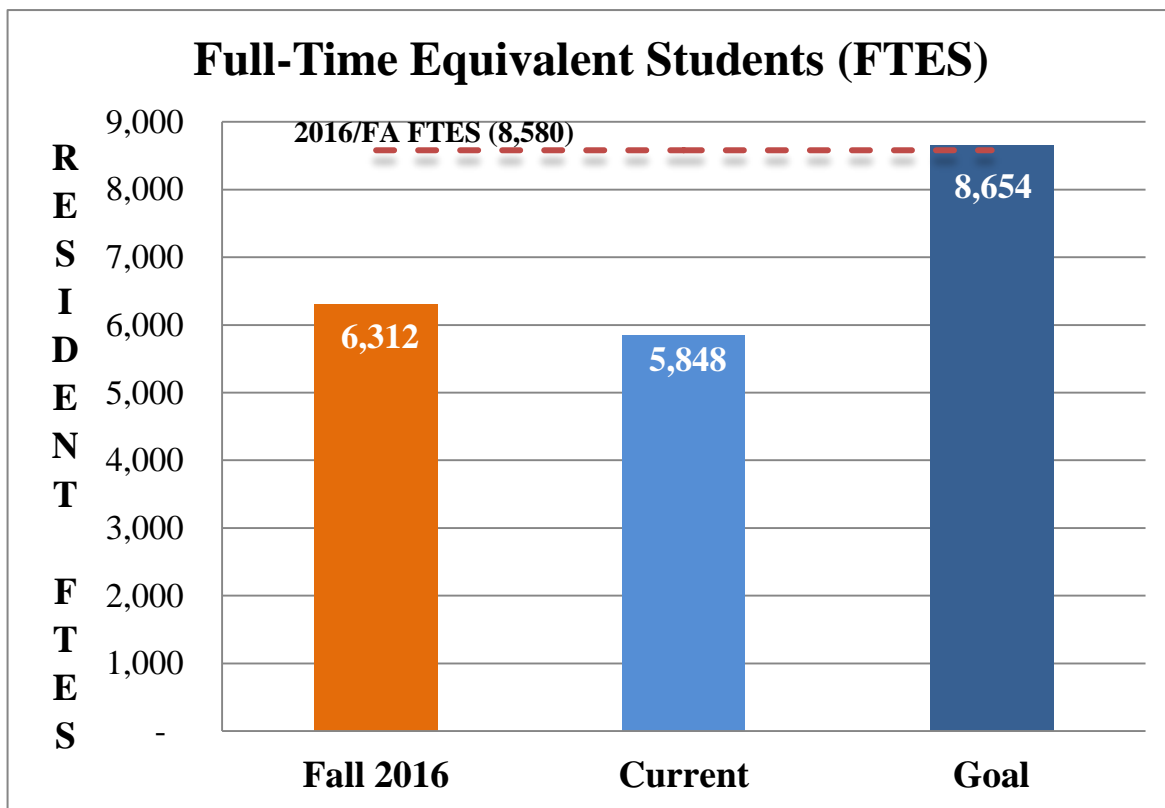
1. The meeting adjourned at 1:44 p.m. The next meeting will be held on **July 6, 2017** in Library 202.

RKN/lmo

Term: 2017/FA
Reporting Date: 7/12/2017
Location: El Camino College

Enrollment to Date: Resident Students

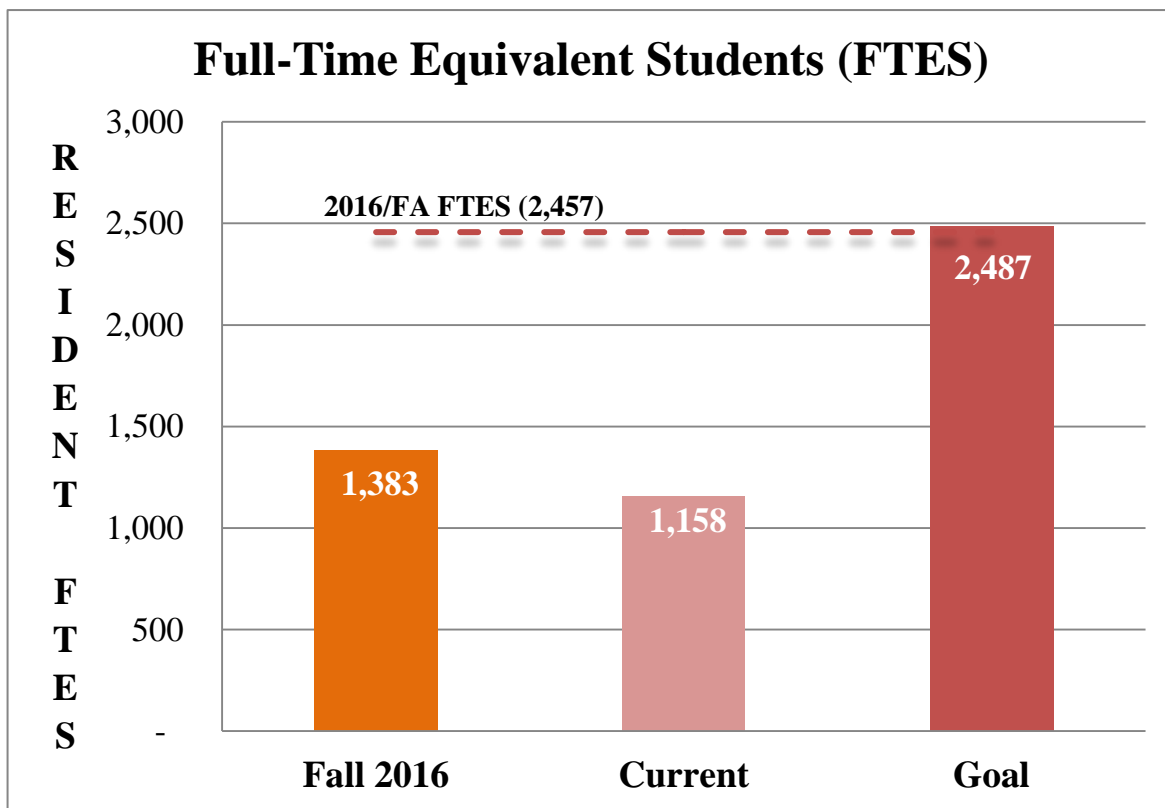
60 days until census	Fall 2016 (07/13/16)	Current	Goal	Current away from goal
Sections	2,150	2,146	-	-
Seats Filled	44,405	40,921	-	-
Sections Fill Rate	62%	57%	92%	-35%
Projected FTES	6,312	5,848	8,654	(2,806)



Term: 2017/FA
Reporting Date: 7/12/2017
Location: Compton College

Enrollment to Date: Resident Students

60 days until census	Fall 2016 (07/13/16)	Current	Goal	Current away from goal
Sections	673	631	-	-
Seats Filled	9,184	7,425	-	-
Sections Fill Rate	40%	35%	92%	-57%
Projected FTES	1,383	1,158	2,487	(1,329)



Recommendation Name	Expense Category	VP Rank	College Rank	Recommendation Description	Origin/Type of Recommendation	Recommendation Status	Input/Last Revised Date	Anticipated Cost	NOTES & Rationale	Funding Type
AA: NSC Chem 2017-2018 Rec 1	Facilities	1	1	Purchase two safety shutter doors for the stockroom windows.	2017-18	Not Started	03/14/2017	\$ 12,000	manufacturer to check if at code	Safety Money?
AA: LLR LRC 2017-18 Rec 3	Facilities	2	2	Replace the ceiling tiles in the tutoring area on the 2nd floor, west wing of the library.	2017-18	Not Started	01/05/2017	\$ 15,000	Fine Arts has the same request	
AA: FA 2017-18 Music 2015 Recommendation 9	Facilities	3	3	Install air conditioning in Music 131, 132, 133, and Theatre 155.	2017-18	Not Started	03/17/2017	\$ 4,000		
AA: BUSI 2017-18 Business Division Safety and Security	Facilities	4	4	To ensure safety and security in the division office, install locks on division doors or card readers at vestibule door and from the break room to the mailroom. AA Note: Math too.	2017-18	Not Started	03/16/2017	\$ 20,000	Just need a simple lock on the door from the work room into the division office. Office staff only to have keys.	
AA: I&T Yard Lighting 2017-18 ACR, ACRP, ATEC, CTEC 2017-2018 FACILITIES Rec. No. 3	Facilities	5	5	Purchase and install Outdoor Flood Light in the HVACR yard area, the ACRP yard area, the ATEC yard area, and the CTEC yard area, for student safety purposes and the benefit of the programs in the CAT and Construction Buildings.	2017-18	Not Started	02/02/2017	\$ 8,200		
AA: I&T FTECH 2017-2018 Upgrade Fire Academy Internet Access FACILITIES Rec 6	Facilities	6	6	Upgrade internet access at the Fire Academy from residential service to business service to increase speed and capacity for student learning through effective presentations.	2017-18	Not Started	11/17/2017	\$ 2,000		
AA: FA 2017-18 Center for the Arts 2010 Program Review Recommendation 4	Facilities	7	7	Sound proofing of Haag Recital Hall including stretch fabric system on west wall, entry door (53" x 12.5"), and south walls (25" x 12") and precut panels (1" recor boards for the foldable fabric screens on stage (4.5" x 10" x 8 each)	2017-18	Not Started	03/17/2017	\$ 25,000		

AA: I&T 2017-18 Construction Technology Motorize three (3) roll-up doors in CTEC building Facilities Rec 7	Facilities	8	8	Working doors are critical to the flow of class production.	2017-18	Not Started	11/17/2016	\$ 60,000	replacement	
AA: I&T ACRP Academic Affairs 2017-18 - Roof Extensions for Outdoor Covered Areas FACILITIES - Rec 4	Facilities	9	9	Install clear plastic roof-to-wall extensions to prevent rain, moisture and debris from entering the primer prep stations, sandblast area, metal fabrication room, and paint spray booths in the ACRP yard to prevent further rust damage.	2017-18	Not Started	03/01/2017	\$ 25,000		
AA: I&T ACR Change CAT building HVAC Repair to HVACR Technology, 2017-2018 FACILITIES - Rec. No. 8	Facilities	9	10	Signage in CAT building needs to be fixed from HVAC Repair to HVACR Technology. We are more than repair!	2017-18	Not Started	10/18/2016	\$ 600		
AA: LLR LIB 2017-18 Rec 6	Facilities	11	11	To improve the library interior by way of updating the customer service desks, new paint, adding new lighting and shelving lights, extra electrical outlets for mobile devices and laptops, improve wi-fi capabilities. AA Note: ADA; counters too high	2017-18	Not Started	11/17/2016	\$ 500,000	Need report from ADA review	
AA: FA 2017-18 2016 Film/Video 2011-13 Program Review Recommendation #1	Facilities	12	12	HD digital postproduction facilities for digital post workflows, color grading, VFX, and sound design.	2017-18	Not Started	03/17/2017	\$ 50,000	upgrade electrical for new equipment requested. Possibly Perkins	
AA: LLR LIB 2017-18 Rec 7	Facilities	13	13	Acquire and install art gallery rail and track lighting in library lobby area for monthly campus and community art exhibits.	2017-18	Not Started	11/17/2016	\$ 6,000		
AA: HSA_2017-18_Recommendation_Rec #15	Facilities	14	14	To design, develop and install the signage for Murdock Stadium	2017-18	Not Started	03/06/2017	\$ 20,000	Costs seems low. AA Note: cost is onformal estimate from signmaker	net draft June 27 2017

AA: LLR LIB 2017-18 Rec 8	Facilities	15	15	Clean and paint library building stairwells. AA Note: trip hazard on steps	2017-18	Not Started		\$ 5,000	put in work orders: clean, paint, repair	
AA: LLR LRC 2017-18 Rec 9	Facilities	16	16	Replace Carpeting in tutoring area and Labs A, B, C in LMTC	2017-18	Not Started	01/05/2017	\$ 100,000		
AA: I&T Architecture Acoustical Adjustments 2017-18 FACILITIES Rec 5	Facilities	17	17	Acoustical adjustments and additions to ALL areas of the Architecture Lecture and Laboratory for better communication with Students. (Active) AA Note: cost more likely \$5000	2017-18	Not Started	11/30/2015	\$ 5,000		
AA: I&T Construction Tech Building Remodeling 2017-2018 FACILITIES Rec 2	Facilities	18	18	Construction Technology Building remodeling - Install exterior lighting; Yard lighting; Provide vehicular access to Construction Technology yard; Remove fill dirt and expand exterior laboratory into the horticulture area; Crushed Rock Ground covering for the exterior laboratories; Re-purpose facilities storage building to house electrical and plumbing laboratories; Install exterior work lighting and exterior photovoltaic covering; the Construction Technology shops, classroom and laboratory are greatly in need of wireless internet.	2017-18	Not Started	11/17/2016	\$ 1,500,000		
TOTAL								\$ 2,357,800		

AA: LLR LRC 2017-18 Rec 1	Furniture	2	1	Purchase 160 new chairs for various areas in Learning Resources	2017-18	Not Started		\$ 50,000	
AA: FA 2017-18 Communication Studies 2014 Planning recommendation 2	Furniture	3	2	Purchase appropriate modular desks and chairs for MU 209 & MU 211 <i>AA Note: Com Studies</i>	2017-18	Not Started	03/17/2017	\$ 10,000	
AA: NSC Earth Sci 2017-2018 Rec 10	Furniture	3	3	44 chairs each for Nats 206, 218, and 219 = 132 chairs are requested.	2017-18	Not Started		\$ 32,670	
AA: NSC Bio 2017- 2018 Rec 11	Furniture	4	4	The laboratory chairs in NATS 127 and 129 need to be replaced (72 chairs).	2017-18	Not Started	03/14/2017	\$ 30,000	
AA: FA 2017-18 Division Office Furniture	Furniture	5	5	Replace conference table, desk and chairs in Dean's office. <i>AA Note: delete desk and reduce dollar amount accordingly.</i>	2017-18	Not Started	03/17/2017	\$ 6,000	trying to find chairs from old Adm building. Per R. Brobst, no chairs from 127 or 131 left.
AA: LLR LRC 2017-18 - Rec 2	Furniture	1	6	Replace and/or modify current service counters in LMTC, LRC, Basic Skills because they are too high for ADA accessibility.	2017-18	Not Started	02/08/2017	\$ 75,000	<i>Note: Wait for ADA report from Glen Dee</i>
TOTAL								\$ 203,670	

AA: I&T FTECH 2017-2018 EMT Patient Equipment INSTR. EQUIP. Rec 3	Instr. Equipment	2	1	<p>EMS Patient Simulation Equipment:</p> <p>Life-Assist 800-824-6016 www.life-assist.com</p> <p>a) Full Body CPR/ Trauma Manikin (x2): \$2,500 b) Traction Splint Trainer: \$2,000 c) Z-Medica Trauma Trainer (x2): \$500</p> <p>Total: \$5,000</p>	2017-18	Not Started	11/17/2016	\$ 5,000		
AA: Math CM1 2017-18 Rec 8, CM2 Rec 3, Pre-Engineering	Instr. Equipment	3	2	<p>Purchase four (4) document scanners, two (2) backup document cameras, two (2) LCD ceiling projectors for classroom instruction. Plan regular updates, maintenance and replacement. AA Note: back up equipment for math</p>	2017-18	Not Started	03/15/2017	\$ 10,000	ITS/Media get budget	
AA: FA 2017-18 Photography Department 2015 Recommendation 1	Instr. Equipment	4	3	<p>Receive funding and installation of a smart classroom/teacher station/digital projector in room Art 15. AA Note: Photography, currently no technology</p>	2017-18	Not Started	03/17/2017	\$ 15,000		
AA: NSC Astro 2017-2018 Rec 2	Instr. Equipment	5	4	<p>Buy equipment for Astr-12: 12 telescope cameras, 10 spectroscopes, and 2 C-11 telescopes AA Note; replacement pieces for broken items</p>	2017-18	Not Started	03/14/2017	\$ 15,400		
AA: I&T Administration of Justice Fingerprint & Forensic Supplies 2017-2018 INSTR. EQUIP. Rec 2	Instr. Equipment	6	5	<p>Purchase needed forensic and fingerprint program supplies for instructional use. AA Note: Fingerprint kits</p>	2017-18	Not Started	01/31/2017	\$ 3,100		
AA: LLR LRC 2017-18 Rec 4	Instr. Equipment	6	6	<p>Purchase new anatomy models to further add to the LRC's model collection for students.</p>	2017-18	Not Started	02/14/2017	\$ 20,000		

AA: FA 2017-18 Photo Photography Department 2016 Recommendation 19_1	Instr. Equipment	7	7	Purchase four Go Pro Camera Kits for the Photography Department for student use on campus. Each kit will consist of the Go Pro camera \$199.99, head strap \$19.99, tripod \$69.99, smart remote \$79.99, floaty \$19.99, frame \$39.99, floating hand grip \$29.99, San Disc Extreme 32GB \$39.99 for a total of \$499.92.	2017-18	Not Started	03/17/2017	\$ 2,500		
AA: NSC LSAH 2017-2018 Rec 4	Instr. Equipment	7	8	Purchase new and replacement human anatomy models.	2017-18	Not Started	03/14/2017	\$ 80,000		
AA: FA 2017-18 Dance - upgrade in PE-S Dance Studios	Instr. Equipment	8	9	Purchase/install television monitors, DVD's and VHS, camera's and tripods in the three dance studios in the Women's South Gym rooms PE-S 212, PE-S 230 and PE-S 233. AA Note: mount equipment on carts, for film students, critique and evaluation	2017-18	Not Started	03/17/2017	\$ 15,000	funded 15-16: check with FA division. AA Note: partially funded with camcorders, microphone, tripod, monitors, carts, dvr/dvd, projectors. Still need wifi, smart boards and larger monitors	
AA: LLR DE/MediaS 2017-18 Rec 1	Instr. Equipment	9	10	Purchase equipment to support faculty development of multimedia for instruction and student engagement in the classroom and online environment. 2 computers, 2 portable video cameras, 1 digital audio recorder, 1 digital photo camera, 2 camera tripods, AA Note: support for DE, Equipment for proposed Instructional Designer	2017-18	Not Started	02/15/2017	\$ 20,000		
AA: NSC LSAH 2017-2018 Rec 5	Instr. Equipment	9	11	Replace damaged cadavers after installing a refrigerator alarm and pay for their dissection. (\$500 for sensor, \$12,000 for two cadavers, \$3500 for dissection)	2017-18	Not Started	03/14/2017	\$ 16,000		

AA: FA 2017-18 Art Recommendation 2 - Opaque Projectors	Instr. Equipment	9	12	Purchase two Kopykake Kobra K5000 artist opaque projectors for use in ARTB 218. Estimated cost= \$1500 AA Note: enlarge drawings. Replacements	2017-18	Not Started	03/17/2017	\$ 1,500		
AA: HSA_Kin/Ath_2017-18_Rec #7; HAS_SRC/Adaptive PE Rec #10	Instr. Equipment	9	13	Continue to repair and/or purchase new exercise equipment to meet the needs of our students in their exercise programs. The needs are as follows; * Replace two older Landice treadmills with more durable and heavy duty treadmills. *Purchase a new Concept 2 Rower, Model D w/PMS Monitor. *Replace 2 older Cateye recumbent bikes with 2 new Sci Fit Recumbent ISO1000R Models. *Replace Seat Tracking mechanism of Star Trac Dual Instinct- Leg Press/Calif Press resistance machine. *Purchase software-Exercise Pro. Upgrade verision 3 to 6. Concurrent network license. *Purchase six Heart Rate wrist monitors. * ADA Compliant Pool Lift	2017-18	Not Started	12/19/2016	\$ 21,000	delete pool lift: per G. Greco they have needed lifts	
AA: I&T Fashion 2017-2018 Additional Sewing Machines INSTR. EQUIP. Rec 6	Instr. Equipment	11	14	Purchase additional single needle sewing machines for the fashion lab. AA Notes: 5 machines, need to add tax and shipping	2017-18	Not Started	03/01/2017	\$ 5,000		
AA: I&T Architecture Laser Cutting Machine 2017-18 INSTR. EQUIP. Rec 7	Instr. Equipment	14	15	Laser cutting machine for Student Model Projects.	2017-18	Not Started	11/30/2015	\$ 5,000		
AA: FA 2017-18 Art Gallery #2 Equipment	Instr. Equipment	15	16	Purchase one Epson Powerlite Projector video projector and related equipment. AA Note: multimedia art presentations	2017-18	Not Started	03/17/2017	\$ 3,000		

AA: FA 2017-18 Music 2017 Recommendation 1	Instr. Equipment	16	17	Install, upgrade, and/or repair smart classroom components in Music Rooms 106, 125, 131, 133, 134, and 203 and TH 155. AA Note: some have no technology and some are not functional; Computers, doc cameras, projectors.	2017-18	Not Started	03/17/2017	\$ 120,000	Room 203 and 106 approved in 2015-16 allocation. AA Note - funding was initially granted but then pulled. Music 203 installed. No other rooms.	
AA: I&T Fashion 2017-2018 Retail Mannequins INSTR. EQUIP. Rec 11	Instr. Equipment	18	18	Purchase two retail mannequins to be used in the Visual Merchandising class and during the fashion show. They also can be used to showcase student work in our display window. AA Note; cost seems low	2017-18	Not Started	03/01/2017	\$ 1,200		
AA: NSC Chem 2017-2018 Rec 6	Instr. Equipment	18	19	Purchase a new ice machine.	2017-18	Not Started	03/14/2017	\$ 5,000		
AA: FA 2017-18 Photography 2017 Recommendation 8	Instr. Equipment	19	20	Purchase a new Arkay RC2100 Print Dryer for the Photography Department wet lab. AA Note: replacement	2017-18	Not Started	03/17/2017	\$ 2,500		
AA: NSC Chem 2017-2018 Rec 7	Instr. Equipment	21	21	Purchase 20 Vernier Labquest2 Tablets. AA Note: 2nd set.	2017-18	Not Started	03/14/2017	\$ 10,000		
AA: FA 2017-18 Music 2017 Recommendation 2	Instr. Equipment	22	22	Purchase musical instruments and equipment to be used by students in instrumental ensembles and the applied program. AA Note: concert tuba, flugelhorn, bass clarinet	2017-18	Not Started	03/17/2017	\$ 35,000		
AA: NSC Physics 2017-18 Rec 9	Instr. Equipment	23	23	Thermal Imaging Camera Smart Phone Plug-in.	2017-18	Not Started	03/14/2017	\$ 400		
AA: NSC Astro 2017-2018 Rec 12	Instr. Equipment	25	24	Buy 2 Armillary spheres.	2017-18	Not Started	03/14/2017	\$ 3,750		

AA: FA 2017-18 Art 2017 Recommendation- Furnaces	Instr. Equipment	26	25	Replace furnaces in Art: MIFCO, Speedy Melt B- 301, New Raku Kiln, Enameling Kiln Vcella Model 12 AA Note: 4 furnaces (bronze and ceramic)	2017-18	Not Started	03/17/2017	\$ 50,000		
AA: NSC Physics 2017- 2018 Rec 8	Instr. Equipment	27	26	Purchase an RSpec digital spectrometer to be used for real-time spectroscopy of gases.	2017-18	Not Started	03/14/2017	\$ 800		
AA: NSC Earth Sci 2017-2018 Rec 13	Instr. Equipment	29	27	2 Metsker Geochron maps for classrooms Nats 206 and 218	2017-18	Not Started	03/14/2017	\$ 3,490		
AA: I&T ATECH 2017- 2018 Wheel Alignment Machines INSTR. EQUIP. Rec 9	Instr. Equipment	31	28	Purchase 4 new Four Wheel Alignment machines which are needed to train the students how to perform 4-wheel alignments on vehicles to manufacturers specifications, recommendations and to automotive industry standards. This equipment will allow the students to complete specific NATEF worksheets for successful completion of the course objectives. AA Note: replacement, curent equipment keeps breaking This action will increase graduation rates, the number of certificates of achievement, certificates of completion and student advancement acquire Associate of Science degree in Automotive Technology. This equipment help meet NATEF and ASE requirements for the certification of the Automotive Program and helps to increase FTES at El Camino College and greater student success rates at El Camino College.	2017-18	Not Started	11/20/2016	\$ 100,000		

AA: BUSI 2017-18 Business Division Support student learning by incorporating training equipment into the Office Administration classes	Instr. Equipment	32	29	To improve student learning and to prepare students to enter the job market, purchase and incorporate various types of equipment into Office Administration classes. AA Note: recorders, phone simulators, clickers	2017-18	Not Started	03/15/2017	\$ 10,000		
AA: FA 2017-18 Music 2015 Program Review Recommendation 11	Instr. Equipment	33	30	Upgrade computers in the Music Computer Lab (Music Room 3) AA Note: Macs, old and programs won't update anymore.	2017-18	Not Started	03/17/2017	\$ 75,000		
AA: NSC LSAH 2017-2018 Rec 16	Instr. Equipment	34	31	Obtain 10 new BioPac units and sensors for LS109 & 113, Upgrade current BioPac units to current specs AA Note: second classroom set so 2 classes can run at same time	2017-18	Not Started	03/14/2017	\$ 140,000		
AA: FA 2017-18 Center for the Arts 2016-17 Program Recommendation 2	Instr. Equipment	1		Replacement Projector for the Marsee Auditorium: 1 Front Projector, High Brightness 13,500 Lumens. Christie, HD14K-M 3-DLP, 1080P, and Christie HD Lens. Replacement Projector for Campus Theatre: 1 Rear Projector, Hitachi, 8500 Lumens AA Note: 2 theaters, front and rear projection	2017-18	Not Started	03/17/2017	\$ 55,000		
AA: FA 2017-18 Art Gallery #3 Color Printer_1	Instr. Equipment	2		Purchase one Color Laser Printer for Shared Network Usage: Parallel & Ethernet Jet Direct Network Interface w / 45ppm Black and 45ppm color - 1200dpi, Hewlett Packard HP-651 DN	2017-18	Not Started	03/17/2017	\$ 2,000		
AA: BSS 2017-2018 "Other" Recommendation #1 (Anthropology PR #5)	Instr. Equipment	1		Replace Glass hood on Museum display case AA Note: special glass, custom made	2017-18	Not Started	03/09/2017	\$ 5,000		
AA: I&T ARM 2017-18 Motoman Robot Arm INSTR. EQUIP. Rec Number 1	Instr. Equipment	17	32	Add a Motoman HP50 robot arm for automated material removal. AA Note: SWP funding	2017-18	Funded SWP	04/03/2015	\$ 80,000		net draft June 27 2017

AA: I&T ARM 2017-2018 Universal Robot INSTR. EQUIP. Rec Number 4	Instr. Equipment	20	33	Purchase UR5 Universal Robot AA Note: SWP funding	2017-18	Funded SWP	02/27/2017	\$ 35,000	stand alone item, tabletop AA Note-Stand alone unit that runs on 120 V was outlet and has a 30" cube work zone. It can be mounted on a table, cart or an a machine tool. Does not require installation.	
AA: I&T ARM 2017-18 Sodick EDM Hole Driller INSTR. EQUIP. Rec 8	Instr. Equipment	24	34	Purchase Sodick EDM hole driller. AA Note: attachment to existing equipment; SWP funding	2017-18	Funded SWP	02/27/2017	\$ 35,000		
AA: I&T ARM 2017-18 Inspection System INSTR. EQUIP. Rec Number 5	Instr. Equipment	28	35	Purchase Micro-Vu Digital Inspection System AA Note: SWP funding	2017-18	Funded SWP	02/27/2017	\$ 20,000		
AA: HSA_Nursing - 2017-2018 Program Review_Rec #20 & Rec #21	Instr. Equipment	30	36	Purchase new and up-to-date Human Patient Simulators for the Simulation Laboratory. Simulation Lab Equipment Maintenance and Warranties. To purchase yearly maintenance agreements and warranties.AA Note: replacements. SWP funding	2017-18	Funded SWP + \$32,985 for Perkins	03/01/2017	\$ 245,000	Get 3-5 year warranty. SWP only if purchased with mannequins at same time	
AA: FA 2017-18 Art Gallery #2 Equipment	Instr. Equipment	4		Purchase one 40" SonyBravia Flatscreen Monitor with flash-drive plug-in capacity. AA Note: Art Gallery, currently borrowing	2017-18	Not Started	01/28/2016	\$ 1,000		
Total								\$ 1,272,640	\$ 415,000	\$ 857,640 unfunded

AS: Campus Police/Patrol 2017-18 Rec 1A	Non-Instructional Equipment	1	1	Replacement of Department's Computer Aided Dispatch and Records Management System (CAD & RMS)	2017-18	Rec Fund Safety Credits		\$ 101,500	<p>The ECPD is part of a consortium of agencies (Hawthorne PD, Gardena PD, Manhattan Beach PD, Hermosa PD, El Segundo PD, Inglewood PD & Culver City PD) that all share the same Computer Aided Dispatch (CAD) and Records Management System (RMS). This computer system has been the foundation of the police department's operations since 2001 and is involved in every aspect of the department's daily operations. As such it is the one of the most important systems to the PD, second only to the communication systems (i.e. 9-1-1 & Radios). The lat year the consortium was notified by the vendor (Tri-Tech/Tiburon) that current software is End of Life and support will end at the end of 2017. To compound the issue, the system is has only been updated once in 16 years and is extremely outdated. A requirements document was drawn up with the input of all the stakeholders and formal</p>	One-time Permanent funds needed

AS: Campus Police/9-1-1 Communications 2017-18 Rec 2	Non-Instructional Equipment	7	2	Radio System Controller Replacement (9-1-1 Communications Bureau) (Roll over) Replacement of the existing Motorola public safety radio control system supporting all radio channels on the campus.	2017-18	Rec Fund Fund 11	\$ 198,000	<p>Current radio control server/software system has reached its end of life and has been discontinued by Motorola. The control system has been in place since 2007 and has been upgraded several times over its life time.</p> <p>However, parts are now becoming hard to find, system is not able to support the new campus digital radio channels , the software does not support current operating systems (security issue) and will limit the ability for the department to communicate on the the future South Bay area wide public safety radio system currently being installed by our regional partners.</p> <p>This radio control system provides the backbone for our communications center by allowing the dispatchers communicate on all campus radio frequencies, monitor field units, record transmissions, connect the Compton campus radio</p>	One-Time Funds Needed
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AS: Campus Police/Parking Bureau 2017-18 Rec 3	Non-Instructional Equipment	4	3	Replacement Shuttles & Run About Vans (Parking Bureau) (Rollover)	2017-18	Rec Fund		\$ 57,000	<p>Replacement of three existing electric PD golf carts and two shuttles that are no longer able to be repaired. These carts are used daily for parking operations and have had every major component replaced at least once, unfortunately the frames/supports are breaking and are not able to be welded. These carts are essential to providing support to our students and helping to get them to class on time as well as to their cars safely.</p> <p>Replacement of the existing 2001/2000 Ford Windstar passenger vans with like sized Ford Van, these vans are used for staff (includes campus staff not just the PD) to attend events, support student outreach programs and do not need special driver's licenses to operate like the much larger PE vans. These are also used to provide campus escorts to students/staff during inclement weather such as excessive heat or rain.</p>	One-Time Funds Needed (Augmentation) Fund 11
AS: Facilities 2017-18	Non-Instructional Equipment	9	4	Purchase new buggy for mail carrier position. Current cart is beyond its useful life.	2017-18	Rec Fund		\$ 20,000	The new cart will maintain the delivery of mail to all divisions.	One-Time Funds Needed (Augmentation) Fund 11

AS: Campus Police/Patrol 2017-18 Rec 1B	Non-Instructional Equipment	8	5	Replacement of Police department's data connection to the La County Sheriff's in support of the new Computer Aided Dispatch and Records Management System (CAD & RMS)	2017-18	Not Started		\$ 700	Replacement of the existing T-1 data connection the La County Sheriff's for law enforcement data systems. This current connection is extremely slow (300 kbps), has been in operation for 16 years and does not come close to meeting the needs of the department. The LASO is recommending a minimum 5mbps/5mbps to support the data services.	Ongoing or Permanent funds needed (Enhancement) Ok
AS: Campus Police/Patrol 2017-18 Rec 2	Non-Instructional Equipment	6	7	Portable Self Contained Surveillance Trailer (Patrol Bureau) Purchase and deployment of two security trailers. (\$65,000 each) Including a monthly cellular data plan for the cameras to get back to the campus recording servers.	2017-18	Partially Completed SWACC Money Safety Credits		\$ 65,000	Trailers will be used in areas of the campus for safety and security of students and staff. Trailers will provide for on the rapid mobile deployment of video recording. These areas include but are not limited to providing supplemental coverage for hot spots, or areas that are not covered by existing cameras.	Ongoing or Permanent Funds Needed (Enhancement) Safety

AS: Campus Police/Patrol 2017-18 Rec 7A	Non-Instructional Equipment	10	9	Campus Camera Refresh/Deployment Phase 1 – Replacement of existing cameras at existing locations (First tab)	2017-18	Not Started	\$ 240,000	<p style="text-align: center;">Campus Camera Refresh/Deployment (Phase 1)</p> <p>A spreadsheet has been compiled by PD identifying the locations & make/model of the necessary replacement cameras. ITS has added to the spreadsheet the supporting network gear & associated IDF needed to support the devices whether if they be new locations or replacement of ancient gear. Keep in mind this project will be broken up in to two sections: First, Equipment only (Cameras, Licenses, converters etc.), the installation of the cameras will be handled in house as such per Purchasing’s direction the “normal” requisition process will utilized. Second, Services for Cable Drops will be necessary for a cable contractor to pull cable, install conduit, and j boxes/mounting points were needed (Similar style to the retrofit of the ABS building for phones). The services for cable drops supporting the cameras will be</p>	One-Time Funds Needed (Augmentation) Fund 15
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AS: Campus Police/Parking 2017-18 Rec 4	Non-Instructional Equipment	5	11	Traffic Control Equipment Replacement/Replenishment (Parking Bureau)	2017-18	Fund SWACC Safety Credits		\$ 106,000	<p>Replacement and replenishment of the PD traffic control equipment lost/stolen/abused/run over, over the past several years. The replacement equipment must meet DOT safety requirements and provide for high visibility in all lighting conditions such as day/night/inclement weather. Replacement equipment includes; barricade trailer to store and transport all equipment, replacement special services truck (currently a 2001 F-350 Super Duty), 500 reflective traffic cones, 30 reflective barricades, 20 reflective "A" frames, 30 traffic safety vests, 30 yellow safety jackets (assorted sizes), replacement traffic sign trailer. This equipment is used in all areas of the campus to help maintain the safety of the students, staff and visitors to direct the flow of traffic and avoid hazards. The existing sign trainer is now over 14 years old and is no longer</p>	One-Time Funds Needed (Augmentation) Safety
AS: Campus Police/Patrol 2017-18 Rec 8A	Non-Instructional Equipment	11	13	Campus E-Pole Refurbishment o Phase 1 – Standardization of existing blue phones & tie in of e-poles to informacast	2017-18	Not Started		\$ 80,000	<p>Campus E-Pole Refurbishment/ Standardization A spreadsheet has been compiled by PD identifying the parts needed to standardize and modernize the E-Poles. ITS has added to the spreadsheet the supporting network gear & associated IDF, as well as connection types/cables needed to support the poles. FPS has provided support to identify any special needs to support the new locations (IE conduit, power, mounting considerations).</p>	One-Time Funds Needed (Augmentation) Fund 15

AS: Facilities 2017-18	Non-Instructional Equipment	2	14	Purchase of a sedan Ford Fusion 2017 (SE)	2017-18	Not Started		no cost trickle down from Campus Police	Replace non operational campus car used for delivery of Board document and pick up of payroll check and other essentials.	One-Time Funds Needed (Augmentation)
TOTAL								\$ 868,200	\$ 867,500	\$ 700

SCA: OASR Student Support Services 2017-18 Rec 3	Other	2	1	College Nights (Two Events)	2017-18	Rec Fund		\$ 30,000		
AA: Academic Senate 2017-18 Rec 1	Other	6	2	Increase Academic Senate Reassigned Time	2017-18	Rec Fund	04/26/2017	\$ 10,000	Increase Senate reassigned time from 1.7 FTES to 2.0 FTES. An increase of 0.3 FTES.	
SCA: COUNS 2017-18 Rec 3	Other	6	3	Increase Transfer Center Transportation Budget	2017-18	Rec Fund		\$ 15,000		
SCA: Transfer Center 2017-18 Rec 2	Other	4	4	Fund Northern California Student Tour	2017-18			\$ 15,000	Augmentation	
SCA: IRP SCUP 2017-18 Rec 2	Other	8	5	Create an institutional membership to the Society of College and University Planners	2017-18			\$ 1,550		
SCA: COUNS 2017-18	Other	9	6	Enhance supplies budget to support Transfer, Project Success and program activities	2017-18			\$ 6,500	Institutional	
AA: Math CM1 2017-18 Rec 7 and Division Office Rec 3	Other	2	8	Increase funding for Supplemental Instruction AA Note: requests from several divisions	2017-18	Not Started	03/15/2017	\$ 100,000		
AA: LLR LRC 2017-18 Rec 7	Other	3	9	Augment the budget for online tutoring. AA Note: replace STEM grant money	2017-18	Not Started	01/05/2017	\$ 10,000		
AA: Academic Senate 2017-18 Rec: Conference Budget	Other	5	10	Increase Senate conference budget.	2017-18	Not Started	03/14/2016	\$ 6,000		
AA: FA 2017-18 - Portable PA System	Other	9	11	Purchase a portable PA system for use throughout campus for events featuring Fine Arts	2017-18	Not Started	03/17/2017	\$ 1,500		

AA 2017-18 Rec 1	Other	10	12	ECC Faculty Creative Arts Journal: Faculty will collect and publish creative efforts from all faculty members.	2017-18	Not Started	04/05/2017	\$ 3,000	A publication of faculty work will highlight creative talents of ECC faculty and staff. Costs include \$2000 for publication and \$1000 for student workers to assist. Faculty members will receive PD credit for participation.
AA: BUSI 2017-18 Business Division Student Networking	Other	11	13	Fund speaker events to bring professionals from industry and business owners to speak to students and to provide networking opportunities for students. AA Note: Lunch and Learn; Meet the professionals; refreshments for students, guests	2017-18	Funded SWP	03/15/2017	\$ 5,000	Strong Workforce funding.
AA: Humanities English 2017-18 Recommendation 10	Other	11	14	Expand Integrated Reading and Writing Courses (see Analysis of IR and Planning Data) AA Note: Collapse R-W into integrated classes- special assignments; faculty collaboration	2017-18	Funded BSSOT	01/05/2017	\$ 25,000	funded by Basic Skills Outcomes grant

AA: BUSI 2017-18 Business Division Improve Enrollment with Marketing and Promotion	Other	12	15	Promote programs through college and community outreach and advertising. Hire special service professionals or allow current faculty release time to increase awareness of the programs within the Business Division and to promote the courses to local high schools, industry and the community and to assist in placement of students in discipline specific jobs upon program completion. In order to promote Business Division programs update, develop and maintain marketing materials for course offerings, certificates and degree programs. Contract with external marketing company to develop and produce videos, printed marketing materials, ECC logo promotional items, such as pens, post-it notes, etc., to distribute at high school outreach and other community events.	2017-18	Funded SWP	03/15/2017	\$ 50,000	Marketing Company; Strong Workforce funding.	
TOTAL								\$ 278,550	\$ 80,000	\$ 198,550

AA: LLR LIB 2017-18 Rec 3	Software/Hardware	1	1	Add five charging stations throughout the library building to accommodate student needs for charging various devices.	2017-18	Not Started	11/17/2016	\$ 6,000	Ok	
AA: LLR LRC 2017-18 Rec 5	Software/Hardware	2	3	Purchase a computer to replace the large TV screen monitor that still has XP operating system.	2017-18	Not Started	02/14/2017	\$ 3,000	Ok	
AA: I&T ACRP 2017-18 - I-CAR Curriculum and Student Certification SOFTWARE/HARDWARE Rec 2	Software/Hardware	3	2	Purchase and add I-CAR PDP-EE (Professional Development Program - Education Edition) curriculum and student I-CAR Platinum certification to existing curriculum	2017-18	Not Started	03/01/2017	\$ 10,100		
AA: Math CSCI 2017-18 Rec 1	Software/Hardware	4	1	Purchase 2 carts with 25 laptops each to create 2 mobile labs. Plan regular updates, maintenance and replacement. AA Note: higher power computers for CS classes	2017-18	Fund Perkins (\$87,000)	03/15/2017	\$ 150,000		
AA: FA 2017-18 Art Recommendation 2 - 2D, Digital, Drawing, etc. Printer Service Contracts	Software/Hardware	5	1	Printer service contracts for: ArtB 217 (two printers; FilmMaker 4 Xante and Epson V600 photo scanner) ArtB 211 (four printers: HP laserjet 5200dtn and 3 xerox and 5 Epson scanners 10000XL and V600) ArtB 218 (one printer Hp laserjet 700M712 + 3 scanners) ArtB 215 (one printer: one HP laserjet 5200tn and an Epson scanner) ArtN 133 (two 3-D printers, 2 scanners: not supported by software company) Estimated cost= \$10,000 yearly	2017-18	Not Started	03/17/2017	\$ 10,000	not standard office printers, used in Art instruction. Check to see if this is new. AA Note: old equipment and wearing down from heavy usage. There have not been service contracts in the past.	
AA: FA 2017-18 Laptop computers for forensics	Software/Hardware	6	2	Purchase three computers for the forensics team	2017-18	Not Started	03/17/2017	\$ 3,600		

AA: Math CM4 2017-18 REC V	Software/Hardware	8	2	Purchase 2 classroom sets of 35 laptops each (or similar equipment) and portable charging carts for use in general classrooms. Plan regular updates, maintenance and replacement.	2017-18	Not Started	03/15/2017	\$ 150,000		
AA: NSC Chem 2017-2018 Rec 17	Software/Hardware	8	17	3 Printers are needed for the Chemistry Department (note--two are instructional, and one is non-instructional (for stockroom technician use). AA Note: replacements	2017-18	Not Started	03/14/2017	\$ 2,000		
AA: I&T Administration of Justice 2017-2018 SOFTWARE/HARDWARE Rec 3	Software/Hardware	9	3	Purchase laptop computers to be installed in the AJ 135, Report Writing classroom in order to simulate conditions of the work environment. These computers are needed so that the students can best utilize newly acquired software.	2017-18	Not Started	01/31/2017	\$ 20,000	Strong workforce or CTEA?	
AA: HSA_Health Center_2017-18_Rec #13	Software/Hardware	10	13	Software recommendation 1_electronic medical records. To implement electronic medical records (EMR). This has been an ongoing recommendation. This has been supported in the previous year by the VP. The issue has been the facility, support for the implementation by IT. 40,000 initial fee. 30,000 a year annual fee after that.	2017-18	Funded Student Health Fee	02/02/2015	\$ 40,000	Can Health fee increase pay for this? AA Note: Yes, it will.	
AA: I&T Architecture 2017-18 Program Review SOFTWARE/HARDWARE Rec 4	Software/Hardware	11	4	Provide additional Computers (10) in Laboratory. These are necessary for student project development and to adequately utilize computer usage in architecture design and plans. They will also be used for the Environmental Technology classes.	2017-18	Not Started	03/31/2016	\$ 20,000		
AA: HSA_Rad Tech_2017-18_Rec #19	Software/Hardware	12	19	As the software and hardware needs upgrading, service contracts would provide for regular PM of the equipment and needed upgrades of the software.	2017-18	Not Started	03/06/2017	\$ 10,000	ITS accounts	net draft June 27 2017

AA: HSA_SRC/Adapted PE 2017-18_Rec #14	Software/Hardware	13	14	Provide 30 new Laptops for the Educational Development Curriculum, and implement a portable computer lab classroom. The Educational Development Courses support the development of basic skills for students with disabilities, and will prepare students to advance into the collegiate level curriculums.	2017-18	Not Started	02/10/2017	\$ 80,000	need carts too? New or replacment?	
AA: NSC Astro 2017-2018 Rec 3	Software/Hardware	13		Buy equipment for Astr-12: 7 computers (desktop computers, monitors, and keyboards). AA Note: Observatory	2017-18	Not Started	03/14/2017	\$ 14,000		
AA: I&T ATEC 2017-2018 OBD 2 Snap-On 4-channel lab scope/scan tools SOFTWARE/HARDWARE Rec 5	Software/Hardware	14	5	Need 8 new Snap-On Versus (or Modis) 4-channel lab scope/scan tools to properly access, analyze and diagnose modern Controller Area Networks (CAN) on board all vehicles from 1996 to present.	2017-18	Funded SWP	09/22/2016	\$ 50,000	Strong Workforce funding - Yes.	
AS: WiFi 2017-18	Software/Hardware	1		Provide campus WiFi infrastructure redundancy, capacity, coverage, and uniformity.	2017-18	In Progress/ Funded		\$ 2,000,000	In Progress - not completed from last year Campus questionnaires and technology needs from PlanNet, Jan 2015 paragraph 6.1.3 have indicated that a more robust wifi offering by El Camino College for academic delivery is needed. Initial proposal received, awaiting final cost estimates from vendor.	One-Time Funds Needed (Augmentation) Fund 15
AS: Data Security 2017-18	Software/Hardware	12	1	Develop and implement an overarching ECC Data Security Architecture and implement software, hardware, and network infrastructure improvements to provide data security for all ECC data.	2017-18	In Progress/ Partial funded		\$ 500,000	Provide and protect ECC data as required in a changing environment and cyber-world.	Ongoing or Permanent funds needed (Enhancement) Fund 15

AS: Firewall & VPN 2017-18	Software/Hardware	12	3	Current firewall system does is approaching end of life, has reduced capability of protecting internal and external network from new generation of attacks, malware, viruses, and cloud focused or based threats, etc. Current VPN system and VPN concentrator are not compatible with WIN 10 eliminating the ability to provide VPN as needed to staff and faculty.	2017-18	Partially Funded		\$ 1,000,000	Upgrading firewall and VPN systems will allow ECC to maintain protection from increasingly viral and malicious external and internal threats while providing for better VPN access compatible with current operating systems.	One-Time Funds Needed (Augmentation) Fund 15
AS: Network Services 2017-18	Software/Hardware	13	2	Phased replacement of El Camino College campus network switches that are soon to become End of Life by manufacturer	2017-18	In Progress/ Partial funded		\$ 1,000,000	Technology manufacturers produce and support software and hardware versions of equipment for a defined period of time. Currently El Camino College has a large number of network infrastructure routers that are approaching the end of the period of time the manufacturer will support the models. The manufacturer no longer provides the necessary software compatibility to keeps these devices up to date with the current and future business demands. Project expanded due to need of the new WiFi system capacity requirements.	Fund 15

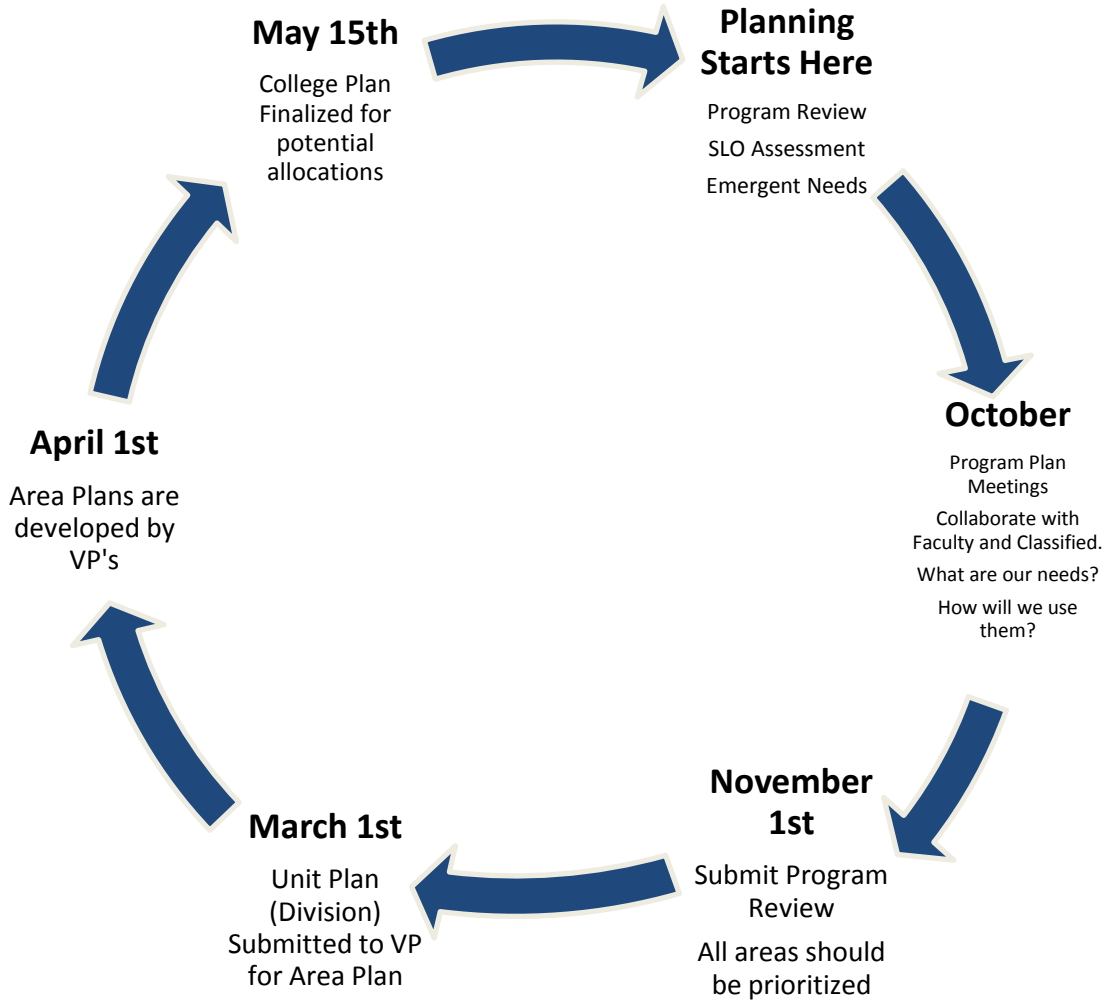
AS: Campus Wide document management system & eSignature	Software/Hardware	14	2	Provide a single document management system scalable for all departments on ECC. Procurement will issue RFP for the single system. Create technical specifications for RFP to procure an electronic signature product/application.	2017-18	Partially Funded		\$ 1,000,000	Provide a single standardized system will allow reduction in costs from current approach of 2-3 different systems being funded by different departments. Secondary cost for conversion of older systems as needed and scanning of existing documents (HR, Student, Finance, etc.) Reducing disparate systems to single standardized system will improve overall records retention and accessibility. Additional software packages are required for any Health related forms an for engineering diagrams and Blueprints for Facilities. Provide electronic signature capability to all offices and departments to reduce paper processing and increase eCommerce capabilities.	One-Time Funds Needed (Augmentation) Fund 15
AS: Document Archiving 2017-18	Software/Hardware	15	2	Archive and save hard copy documents for storage, retention and searchable ability.	2017-18	Funded		\$ 500,000	Space required and deterioration of paper copies make it important to convert to electronic documents for long term retention and access. HR, A&R this year.	One-Time Funds Needed (Augmentation) Fund 15

AS: Desktop computing program 2017-18	Software/Hardware	16	4	Create and institute an annual computing and network replacement program to ensure student learning experience meets the ECC Vision and mission expectations.	2017-18	In Progress/ Funded		\$ 500,000	A standardized program to replace computing systems at end of life is underway. The previous plan is when a building is built, then new computers are added in bulk. This sets up potential of all the same systems failing within a short time of each other and not having a replacement process in place to alleviate that risk. The same risk and process occur with networking systems in the buildings. Classroom	Ongoing or Permanent funds needed (Enhancement) Fund 15
AS: ERP Self Services 2017-18	Software/Hardware	17	1	ECC Owns basic ERP Self-service components. ECC should deploy Student (SIS) Self services for Student, FINAIN and Employee Self Service for HR	2017-18	Funded		\$ 40,000	Deploying basic self services would allow implementation of several of ECC's enrollment management capabilities. 50000 of that 30,000 can be picked up by Fin Aid and \$10,000 by ITS	One-Time Funds Needed (Augmentation) Fund 15 + BFAP
SCA: Student Dev SSS 2017-18 Rec 2	Software/Hardware	1	2	Maxient Annual Service Fee	2017-18	Rec Fund		\$ 10,000	Should be ITS	
SCA: IRP 2017-18 Rec 4	Software/Hardware	3	1	Purchase Nuventive Advanced Insight for data gathering, workflow, & documents for accreditation	2017-18	Rec Fund?		\$ 12,852	Ok	
SCA: A&R ISP & ECLA 2017-18 Rec 1AB	Software/Hardware	5	2	Ellucian update for ISP/ECLA that 'talks' to SEVIS - /Setup & Ongoing maintenance	2017-18	Rec Fund?		\$ 70,000		
SCA: COUNS 2017-18 Rec 2	Software/Hardware	1	1	Purchase/install a more sophisticated scheduling system	2017-18			\$ 50,000	Replace SARS SSSP Funding	

SCA: SSS 2017-18 Rec 5	Software/Hardware	3	3	Computer Monitoring Software for Assessment Lab	2017-18			\$ 1,255	SSSP Funding	
AA: FA 2017-18 Division Office 2015	Software/Hardware	3		Replace 3 Dell computers and 1 iMac computer for faculty workrooms (MU 204F and Art B20). Add color printer AA Note: Adjunct faculty workroom	2017-18	Not Started	03/17/2017	\$ 15,000		Fund 15
TOTAL								\$ 7,267,807	\$ 6,702,255	\$ 565,552

SCA: South Bay Promise		1		Clerical assistant for the South Bay Promise.	2017-18	Fund A&R retirement			use funding from A&R retiring clerical assistant
AA: BUSI 2017-18 Business Division Improve student retention and success by offering students additional assistance in their classes and labs.	Staffing		3	Provide and expand the use of certificated, casuals, and student workers as tutors, lab aids and supplemental instruction coaches, and embedded tutors in all Business disciplines, and embedded tutors to participate in selected disciplines/courses. To assist students and help them be successful in Business classes. Range 25	2017-18	Fund	03/15/2017	\$ 20,000	replace Carol Pendergrass
SCA: Fin Aid SSS 2017-18 Rec 7	Staffing	3	2	Hire Student Services Specialist	2017-18	Fund BFAP		\$ 60,000	BFAP Money
AA: LLR DE/Media 2017-18 Rec 2	Staffing		3	Hire one staff Instructional Designer.	2017-18	Fund	02/15/2017	\$ 65,000	Retirement of Production Specialist (D. Hayden) will be used to fund this position.
HR: Staff and Student Diversity 2017-18	Staffing		1	FT Investigator	emerging need	Not Started		\$ 105,000	Administrator salary range 11.
TOTAL								\$ 250,000	

El Camino College
Planning and Budgeting Committee
Planning Diagram



El Camino College Annual Planning & Budgeting Calendar

Annual Planning Process	Month	Annual Budget Process
College Plan discussion and development (Vice Presidents)	September	Final Budget submitted to Board of Trustees for discussion and approval (Early September meeting)
College Plan published. PBC review & endorsement of College Plan.	October	College Plan finalized and budgeted
Program plans finalized for the next fiscal year (November 1 st) Unit plan (next fiscal year) development commences.	November	
Unit plan (next fiscal year) development	December	
Mid-year updates and evaluations of previous years program/unit/area plans.	January	Governors State Budget Update
Unit plan (next fiscal year) finalization	February	
Unit plans finalized for the next fiscal year (March 1 st)	March	
Area plans prioritized (April 1 st)	April	Determine enrollment targets, sections to be taught, and full- and part-time FTEF. Faculty Obligation Number (FON) 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.
College Plans finalized for next fiscal year (May 15 th)	May	May Revise Tentative budget for PBC review, discussion and recommendation
	June	Tentative Budget is presented to the Board.
Final updates and evaluation of annual plan recommendations	July	Tentative Budget is rolled into active status (purchasing can begin)
	August	Final revenue and expenditure adjustments made to budget Final Budget 1 st and 2 nd review and discussion

Planning and Budgeting Committee Information Packet

Welcome to the Planning and Budgeting Committee (PBC),

This document was assembled to provide you with supporting information you can use as a member of PBC.

Purpose Statement

The Planning and Budgeting Committee (PBC) 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.

Committee Composition

The committee consists of one representative each from the Associated Student Body, Academic Affairs, Academic Senate, Administrative Services, El Camino College Federation of Teachers, El Camino Classified Employees, Police Officers Association, Confidential employees and Management/Supervisors, and Student and Community Advancement. Each member has one vote should voting become necessary.

The Chair of the committee is appointed by the Superintendent/President of El Camino College. The agenda is published before each meeting. All actions and recommendations are communicated to the campus constituencies and the president. Minutes are provided for each meeting and all information is placed on the campus website.

PBC meets bi-weekly throughout the year. The schedule is determined annually and published for the members and campus community. Typical meetings consist of Annual Planning, Annual Budget, Area Plan Priorities, Faculty Hiring, Comprehensive Master Plan, Enrollment Management, Fiscal Responsibility

Board Policies and Administrative Procedures

[Board Policy \(BP\) 2510 – Participation in Local Decision Making](#)

[Administrative Procedure \(AP\) 2510 – Collegial Consultation](#)

[El Camino College Board Policies and Administrative Procedures](#)

Final: 06/0216

Membership revised:

General Information on Collegial Consultation

[Participating Effectively in District and College Governance](#)

[Scenarios to Illustrate Effective Participation](#)

[Making Decisions at El Camino College](#)

See [Board Meeting Agendas](#) for recent presentations on collegial consultation

Planning and Budgeting Committee Goals

At the beginning of each academic year, the PBC develops a set of goals to achieve in that year. The current goals are provided below and are posted at the end of the minutes of each meeting. Members participate in a self-evaluation of PBC and its goals annually.

2015-16 PBC Goals and Measures

1. Conduct a college wide evaluation of the planning and budgeting process.
 - 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.

Planning and Budgeting Committee

Purpose: *The Planning and Budgeting Committee (PBC) 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.*

Origin: Established by

Group Representations	Member	Alternate
Management/Supervisors	Sim, Jackie	Waterhouse, Steve
Academic Affairs	Fitzsimons, Connie	Grant, Amy
ECCFT	Key, Ken	Prieto, Susana
Student/Comm. Adv.	Garcia, William	Sala, Andrea
Admin Services	Shenefield, Cheryl	Trevis, Michael
ASO		
ECCE	Mussaw, David	Vacant
Academic Senate	Widman, Lance	Troesh, Josh
Campus Police	Starkey, Dean	Solarzano, Ericka



Orientation to PBC

An orientation for new members to the
Planning & Budgeting Committee

El Camino College



Collegial Consultation

How El Camino College makes decisions

Collegial Consultation

- o PBC is one of 6 collegial consultation (CC) committees at ECC
- o CC Philosophy Statement: “ECC is committed to including staff, faculty, students and administrators in the development of recommendations that impact their constituent groups...”
- o “...In a spirit of problem solving and with the goal of institutional improvement, members of collegial consultation committees come together to resolve issues and strategize for the future.”

Source: *[Making Decisions at El Camino College](#)*

Collegial Consultation

- o “Consultation at El Camino College involves a collaborative process in which members of major campus constituencies play an appropriate part by making recommendations to the Superintendent/President in accordance with the Education Code, Assembly Bill 1725, Title 5 and policies adopted by the El Camino Community College Board of Trustees.” ([AP 2510](#))
- o *Making Decisions at El Camino College* is the guiding resource for collegial consultation.

Collaboration

- o **Strategic Initiative C – Collaboration**

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

- o This initiative from BP 1200 appears on the agenda of all collegial consultation committees.

Annual Assessment & Review

Annually, chairs of consultation committees should perform the following:

1. Provide an orientation for members,
2. Review the committee's purpose statement, purview and goals,
3. Conduct a self evaluation to determine the committee's effectiveness, and
4. Review the *Making Decisions at El Camino College* document.

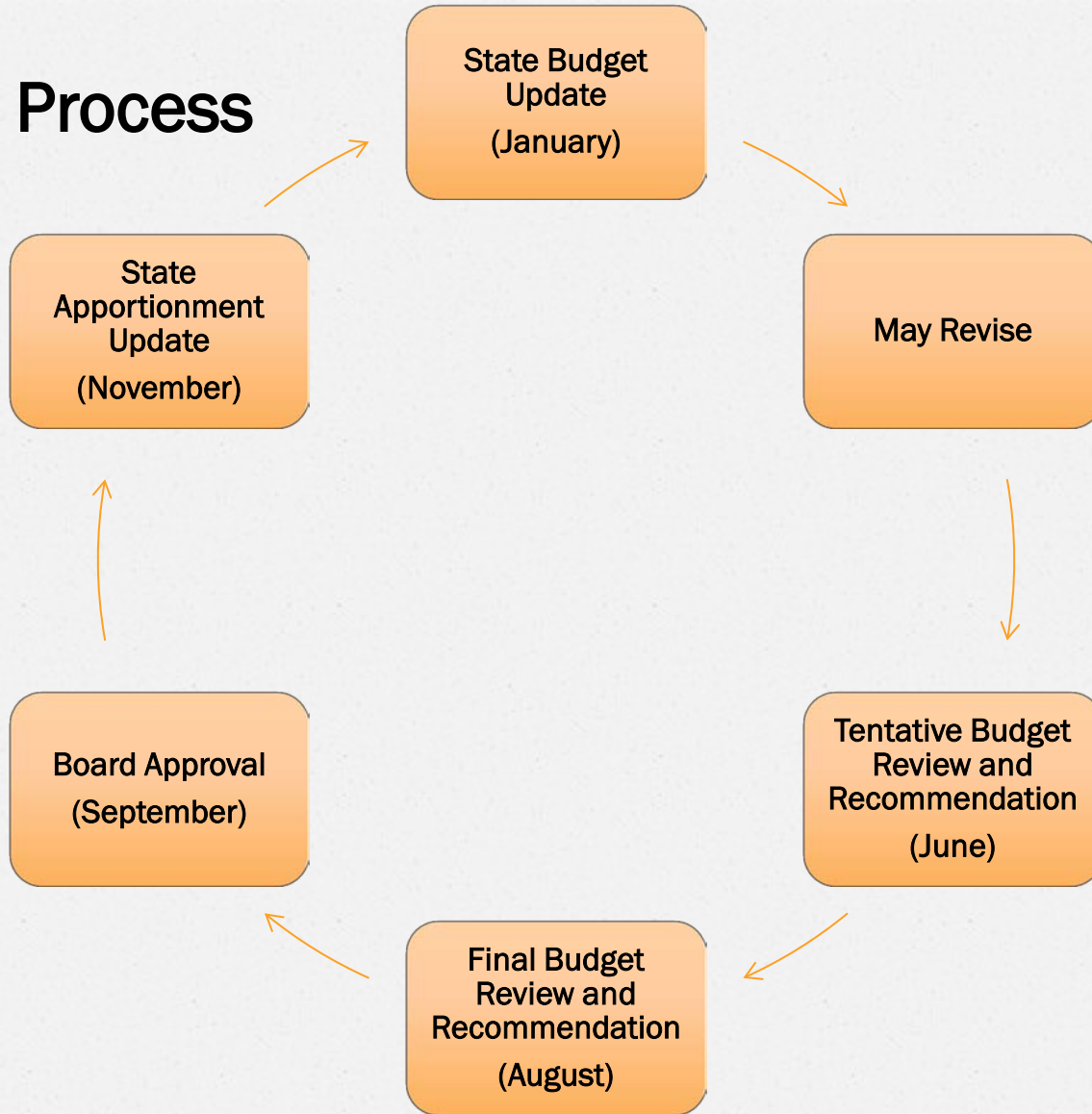
Consultation Groups

- o Students
- o Faculty
- o Classified Staff
 - o El Camino Classified Employees (ECCE)
 - o Police Officers Association (POA)
 - o Confidential Staff
- o Administrators

Decision-Making Process

- o Recommendation to the Superintendent/President
- o Consensus or Majority Vote
- o Inclusiveness
- o Communication through representatives
- o Evidence Supports Decisions
- o Focus on Student Success

Budget Process



Annual Planning Process

Program Review* →

Program Plans →

Unit Plans →

Area Plans →

College Plan

* or Emerging Needs

Planning & Budgeting Committee

Linking planning and decision-making to budgeting

PBC 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.

Guiding Documents

- o *District Mission & Strategic Plan* ([BP 1200](#))
- o *Institutional Planning* Policy & Procedure
 - o [BP 3250](#); [AP 3250](#)
- o *[Final Budget](#)* (“the Budget Book”)
- o *[Planning & Budget Calendar](#)*
- o *Other Resources:*
 - o [PBC Webpage](#)
 - o [Planning Webpage](#)

PBC Membership

- o Academic Senate
- o Administrative Services
- o Associated Students Organization
- o Campus Police
- o Committee Chair*
- o ECC Federation of Teachers
- o ECCE - Classified Union
- o Management/Supervisors
- o Student and Community Advancement
- o Supporting members (Planning, ...)*

*Signifies non-voting committee members

Planning & Budgeting Calendar

- o Tracks two overlapping processes:
 - o Collegewide budget development
 - o Annual planning & budgeting process
- o Reviewed and revised by PBC

Annual Planning Summit

- o The committee and representatives from the campus at large will participate in an annual planning summit facilitated by the Vice President of Student and Community Advancement.
- o The Planning Summit is typically held in spring semester.

Annual Assessment & Review

On an annual basis the committee will:

- o Review resources and make recommendations for the college budget based on principles and processes set forth in the Educational Master Plan and align with the mission, vision, values and strategic initiatives of the college.
- o Monitor budget, planning and resources to ensure success of the college.
- o Complete and monitor annual review of the budget, committee goals and planning process.

Background Information

- o Acronyms
- o Funds and their uses/restrictions
- o How members communicate and/or bring forward feedback
- o Committee rules of order



Questions?

Rory Natividad, Chair

Irene Graff, Support (Planning)