



PLANNING & BUDGETING COMMITTEE

September 15, 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

- | | |
|--------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> William Garcia - Student & Community Adv. | <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) |
| <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"/> Areceli Rodriguez – ASO, Student Rep. | <input type="checkbox"/> Lance Widman - Academic Senate |

Alternate Members / Support

- | | | |
|--------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Babs Atane – Support | <input type="checkbox"/> Art Leible – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. |
| <input type="checkbox"/> Linda Beam – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Josh Troesh – Alt. Ac. Sen |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Rebecca Russell - Alt., Ac. | <input type="checkbox"/> Steve. Waterhouse- |
| <input type="checkbox"/> Irene Graff – Support | Affairs | Alt.Mgmt/Sup |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Andrea Sala – Alt. SCA | <input type="checkbox"/> Alt. ASO, Student |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Jean Shankweiler – Support | <input type="checkbox"/> Luukia Smith – Alt. ECCE |
| | <input type="checkbox"/> Ericka Solarzano - Alt. Police | <input type="checkbox"/> Susana Prieto – Alt. ECCFT |

AGENDA

- | | | |
|-----------------------------------------------|-----------------|-----------|
| 1. Draft Minutes Approval – September 1, 2016 | R. Natividad | 1:00 P.M. |
| 2. PBC Orientation | Graff/Natividad | 1:10 P.M. |
| 3. Financial Aid Update | W. Garcia | 1:25 P.M. |
| 4. PBC Evaluation timeline/questions | Graff/Natividad | 1:35 P.M. |
| 5. Comprehensive Mater Plan Update | Beam/Graff | 1:45 P.M. |
| 6. Annual Planning and Budgeting Calendar | R. Natividad | 1:55 P.M. |
| - Member Responsibilities (under development) | | |

Next meeting – October 6, 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
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: September 1, 2016

MEMBERS PRESENT

- | | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Amy Grant – 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"/> Araceli Rodriguez – 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: R. Russell, A. Sala, J. Troesh, S. Prieto

Support: L. Beam, I. Graff, J. Higdon, A. Leible, J. Nishime, J. Shankweiler

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

Approval of the August 18 Minutes

1. Under Final Budget, #6, first sentence, **correct:** STRS/CalPERS **to:** CalSTRS/CalPERS. Second to the last sentence was **changed to read as follows:** The summer FTES calculations indicated we were 71 FTES short.
2. The minutes were approved with the two minor corrections and will be posted to the portal.

Approval of the August 24 Minutes

1. Final Budget, #3, first sentence, correct: finds to: funds.
2. Under Final Budget, #8, change: a lot of items to: numerous items.
3. The minutes were approved with the one minor suggested correction. The minutes will be posted to the portal.

Enrollment Management Update – J. Shankweiler (handout)

1. L. Widman requested he would like to see some figures regarding the subject of student enrollment (out-of-state/international students) as presented in the minutes under Final Budget, #7. A future agenda item will be forthcoming for further discussion and presentation.
2. The Enrollment Trends Report was distributed to the committee. It was noted the funded FTES cap for 2016/FA is listed at 19,488. It was found that the time period for registration this fall was one week shorter than fall of last year. The reason for this is we split the summer and fall registration. This led to us not comparing the information at the same point in time. Some projections were done which projected FTES resident for fall 2015 to be corrected from 8,118 to 8,140. The result is we are level with last fall as opposed to being down. It was noted that many schools in the state are 1% to 2% down.
3. In reviewing the Compton Enrollment Trends, it was stated for fall 2015 under the projected FTES resident the figure was actually 2,279 and not 2,230 as listed on the report. We are down by 8 FTES at Compton. It was noted we are still in stabilization this year because of borrowing the 1,500 for the summer.

4. A discussion ensued as to the reason there is a decline for evening enrollment. J. Troesh queried some of his students and they expressed concern for their safety as to why they did not enroll in evening classes. Lighting by one of the parking areas was noted as a concern for the students. It was stated the campus needs to look safer and feel safer to the community. This perception the students have in the campus being unsafe needs to be addressed and a resolution found since it has made a big difference in the evening enrollment. It was also noted that early morning and weekend classes could possibly be attractive class times for students.

Annual Planning Information – I. Graff

1. Some changes have been finalized in TracDac which should strengthen the linking between program review and planning. A wide variety of training will be forthcoming for all program leaders. Attendees will be shown how to archive and evaluate in readiness for the next planning year.
2. The Comprehensive Master Plan has been worked on this past year and should be completed by December. The Educational Master Plan goals were work on over the summer and should be finalized by the end of September. A consultation process will be held in order to be Board approved in November or December.

Adjournment – R. Natividad

1. The meeting adjourned at 1:38p.m. The next meeting will be held on **September 15, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

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.

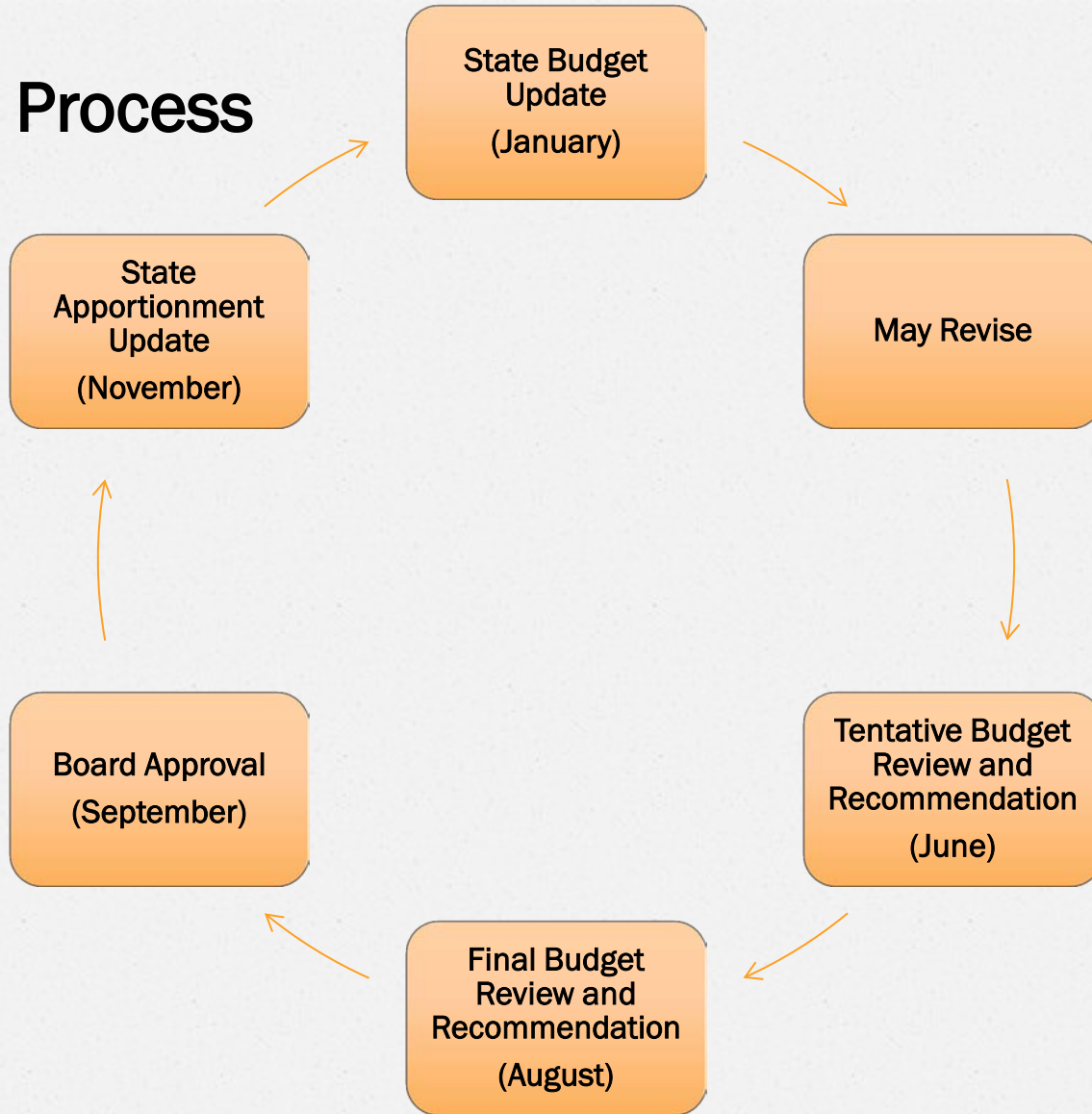
Consultation Groups

- 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)

El Camino College and El Camino College Compton Center

2016-2017 AWARD YEAR - CHANGES TO FINANCIAL AID REGULATIONS AND PROCESSES

Board of Governors Fee Waiver (BOGFW)

Students will need to meet academic and progress standards in addition to income criterion to receive the BOGFW beginning the Fall Semester 2016. Students will need to sustain a cumulative grade point average (GPA) of at least 2.0 and will need to maintain a cumulative satisfactory completion of more than 50% of attempted units. Students who lose their BOGFW eligibility may appeal directly with the Admissions & Records Office.

Federal Pell Grant

The U.S. Department of Education has confirmed that the maximum Federal Pell Grant award will increase to \$5,815 for the 2016-2017 Award Year – an increase of \$40 from the past award year.

Financial Literacy

The Financial Aid Office offers students a free suite of money management and financial literacy titled, Cash Course. More information is available on the Financial Aid Office webpage.

Freeze Date Implementation

The freeze date will lock units as of the census date for fall and spring semesters to determine financial aid eligibility for the term. This means that any changes to unit load following the census date (e.g., registration in late start classes, course withdrawals) will not result in changes to financial aid awards unless a student drops from all units. Students need to register early for classes in order to receive the maximum financial aid award.

Verification

The U.S. Department of Education selects financial aid applicants to complete a process titled Verification when an error has been made on the financial aid application or additional information is needed to determine financial aid eligibility. Students who are selected for Verification 1, 4, or 6, may subsequently be selected for Verification 5 and required to submit additional documentation to the Financial Aid Office.

Higher One → Bank Mobile Vibe

The U.S. Department of Education announced changes to how colleges and universities will work with third party vendors for the disbursement of federal student aid - this includes Higher One.

1. Disbursement Options - Students will only be given two disbursement options: (1) Direct Deposit into an existing bank account; and (2) ECC Debit Card. Students who do not select a disbursement option will automatically default to a paper check 14-days from the date of disbursement to be sent via U.S. mail. Students who had previously chosen paper checks as their preferred disbursement will be grandfathered.
2. Students will no longer automatically receive their ECC Debit Cards upfront. Students will need to choose the ECC Debit Card disbursement option in order to receive a card.
3. Higher One has been acquired by Customers Bank and as a result will have its name changed to Bank Mobile Vibe. New branding and marketing efforts will be initiated.
4. Bank Mobile Vibe will provide students with access to the Allpoint Network for over 43,000 ATMs nationwide, most fees will be removed or reduced, customer service hours will be expanded, and new ECC Debit Cards will be issued.

More information, please visit the Financial Aid Office at El Camino College or El Camino College Compton Center

El Camino College and El Camino College Compton Center

2017-2018 AWARD YEAR - CHANGES TO FINANCIAL AID REGULATIONS AND PROCESSES

Early FAFSA Submission Date

The U.S. Department of Education announced that beginning with the 2017-2018 Award Year, students will be able to submit the Free Application for Federal Student Aid (FAFSA) beginning on October 1, 2016, rather than the traditional submission date of January 1, 2017. The earlier submission date will be a permanent change.

Prior-Prior Year Income

The U.S. Department of Education announced that beginning with the 2017-2018 Award Year, students (and their parents, if dependents) will be able to report income information from an earlier tax year rather than just the immediate past tax year. For the 2017-2018 Award Year, information from tax year 2015 will be reported rather than their tax year 2016 income information. This means that for both the 2016-2017 and 2017-2018 Award Years, financial aid applicants will utilize tax year 2015 income information.

FINANCIAL AID INITIATIVES

Financial Aid Awareness Fairs

The Financial Aid Offices have begun to host Financial Aid Awareness Fairs on-campus throughout the academic year to educate students on federal, state, and local financial aid opportunities.

Financial Aid “Go Live” Date

The Financial Aid Offices for the past three years have gone live with the awarding of financial aid on April 1st for the following award year thus allowing students to complete required documentation prior to summer. Students are automatically awarded the Board of Governors Fee Waiver (BOGFW) and Federal Pell Grant, if eligible.

Financial Aid Internal Priority Deadline

The Financial Aid Offices for the past three years have made a guarantee to students that if they apply for financial aid and submit all required documentation by June 1st they will receive their first financial aid disbursement during the first week of the fall semester. Students that apply or submit their documentation after June 1st will be processed on a first come, first served basis.

Financial Aid Outreach

The Financial Aid Offices have hired personnel specifically to conduct financial aid outreach efforts on-campus (including classroom presentations and campus events) and off-campus at high schools and other venues.

Financial Aid Student Ambassadors

The Financial Aid Offices have hired student employees to work in the Financial Aid Office Computer Labs to assist prospective and current students apply for financial aid and complete required documentation.

Financial Aid Webpages

The Financial Aid Offices have updated their respective webpages to include the vast majority of forms required for submission, helpful links to financial aid applications and resources, and applicable deadlines.

More information, please visit the Financial Aid Office at El Camino College or El Camino College Compton Center

September 15, 2016

To: Planning and Budget Committee

From: Linda Beam, VP of HR

RE: HR Staffing Plan – Consultant Review

With my impending departure nearing, El Camino College has engaged the services of CBT (College Brain Trust) to assist with the development of a Staffing Plan for inclusion in the Comprehensive Master Plan. The primary consultant will be Dr. Jean Malone, retired Vice President of Human Resources from Citrus College.

Among the areas of topic review and analysis include:

1. **Review of Staffing**
2. **Staffing Levels**
Employee Categories
 - Faculty (F/T and Adjunct)
 - Classified (Regular and Temporary)
 - Management/Administrators/Supervisors/Confidential
3. **Review of Staffing Issues**
 - Aging Work Force
 - Retention
 - District Organizational Structure
4. **Review of Training and Development**
 - Preparing for Future Leaders
5. **CBT Observations and Recommendations**

Comparison districts to be utilized: Cerritos CCD, Glendale CCD, Long Beach CCD, Mt. SAC CCD, Pasadena CCD, Rio Hondo CCD, and Santa Monica CCD.

Information is in the process of being gathered.

Timeline:

Anticipated deadline for completion is January 31, 2017

PBC Evaluation October 2015

N= 23

Membership Status

Response	Frequency	Percent	
PBC Member/Alternate Support Staff	8	34.78	<div style="width: 34.78%; background-color: blue;"></div>
Missing	9	39.13	<div style="width: 39.13%; background-color: blue;"></div>

Annual Plans

Response	Frequency	Percent	
Strongly Agree	4	17.39	<div style="width: 17.39%; background-color: blue;"></div>
Agree	6	26.09	<div style="width: 26.09%; background-color: blue;"></div>
Disagree	2	8.70	<div style="width: 8.70%; background-color: blue;"></div>
Strongly Disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
Missing	11	47.83	<div style="width: 47.83%; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	11	47.83	<div style="width: 47.83%; background-color: blue;"></div>
2. Agree	9	39.13	<div style="width: 39.13%; background-color: blue;"></div>
3. Disagree	2	8.70	<div style="width: 8.70%; background-color: blue;"></div>
4. Strongly disagree	1	4.35	<div style="width: 4.35%; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; background-color: blue;"></div>

5. Review and discuss College revenues and expenditures.

Response	Frequency	Percent	
1. Strongly agree	12	52.17	<div style="width: 52.17%; background-color: blue;"></div>
2. Agree	10	43.48	<div style="width: 43.48%; background-color: blue;"></div>
3. Disagree	1	4.35	<div style="width: 4.35%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; background-color: blue;"></div>

Comprehensive Master Plan

Response	Frequency	Percent	
Strongly Agree	2	8.70	<div style="width: 8.70%; background-color: blue;"></div>
Agree	8	34.78	<div style="width: 34.78%; background-color: blue;"></div>
Disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
Strongly Disagree	2	8.70	<div style="width: 8.70%; background-color: blue;"></div>
Missing	11	47.83	<div style="width: 47.83%; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	7	30.43	<div style="width: 30.43%; background-color: blue;"></div>
2. Agree	14	60.87	<div style="width: 60.87%; background-color: blue;"></div>
3. Disagree	1	4.35	<div style="width: 4.35%; background-color: blue;"></div>
4. Strongly disagree	1	4.35	<div style="width: 4.35%; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; background-color: blue;"></div>

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

Response	Frequency	Percent	
1. Strongly agree	18	78.26	<div style="width: 78.26%; background-color: blue;"></div>
2. Agree	5	21.74	<div style="width: 21.74%; background-color: blue;"></div>
3. Disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; background-color: blue;"></div>

6. Review and discuss long-range financial forecasting.

Response	Frequency	Percent	
1. Strongly agree	11	47.83	<div style="width: 47.83%; background-color: blue;"></div>
2. Agree	10	43.48	<div style="width: 43.48%; background-color: blue;"></div>
3. Disagree	2	8.70	<div style="width: 8.70%; background-color: blue;"></div>
4. Strongly disagree	0	0.00	<div style="width: 0%; background-color: blue;"></div>
Missing	0	0.00	<div style="width: 0%; background-color: blue;"></div>

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

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

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

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

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

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

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

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

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

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

10. Meeting discussions address the responsibilities of the committee.

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

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

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

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

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

PBC Evaluation October 2015

Question: Q1: Planning

Response

The annual plans are discussed. I do not recall the Accreditation Self-Study nor the Comprehensive Master Plan being discussed.

While we didn't spend a lot of time on the master plan, we discussed the challenges of a plan that contained few specific actions.

A more thorough discussion at times would be helpful

We do not really assess the Annual Plans only the recommendations arising from the Vice Presidents recommendations for funding.

Comp. Master Plan hasn't been discussed this past year since it's being revised. However, parts of it, such as the Education Plan, have never been discussed. Some parts, such as the IT part, were discussed 2 or 3 years ago, but with no follow-up, despite there being many problems in that area.

Question: Q2 : Review and discuss prioritized Area plan requests for funding

Response

I think we do OK but can do a better job in this area. For example, the SSSP Proposal did not make it to the PBC committee prior to submission and there are probably other omissions also. Hopefully we will have an opportunity to review the Equity Proposal when that is completed prior to submission in December.

I think more explanation on how what is funded is needed.

We as a committee should be careful not to micro manage and question the process followed by divisions, units, etc.

Question: Q3: Continue the five-year cycle of master planning

Response

We reviewed and approved new strategic initiatives

Good strategy

See #1 above.

Question: Q4: Review and discuss annual Preliminary, Tentative and Final Budget proposals and assumptions

Response

I would like to see or have access to line item details

Great discussion had on items however the future meeting on Flex Day should be revisited and we should continue to be careful when discussing items that are better left to HR and the bargaining units.

Question: Q5: Review and discuss College revenues and expenditures.

Response

Good discussions

Question: Q6: Review and discuss long-range financial forecasting

Response

It is difficult to do but we do our best as a committee

we do not conduct a strong approach in this area as it relates to resources to strengthen faculty involvement in student success.

We review and ask questions about long-range fin. forecasting, but I feel that PBC members and attendees need some training in understanding how forecasting works. I feel that the folks from Financial Services end up saying "That's how it's done" and the committee just has to accept that. It would be nice to have an outside person give us some information.

Question: Q7 Provide recommendations to President regarding College planning and budget activities:

Response

I believe more efforts can be made to have a broader range of presentations on district wide planning at each meeting to have input on, and a better understanding of, hiring decisions and reorganization rationale and forecasting.

Perhaps a quarterly newsletter should be printed to help committee members get the information out to their constituency groups?

Question: Q8 Regularly inform the College community of the results of the planning and budge process:

Response

I am unclear if members of the committee are reporting back to their constituents or not as most committee members do not comment during this portion of the agenda. It would be great if there was more sharing of feedback from different interests within the district. This could be valuable if committee members made a commitment to participate.

I appreciate the efforts of the committee to keep students informed.

While the College community does get informed, more information should be provided on how and why items were funded.

Although the PBC has a web presence we could be doing more to get the information out on the discussions and work done by the PBC

This depends on how often and how well the constituents' representatives inform their group.

We've improved in this area, but I still think that a newsletter that goes out to the whole campus would make it easier for people to check out the PBC discussions and recommendations. Our minutes are not adequate for "outsiders" to understand. So, how about a newsletter, once each semester?

Question: Q9 Periodically review and evaluate the effectiveness of PBC communications to the College community:

Response

I agree this needs to be done but is it? Maybe there needs to be further discussion on this regarding how to best communicate PBC activities outside of the minutes, i.e. website or newsletter, etc.?

Should be on-going discussion

This is an area that needs strengthening. Outside of constituent reporting we do not know how the faculty at large understands what happens in PBC.

We should probably do this more often.

Question: Q10 Meeting discussions address the responsibilities of the committee:

Response

We're still working on the planning side of our responsibilities.

Question: Q11 I am comfortable speaking and voicing my opinion during the meetings:

Response

Depends on the topic and those who attend

Question: Q12 The meeting discussions contain an appropriate amount of structure and flexibility:

Response

There needs to be a balance between the two. When the agenda has many items there normally needs to be a time limit established to discuss each item in order to cover the entire agenda without running past the scheduled meeting time. Of course, there may be some items that require a more in-depth discussion by the members of the Committee, to be designated by the Chairperson.

I appreciate the openness of the committee to differing ideas.

Good structure provided by the Chair

Question: Q13 The final version of the PBC minutes accurately reflects the discussions that occurred

Response

The minutes are comprehensive and well done.

PBC minute meetings are well written and accuracy is prioritized by the Chair

Question: Q14 The PBC Chair provides meeting agendas and draft meeting minutes in a timely manner:

Response

Any presentations not previously emailed should be printed for the meeting. E files at the meeting are insufficient

If the minutes and agenda could be sent out a little earlier I would be better prepared.

I think Rory does a great job, and puts in an enormous amount of time.

Yes, the Chair is very organized

Agendas, OK. Minutes, too late. I would like to see minutes by the Monday before a meeting, at the latest.

Question: Q15 Do you have anything to add to help evaluate the PBC's performance in 2014-15.

Response

I would recommend some kind of orientation and review for new members to the committee. Sometimes we get caught up in all of the acronyms and this makes it sometimes difficult to follow everything.

none

1. I am concerned that some areas have no representation or no alternates or reps who don't always attend. People in those areas need to work harder to find reps and alternates who, together, can ensure attendance for that group. I appreciate the efforts by the chairperson about this. 2. The chairperson does an excellent job of leading meetings and setting the agendas. But he does not get minutes distributed in a timely manner and cannot find time or delegate someone to work on external communications. I would like to point out that both of these are about communication. I strongly feel that he needs to delegate these responsibilities (to other members of the committee, not to his office staff) or otherwise figure out how to accomplish them. These have been ongoing items of concern.

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: <ol style="list-style-type: none"> 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	<p>Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet.</p> <p>Proposed tentative budget reviewed and discussed for recommendation.</p> <p>Initial planning and budget assumptions finalized.</p>	<p>Vice Presidents</p> <p>PBC</p> <p>Cabinet</p>
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	<p>Review and discussion of the final budget assumptions by the President with the PBC</p> <p>Final Budget line item review with PBC.</p>	<p>President and PBC</p> <p>Vice President Administrative Services</p>
September	<p>Final Budget submitted to Board.</p> <p>PBC conducts annual evaluation.</p>	<p>President</p> <p>PBC</p>

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR – Draft 2016

Dates	Activities	Responsible
September	Annual Planning – Area Plan (VP level) discussion and review	PBC, Area VP's
October	Area Plan Priorities Funding	Cabinet
November 15th	Submit Program plans for the next fiscal year.	Program faculty and managers
January	State Budget Update	Vice President of Administrative Services
January 31st	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
March	March 15 th - Submit Unit plans for the next fiscal year.	Deans/Directors
April	Determine enrollment targets, sections to be taught, and full-and part-time FTEF. Vice presidents jointly determine ongoing operational costs including: <ol style="list-style-type: none"> 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
April	April 31 st - Vice President submittal of Area plans	Vice Presidents
May	Tentative budget information completed for PBC review.	Vice Presidents

11/20/14
3/11/15
9-14-16

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR – Draft 2016

Dates	Activities	Responsible
June	Tentative Budget is presented to the Board.	President
July	Final evaluation and updates to TracDAT of current year Annual Planning Cycle	Program faculty, staff, and managers
August	Final revenue and expenditure adjustments made to budget. Final budget 1 st and 2 nd Review and discussion.	President and Vice President Administrative Services
September	Final Budget submitted to Board. PBC conducts annual evaluation.	President PBC
	= Annual Planning	
	= Budget Process	

11/20/14
3/11/15
9-14-16