PLANNING & BUDGETING COMMITTEE
November 2, 2017
1:00 -2:30 P.M.
Accounting Conf. 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

- ☐ Amy Grant - Academic Affairs
- ☐ Ken Key - ECCFT
- ☐ David Mussaw – ECCE
- ☐ Rory K. Natividad - Chair (non-voting)
- ☐ Alex Ostrega – ASO, Student Rep.

- ☐ Cheryl Shenefield - Administrative Services
- ☐ Jackie Sims - Management/Supervisors
- ☐ Dean Starkey – Campus Police
- ☐ Greg Toya – Student Services
- ☐ Josh Troesh - Academic Senate

Alternate Members / Support

- ☐ Babs Atane – Support
- ☐ Kristie Daniel-DiGregorio – Support
- ☐ Janice Ely – Support
- ☐ Brian Fahnestock – Support
- ☐ Irene Graff – Support
- ☐ Jennifer Gutierrez - Alt. ASO
- ☐ Kelsey Iino– Alt. SCA
- ☐ Art Leible – Support
- ☐ Ruben Lopez - Alt. Police

- ☐ Jane Miyashiro – Support
- ☐ Ross Miyashiro – Support
- ☐ Jean Shankweiler – Support
- ☐ Luukia Smith – Alt. ECCE
- ☐ Michael Trevis – Alt. Adm.
- ☐ Steve Waterhouse-Alt. Mgmt/Sup
- ☐ Carolee Jessop-Vakil – Alt. ECCFT
- ☐ Vacant - Alt., Ac.   Affairs
- ☐ Vacant – Alt. Ac. Sen

AGENDA

1.	Minutes 10/5/17	R. Natividad	1:00 P.M.
2.	PBC Evaluation Summary	R. Natividad	1:10 P.M.
3.	Integrated Plan (SSSP/Equity)	D. Patel/C. Jimenez	1:30 P.M.
4.	Strategic Planning Committee	I. Graff	1:40 P.M.
5.	Enrollment Management	D. Mussaw	1:50 P.M.
6.	Committee Assignments	R. Natividad	2:00 P.M.

Next meeting –November 16, 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
STRS/PERS	Fund 16
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: October 5, 2017

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MEMBERS PRESENT

☒ Amy Grant – Academic Affairs   ☒ Cheryl Shenefield–Administrative Services
☒ Ken Key - ECCFT   ☐ Jackie Sims -Management/Supervisors
☐ David Mussaw - ECCE   ☐ Dean Starkey – Campus Police
☒ Rory K. Natividad – Chair (non-voting) ☒ Greg Toya – Student Services
☒ Alex Ostrega – ASO Student Rep.   ☒ Josh Troesh – Academic Senate

Other Attendees: M. Guess
Alternate Members: J. Gutierrez, K. Iino, S. Waterhouse
Support: B. Atane. J. Ely, I. Graff, A. Leible

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The meeting was called to order at 1:06 p.m.

Approval of the September 21, 2017 Minutes
1. The minutes of September 21 were presented to the committee for approval.
2. The minutes were approved as presented.
3. The minutes will be posted on the updated website through the president's page under planning and budgeting.

PBC Purpose and Goals – R. Natividad (handout)
1. No suggested changes were received for any changes regarding the purpose statement.
2. **Motion:** A motion was made by J. Troesh recommending approval of the current purpose statement for 2017/2018. The motion was seconded by A. Grant.
   9 approved
   0 opposed
   0 abstentions
   Motion Approved.
3. The six goals for the Planning and Budgeting Goals for 2017-2018 were reviewed and discussed. Two years ago it was decided to develop an action plan utilizing the college-wide evaluation of the planning and budgeting process. The evaluation was conducted last year but it was noted that at this point the results are dated. It was asked if this item could be tabled for now.
4. It was noted the second goal listed was part of charge of the Strategic Planning Committee to review. Their results should be completed by November.
5. It was recognized the newly reformed Strategic Planning Committee will be taking on the goal of evaluating the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives in the future.
6. It was noted the reviewing and improving the yearly activity calendar was accomplished. The information on the calendar is shared with the committee and is posted for all of the campus community to review. The committee was asked to consider if there are any reports they would like to be informed on or any particular presentations given to the PBC, please inform R. Natividad.
7. It was noted the evidence of constituent group communications regarding PBC was partially accomplished through constituent group communications and emails provided by members to the

groups they represent. It was recognized there should be continued progress in the classified and police officers' association areas on this subject. It was discussed the idea of some short action items or highlights given at the end of each PBC meeting would help assist in this endeavor.

8. R. Natividad will be reaching out to the Vice Presidents and see what their experiences have been and what they envision for the direction of our PBC.

9. It was suggested once the Distance Ed Plan is completed, it should come to PBC so it can be viewed from the perspective of enrollment management and strategic planning.

Financial Aid Update / BOGFW – M. Guess (handout)
1. Changes to the financial aid regulations and processes were discussed. Students will be able to submit the free application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) beginning on October 1, 2017, for the 2017-18 award year.
2. Students will report their 2015 year income and tax information on both the 2016-17 and 2017-18 FAFSA applications. The U.S. Department of Education will flag student FAFSA applications with a C-Code 399 if there are significant discrepancies on reported tax information between the two FAFSA applications since both FAFSAs should be using the same tax and income information.
3. The U.S. Department of Education announced the maximum Federal Pell Grant award will increase to $5,920 for the 2017-18 award year.
4. The freeze date will lock units as of the census date for fall and spring semesters to determine financial aid eligibility for the term.

ITS Update – A. Leible (handout)
1. Project updates were given for the area of Information Technology Services. The wireless campus system is 95% completed at this time with 650 new units installed.
2. A next generation Firewall will be forthcoming in Purchasing.
3. A document management system is on the horizon to assist with having a paperless college. The purpose of this would be to bring on a forms engine, workflow, approval que flow, and e-signatures along with security and accessibility in a web presence.
4. Document archiving is currently happening right now throughout campus.
5. Self-service options are forthcoming which will help students interact on-line (mobile). This is currently being installed.
6. Canvas to colleague integration will help communication flow back and forth between the campus and colleague.
7. CRM recruit is prospective student outreach management software that will be completely cloud based.
8. TracDat/PowerBl upgrade which I. Graff is currently working on.
9. Also being worked on is computer lifecycle (refresh) and campus network switching upgrades and replacements.

Adjournment – R. Natividad
1. The meeting adjourned at 1:56 p.m. The next meeting will be held on **October 19, 2017** at 1:00 p.m. in the Accounting Conference Room.

RKN/lmo

SSSP/SE/BSI Integrated Plan

IDANIA REYES

INTERIM DEAN, STUDENT SUPPORT SERVICES

ARTURO HERNANDEZ

MESA DIRECTOR & INTERIM STUDENT EQUITY DIRECTOR

CESAR JIMÉNEZ

ASSOCIATE DEAN OF COUNSELING AND STUDENT SUCCESS

What Is The "Integrated Plan?"

The Chancellor's Office (CO) recognized significant overlap between three programs/initiatives:

◦ Student Success and Support Program (SSSP)
◦ Student Equity (SE)
◦ Basic Skills Initiative (BSI).

In lieu of separate annual plans for each, the CO required colleges to draft one integrated plan for all three, for 2017-2018

The integrated plan requires colleges to create five integrated goals

What Are We "Integrating?"

Student Success and Support Program (SSSP)

◦ Goal: Ensure that students complete their college courses, persist to the next academic term, and achieve their educational objectives

◦ Focuses on orientation, assessment and testing, counseling, and student follow-up

Student Equity (SE)

◦ Goal: Increase access, course completion, English as a Second Language (ESL) and basic skills completion, degrees, certificates and transfer for all student groups identified as disadvantaged/experiencing equity gaps

Basic Skills Initiative (BSI)

◦ Goal: Create an environment for unprecedented accomplishments in basic skills

The Collaborative Planning Process

The planning team included representatives from SSSP, SE, BSI, and Institutional Research & Planning (IRP)

We consulted with the Student Success Advisory Committee (SSAC) in Spring 2017 while drafting our integrated goals

The team met every Monday during Summer 2017 to write the Integrated Plan

Integrated Goal Areas

1. Developmental through Transfer-Level Math and English

2. On-boarding New Students

3. Student Support Services

4. Academic Support Services

5. Change Management

Goal 1: Developmental through Transfer-Level Math and English

Goal: Increase transfer-level achievement rates in math and English for students who test below college level, while decreasing the time to complete a transfer-level course.

Metrics:

- ESL/Basic Skills completion rate

Goal 2: On-boarding New Students:

Increase the number of first-time students completing core services and completing a comprehensive education plan, and increase the three-term persistence rate.

Metrics:
- Retention rate
- Three-term persistence rate
- Student readiness rate (completion of the three core services)

Goal 3: Student Support Services

Substantially increase the number of students who utilize support services that are known through research to increase student engagement and success.

Metrics:

- Retention rate
- Three-term persistence rate
- Utilization of student support services

Goal 4: Academic Support Services

Provide personalized and integrated academic support services to increase course completion rates of students in targeted courses and programs.

Metrics:

- Retention rate
- Successful course completion rate
- Utilization of academic services

Goal 5: Change Management

Transform the college culture in terms of intentional engagement, collaboration and implementation of practices, procedures, and policies that promote equity-minded student progress and completion.

Metrics:

- Faculty and staff participation in equity-related professional development
- Employee campus climate survey responses
- Student campus climate survey responses (e.g. views on student interactions with faculty and staff)

Consultation Timeline

Academic Senate (10/3 and 10/17)

Student Success Advisory Committee (10/5)

Associated Student Organization (10/12 and 10/26)

Council of Deans (10/26)

College Council (11/6)

Board of Trustees (10/16 and 11/20)

Submit to Chancellor's Office by 01/31/2018

Next Steps

Review the full Integrated Plan draft:
http://www.elcamino.edu/studentservices/co/integrated-plan.asp

Email feedback to:

- Scott Kushigemachi: skushigemachi@elcamino.edu
- Cesar Jimenez: cjimenez@elcamino.edu

Questions?

Planning & Budgeting Collegial Consulation Survey

1. I have the opportunity to:

a. Participate in a process to review the committee's purpose.

Response	Frequency	Percent	Mean: 3.00
Yes	12	100.00	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	*0*		

b. Review the Making Decisions at El Camino College document during a committee meeting.

Response	Frequency	Percent	Mean: 2.80
Yes	9	81.82	
Mostly	0	0.00	
No	1	9.09	
Not sure or N/A	*1*		
Invalid	1	9.09	

c. Participate in goal-setting for the committee.

Response	Frequency	Percent	Mean: 2.64
Yes	8	66.67	
Mostly	2	16.67	
No	1	8.33	
Not sure or N/A	*0*		
Invalid	1	8.33	

d. Review progress on the committee's annual goals.

Response	Frequency	Percent	Mean: 2.82
Yes	9	75.00	
Mostly	2	16.67	
No	0	0.00	
Not sure or N/A	*0*		
Invalid	1	8.33	

2. Overall, I:

a. Have a good understanding of the committee's purpose and responsibilities.

Response	Frequency	Percent	Mean: 3.00
Yes	12	100.00	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	*0*		

b. Have a good understanding of my role on the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	11	91.67	
Mostly	0	0.00	
No	0	0.00	
Not sure or N/A	*0*		
Invalid	1	8.33	

c. Received a copy of meeting agendas sufficiently in advance to review (and consult, where applicable).

Response	Frequency	Percent	Mean: 2.82
Yes	9	75.00	
Mostly	2	16.67	
No	0	0.00	
Not sure or N/A	*0*		
Invalid	1	8.33	

d. Received supporting materials in advance to review (and consult, where applicable).

Response	Frequency	Percent	Mean: 2.73
Yes	9	75.00	
Mostly	1	8.33	
No	1	8.33	
Not sure or N/A	*0*		
Invalid	1	8.33	

e. Have a regular practice of communicating with the constituents whom I represent.

Response	Frequency	Percent	Mean: 2.50
Yes	6	54.55	
Mostly	3	27.27	
No	1	9.09	
Not sure or N/A	*1*		
Invalid	1	9.09	

f. Received an orientation to this committee when I began my term of membership (e.g., meeting or correspondence with committee chair or other member).

Response	Frequency	Percent	Mean: 2.09
Yes	5	41.67	
Mostly	2	16.67	
No	4	33.33	
Not sure or N/A	*0*		
Invalid	1	8.33	

4. To what degree did this committee fulfill its purpose:

Response	Frequency	Percent	Mean: 2.75
Very well	9	75.00	
Somewhat well	3	25.00	
Not very well	0	0.00	
Not sure	*0*		

6. Goal #1: Develop an action plan utilizing the college wide evaluation of planning and budgeting process.

Response	Frequency	Percent	Mean: 3.44
Completed	6	60.00	
Mostly completed	2	20.00	
Partially completed	0	0.00	
Not started	1	10.00	
Not sure	*2*		
Invalid	1	10.00	

7.Goal #2: Review and approve the Comprehensive Master Plan to ensure that they are: supportive of the Mission and Strategic Plan, integrated with other college planning and budgeting, implementable, and achievable.

Response	Frequency	Percent	Mean: 3.78
Completed	7	70.00	
Mostly completed	2	20.00	
Partially completed	0	0.00	
Not started	0	0.00	
Not sure	*2*		
Invalid	1	10.00	

8. Goal #3: Evaluate the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.

Response	Frequency	Percent	Mean: 3.33
Completed	6	60.00	
Mostly completed	1	10.00	
Partially completed	1	10.00	
Not started	1	10.00	
Not sure	*2*		
Invalid	1	10.00	

9. Goal #4: Review and improve upon the yearly activity calendar.

Response	Frequency	Percent	Mean: 3.80
Completed	9	90.00	
Mostly completed	0	0.00	
Partially completed	1	10.00	
Not started	0	0.00	
Not sure	*2*		

10. Goal #5: Provide a professional development opportunity for faculty and classified.

Response	Frequency	Percent	Mean: 2.90
Completed	5	45.45	
Mostly completed	1	9.09	
Partially completed	2	18.18	
Not started	2	18.18	
Not sure	*1*		
Invalid	1	9.09	

To what degree does the committee fulfill:

11. Goal #6: Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

Response	Frequency	Percent	Mean: 3.20
Completed	5	45.45	
Mostly completed	2	18.18	
Partially completed	3	27.27	
Not started	0	0.00	
Not sure	*1*		
Invalid	1	9.09	

a. This committee's purpose statement incorporates the spirit of Strategic Initiative C.

Response	Frequency	Percent	Mean: 2.92
Very well	11	91.67	
Somewhat well	1	8.33	
Not very well	0	0.00	
Not sure	*0*		

b. This committee actualizes Strategic Initiative C.

Response	Frequency	Percent	Mean: 2.91
Very well	10	83.33	
Somewhat well	1	8.33	
Not very well	0	0.00	
Not sure	*0*		
Invalid	1	8.33	

15. In terms of how well it 1) fulfills its purpose, 2) functions effectively, and 3) works actively toward its goals, what grade would you assign this committee?

Response	Frequency	Percent	Mean: 3.50
A Excellent	6	50.00	
B Good	6	50.00	
C Average	0	0.00	
D Poor	0	0.00	
F Fail	0	0.00	

16. Please indicate the consultation committee you evaluated in this survey?

Response	Frequency	Percent	Mean: 5.00
Academic Senate	0	0.00	
Calendar Committee	0	0.00	
College Council	0	0.00	
Facilities Steering	0	0.00	
Planning and Budgeting	10	83.33	
Technology Committee	0	0.00	
Invalid	2	16.67	

17. Your length of time as a member:

Response	Frequency	Percent	Mean: 1.67
0-2 years	6	50.00	
3-5 years	4	33.33	
More than 5 years	2	16.67	

18. Your role on this committee:

Response	Frequency	Percent	Mean: 1.42
I represent a constituent group faculty staff students managers confidentials	8	66.67	
I serve as chair or in a supporting role	3	25.00	
Other e.g. guest presenter spectator	1	8.33	

Question: 3. Comments on effective committee functioning.

Response
Very impressed with Rory and the effective way he runs the committee. Great job.
I would recommend a separate orientation meeting or separate part of the regular meeting to conduct an orientation for new members. I favor the idea of having Rory summarize meeting minutes to a few key bullets so we can share those thoughts with our constituents who may not have time to review all the attachments.

Question: 5. If you marked somewhat or not very well for the committee purpose, please share your concerns, being as specific as possible.

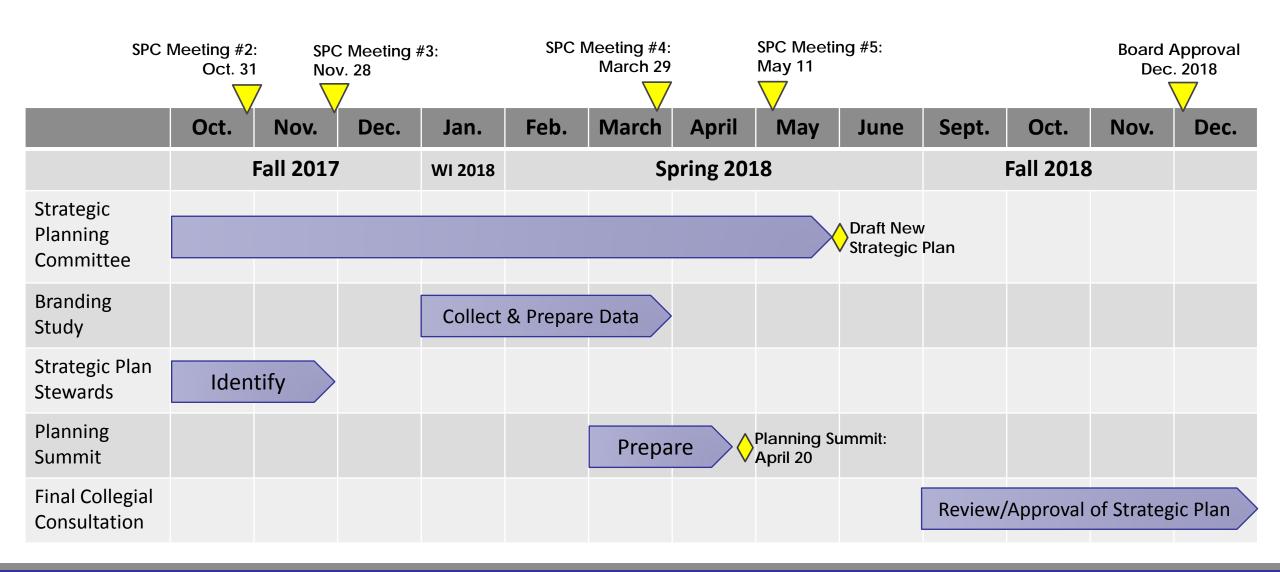| Response |
|---|
| Not sure to what extent the committee actually uses the strategic plan to evaluate planning and budgeting. Perhaps we need to better define what that means. Do we need a guide sheet? |
| There needs to be a focus or just a workshop on the budget during FLEX Days. This would assure that interested faculty and staff could learn more about the budgeting process. This helps the pipeline for all campus constituencies. |

Question: 12. Comments on goals.

Response
I joined PBC mid-year so can't comment on goals completion with accuracy. However, based on our PBC meeting conversations, it appears that we have partially completed Goals 4-6 and have some ideas to further complete those goals

Strategic Planning Committee: Timeline and Milestones

Strategic Planning Committee Meetings: Details

	Meeting Date	Details
Fall 2017	October 31	**Branding Study: Planning** • Determine best name for the "Branding Study" • Identify what we want to learn from the study • Brainstorm method for gathering data across the district and on campus • Outline recommendations for criteria for selecting consulting group
	November 28	**Institutional Effectiveness Measures** • Review and revise numeric goals for IE measures, as needed • Introduce Guided Pathways Measures • Develop method for combining and simplifying mandated measures
Spring 2018	March 29	**Branding Study Review** • Review data collected through "Branding Study" • Prepare for Planning Summit as informed by the study and other sources
	April 20	**Planning Summit** • Use "Branding Study" as part of data informing discussion of the College mission, vision, values statement and strategic initiatives
	May 11	**Drafting of the new strategic plan** (half-day meeting)

CCFS-320 Comparison
Annual and Recalculation

Term	CCFS-320 Annual	CCFS-320 Recal	Increase in FTES
Summer 2016	612.85	613.04	0.19
Fall 2016	8,579.85	8,580.99	1.14
Winter 2017	813.19	813.09	(0.10)
Spring 2017	7,908.68	7,921.40	12.72
TOTAL	**17,914.57**	**17,928.52**	**13.95**

* The increase in FTES is a result of correcting section contact hours and collecting 12 outstanding spring 2017 positive attendance rosters.

El Camino College
FTES Goal and Actual
2013-2018

2013-2014	**Goal**	**Actual**
Summer 13	1,134	1,188
Fall 13 - Spring 14	17,336	16,975
Summer 14 (Transferred to fiscal year 2013-14)[1]	-	307
Total	**18,470**	**18,470**

2014-2015	**Goal**	**Actual**
Summer 14	1,721	1,662
Fall 14 - Spring 15	17,442	16,969
Summer 15 (Transferred to fiscal year 2014-15)[2]	-	532
Total	**19,163**	**19,163**

2015-2016	**Goal**	**Actual**
Summer 15	1,481	1,454
Fall 15 - Spring 16	18,058	16,586
Summer 16 (Transferred to fiscal year 2015-16)[3]	-	1,446
Total	**19,539**	**19,486**

2016-2017*	**Goal**	**Recal CCFS-320**
Summer 16	387	613
Fall 16	8,577	8,581
Winter 17	800	813
Spring 17	7,915	7,921
Total	**17,679**	**17,928**

2017-2018	**Goal**	**Projected****
Summer 17	2,036	1,693
Fall 17	8,654	8,580
Winter 18	842	1,269
Spring 18	7,978	8,044
Total	**19,510**	**19,586**

[1] To achieve the 18,470 FTES funded enrollment cap the district borrowed 307 FTES from the next fiscal year.

[2] To achieve the 19,163 FTES funded enrollment cap the district borrowed 532 FTES from the next fiscal year.

[3] To achieve the 19,486 FTES funded enrollment the district borrowed 1,446 FTES from the next fiscal year.

* We will go into stabilization and be funded at the amount of FTES we reported in the prior fiscal year.

** As the fiscal year advances, the projected FTES will be revised accordingly to reflect any schedule or enrollment changes.

Academic Affairs   10/31/2017