



PLANNING & BUDGETING COMMITTEE

November 16, 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.
10/5/17

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

- Jose Anaya – Community Advancement
- 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. SS
- 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
- Van Buren, Star – Alt. Comm Adv.
- Vacant - Alt., Ac. Affairs
- Vacant – Alt. Ac. Se

AGENDA

- | | | |
|--------------------------------------|-------------------|-----------|
| 1. Minutes 11/2/17 | R. Natividad | 1:00 P.M. |
| 2. Enrollment management plan update | J. Shankweiler | 1:10 P.M. |
| 3. Faculty Hiring Process update | J. Shankweiler | 1:25 P.M. |
| 4. Facilities update | T. Brown (TABLED) | 1:35 P.M. |

Next meeting –December 7, 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 2017-18 Goals

1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. **Chair to provide brief summary of PBC meeting via email to improve communication efforts.**
3. 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.
4. **Provide orientation and information to new members and alternates**
5. 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: November 2, 2017

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input 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 type="checkbox"/> Greg Toya – Student Services |
| <input type="checkbox"/> Alex Ostrega – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |

Other Attendees: O. Arnett

Alternate Members: J. Gutierrez, K. Iino, S. Waterhouse

Support: B. Atane. B. Fahnestock, I. Graff, J. Miyashiro

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

Approval of the October 5, 2017 Minutes

1. The minutes of October 5 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 Evaluation Summary – R. Natividad (handout)

1. The committee reviewed the results of the evaluation summary which were all positive results. Only 12 responses were received for the evaluation summary. The survey is a valuable tool which assesses the collegial consultation process and evaluates our goals.
2. The idea of having R. Natividad summarize meeting minutes to a few key bullets so the ideas could easily be relayed back to constituents was recommended in the comment area of the evaluation.
3. It was noted some of the representatives do not show up for the meeting. R. Natividad mentioned he would be reaching out to the various area vice presidents to help resolve the issue.

Integrated Plan (SSSP/Equity) – C. Jimenez

1. In an effort to increase coordination among programs and to align student success initiatives, the California Community Colleges Chancellor’s Office has introduced a new planning model, the 2017-2019 Integrated Plan for the Student Success and Support Program (SSSP), Student Equity (SE), and the Basic Skills Initiative (BSI). The integrated SSSP/SE/BSI program model promotes integrated planning and program coordination at the district and college level. The integrated planning process was grounded in existing data, previous plans, additional statewide data, and data collected at the college.
2. The Student Success Advisory Committee has been meeting to identify where the programs overlap and where opportunities exist to better align program efforts with El Camino College’s mission, our Educational Master Plan (EMP), and the California Community College’s Vision for Success. A draft copy of the Integrated Plan is currently being presented to various shared governance groups throughout campus.

3. It was noted the Chancellor's office has some ambitious goals ahead. One very ambitious goal is eliminating the equity gaps within 10 years.
4. SSSP generates their funding by their core services. The formula for this funding is figured by how many students complete their assessment, orientation, and educational plan. Also figuring into it is following up with students who are on probation, undecided or are in basic skills courses. As of yesterday their first allocation was listed as \$3.8 million. Of this money 60% of the budget is for personnel throughout the entire campus and 40% is utilized for the program.

Strategic Planning Committee – I. Graff (handout)

1. A timeline is being set up to create a new strategic plan, 2019-2020. Our strategic plan includes our mission, vision, statement of values, PRIDE statement, and strategic initiatives. We are starting a year early so we can sync up all of our planning cycles. The planning summit will be on April 20, 2018.
2. It was noted numerous colleges are doing rebranding. El Camino will be doing something similar but with a much broader emphasis. We will be looking at how the community sees us, what do they need from us, how do we see ourselves, and what is that gap between the community perception and how we see ourselves. A marketing strategy will then be put together to embrace the brand we want to project out to the community.
3. The term branding was thought to be too narrow, so the term bridging was chosen. It was mentioned we have a problem with the institutional effectiveness measures which are part of the strategic plan. We are only two years into our plan and we have already some of achieved them. Moving forward the President would like more ambitious goals to be set for these. The Strategic Planning Committee will be reviewing all College-wide metrics and goals to see what can be combined and to simplify the message.

Enrollment Management – D. Mussaw (handout)

1. The committee reviewed a four-year history of our FTES goal and actual report for 2013-2018. For 2016-2017 we will go into stabilization and be funded at the amount of FTES we reported in the prior fiscal year.
2. It was noted a new scheduling set up will be forthcoming that will enable us to plan the schedule out a year in advance. This will help assist with things so students can be programmed for a year out.
3. Because of the popularity of the distance education/on-line classes last winter, more have been added for the winter 2018 session.
4. Due to positive attendance rosters, the college received an additional increase of 14 FTES.

Committee Assignments

1. It was announced that Jose Anaya will be the representative for Community Advancement as appointed by the president.
2. Greg Toya's title changes to representing just Student Services.

Adjournment – R. Natividad

1. The meeting adjourned at 1:45 p.m. The next meeting will be held on **November 16, 2017** at 1:00 p.m. in the Accounting Conference Room.

**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.

El Camino College

Summer 2018 Goals and Allocations

Summer Historical Data				
Description	Summer 2015	Summer 2016	Summer 2017	Summer 2018
Total Section Count	534	579	486	521
2nd or Late Start 6-Week Session	161	186	9	44
FTES	1,987	2,059	1,701	1,802
Campus Fill Rate	83%	76%	75%	76%

Division	Summer 2017 Data				Summer 2018 Goals & Allocations			
	FTEF	Fill Rate	FTES	Sections	FTEF	Fill Rate	FTES	Sections
Behavioral & Social Sciences	18.85	89%	378	93	19.85	90%	392	98
Business	5.27	60%	68	23	6.07	61%	80	27
Fine Arts	11.97	67%	157	61	12.77	68%	169	65
Health Sciences & Athletics	12.03	71%	154	61	13.03	72%	168	66
Humanities	18.25	64%	198	73	19.05	65%	210	77
Industry & Technology	19.14	77%	176	50	19.94	78%	187	54
Mathematical Sciences	23.07	78%	337	85	24.14	79%	349	89
Natural Sciences	14.58	79%	233	40	15.58	80%	247	45
TOTAL	123.16	75%	1,701	486	130.43	76%	1,802	521

Footnotes:

- a) The FTES goal is to earn an additional 100 FTES by adding 35 sections and increasing enrollment by 1% from the previous summer.
- b) The additional sections will be late start 6-week or online.
- c) The divisions were allocated an additional 4 sections for the term except for BSSC, HEAL, and NSCI.
- d) BSSC, HEAL, and NSCI were allocated an additional section for having the highest online fill rates for summer 2017.

EL CAMINO COLLEGE

Facilities Master Plan Report November 2017

PROJECTS IN DESIGN & PRE-DESIGN

Project Name	Total Budget	Project Schedule	
1. Student Service Center/ Activities Demolition	\$9,123,935	Design	10/17/17 – 4/17/18

Several firms were invited to a job walk on September 6, 2017 to bid on the civil engineering services for drawings regarding the demolition and site utilities of Student Service Center/Activities Buildings. JT Engineering was awarded the contract at the October 16, 2017 board meeting.

PROJECTS IN BIDDING PHASE

Project Name	Total Budget	Project Schedule	
2. Pool, Classrooms Complex	\$48,459,378	Design	09/14/15 – 09/14/16
		DSA Review	10/12/16 – 08/01/17
		Bidding	08/30/17 – 12/20/17
		Construction	02/05/18 – 02/28/20

The scope of this project is the construction of two pools and additional classrooms. Design: The project's architectural firm, HMC, was awarded the contract at the August 17, 2015 board meeting. This project has an estimated construction cost of \$39 million.

Project Name	Total Budget	Project Schedule	
3. Administration Building Replacement Project	\$18,274,208	Design	10/01/15 – 08/31/16
		DSA Review	09/20/16 – 08/31/17
		Bidding	09/12/17 – 01/17/18
		Construction	03/01/18 – 11/29/19

The scope of this project is the construction of a new building on the existing site. Design: The project's architectural firm, tBP Architecture, was awarded the contract at the July 20, 2015 board meeting.

PROJECTS IN CONSTRUCTION

Project Name	Total Budget	Project Schedule	
4. Administration Building Demolition Project	\$1,770,584	Design	10/01/15 – 11/31/16
		Bidding	01/25/17 – 07/17/17
		Demolition	09/05/17 – 03/30/18

The scope of this project is the destruction of the Administration Building at its existing site.

Contractor: Interior Demolition Earthwise Demo J V Design was awarded the contract at the June 19, 2017 board meeting. The bid amount was \$1,388,977.

Project Name	Total Budget	Project Schedule	
5. Sand Volleyball Court Project	\$728,726	Design	12/07/15 – 02/29/16
		DSA Review	03/01/16 – 03/03/16
		Bidding	08/16/16 – 11/21/16
		Construction	12/07/16 – 08/30/17

The scope of this project is the construction of a new sand volleyball court from the elimination of four tennis courts. The relocation is due to the construction of the future pool.

Design: LPA

Contractor: American Gardens, Inc. was awarded the contract at the November 21, 2016 board meeting. The bid amount was \$570,151. This project is completed.

Project Name	Total Budget	Project Schedule	
6. Student Services Building Project	\$35,049,185	Design	10/07/13 – 02/27/15
		DSA Review	04/13/15 – 08/29/16
		Bidding	08/24/16 – 11/21/16
		Construction	12/19/16 – 12/31/18

The scope of this project is the construction of a new building at the site of the existing Shops Building. This project will replace the existing Student Services Building.

Design: DLR Group

Contractor: Tobo Construction, Inc. was awarded the contract at the November 21, 2016 board meeting. The bid amount was \$24,735,000.

Project Name	Total Budget	Project Schedule	
7. Channel Parking Lot F Structure Improvement Project	\$28,000,000	Design	07/30/12 – 07/31/13
		DSA Review	08/01/13– 10/22/14
		Bidding	05/12/15 – 08/19/15
		Construction	09/14/15 – 08/29/17

The scope of this project is to repair all deficiencies identified in the conditions assessment report and upgrade the structure to meet current code requirements including seismic upgrade.

Design: IDS Group

Contractor: AMG & Associates was awarded the contract at the August 17, 2015 board meeting. The bid amount was \$21,169,350. Completion is expected by the end of December.

Project Name	Total Budget	Project Schedule	
8. Lot C Parking Structure	\$24,537,491	Design	02/03/14 – 01/15/15
		DSA Review	01/20/15 – 10/31/15
		Bidding	12/01/15 – 02/16/16
		Construction	03/07/16 – 09/29/17

The scope of this project is the construction of a new four-level parking structure consisting of 1,443 additional parking spaces.

Design: International Parking Design

Contractor: Bomel Construction Co., Inc. was awarded the contract at the February 17, 2016 board meeting. The bid amount was \$17,989,000. The louvers have been DSA approved. Production should run for 14-15 weeks. Installation of the louvers is estimated at four to six weeks.

Project Name	Total Budget	Project Schedule	
9. Manhattan Beach Blvd. Traffic Signal Project	\$367,932	Design	10/07/13 - 10/29/14
		L.A. County	
		Review	07/2015
		Bidding	08/02/16 – 11/21/16
		Construction	12/05/16 – 06/30/17

The scope of this project is the revised signalization at the intersection of Lemoli and Manhattan Beach Blvd.

Contractor: Comet Electric was awarded the contract at the October 17, 2016 meeting. This project is complete.

Project Name	Total Budget	Project Schedule
10. Gymnasium	\$22,488,207	Design 02/19/14 – 12/31/14 DSA Review 01/16/15 – 12/30/15 Bidding 05/03/16 – 07/18/16 Construction 08/11/16 – 08/31/18

The scope of this project is the construction of a new gym building centralizing basketball, volleyball, and other indoor sports.

Design: HMC Architects

Contractor: AMG & Associates was awarded the contract at the July 18, 2016 board meeting. The bid amount was \$19,363,000. Currently this project is behind schedule.

OTHER ISSUES

Future Projects:

Project Name	Total Budget	Project Schedule
11. Fire Academy (Inglewood)	N/A	N/A

The scope of this project is to replace the existing facilities. The new complex would include the Administration/Classroom Building, apparatus storage, a training tower, and the Burn Building. HMC was selected as the architect on October 9, 2015. The current construction estimate is \$8.1 million, with a total project cost of \$13.4 million. This project is on hold until further direction.

Fire Academy (Lot L)

The cost of creating two classrooms and a restroom on the northwest corner of Lot L would be approximately \$400,000 for the underground utilities and \$200,000 for two classrooms and one restroom.

Project Name	Total Budget	Project Schedule
12. Permanent Space Needed: a. ECCE Office b. ECCFT Office c. POA Office d. Academic Senate Office e. Food Pantry f. Student Health Center g. KEAS Center	Pending	Pending direction from Cabinet on square footage and location needed.

- h. RISE Center
- i. Faculty/Staff Lounge
- j. Faculty Innovation Center
- k. Fire Academy (temporary)
- l. American Sign Language (ASL)
- m. Dining Areas (covered)

Request for RFQ

Project Name	Total Budget	Project Schedule
13. Social/Behavioral Science	\$25,575,713	N/A

Project Name	Total Budget	Project Schedule
14. Art Building	\$38,616,470	N/A

Health & Safety Issues (Top Priority)

- Gender Neutral Restrooms
 - 14 completed / 19 in-progress
- Lib 20 Innovation Lab abatement
 - Work begins today with completion by 1st week in Nov?
- HazMat bunker abatement
 - Work begins today with completion by December 15th?
- Admissions Files
 - Obtaining estimate for cleaning 5 boxes of files from ServPro. (Due today)
 - \$1600 for 5 boxes and \$14,000 for all boxes
- Institutional Research
 - Rework of office begins 10/16.
- Termites at Health Center
 - Jobsite walk scheduled for this Friday
- MBAH Elevator
 - Transportation of HazMat materials
 - Receive and close out billing
- Bird Droppings (Stadium, Central Plant, Bookstore and parking lot cameras)
 - Bookstore 50% complete
 - Working with Bird-Be-Gone to develop a scope of work. 2018 project?
- Restroom at Baseball
 - Freedom 3 delivered (Project closed)
- Eye Wash Stations
 - New product ordered and installed (project closed)

Facilities Steering Committee Collegial Consultation Survey

N=9

2016-2017

1. I have the opportunity

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

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

Response	Frequency	Percent	Mean: 2.67
Yes	7	77.78	<div style="width: 77.78%; height: 10px; background-color: black;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
No	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

c. Participate in goal-setting for the committee.

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

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

Response	Frequency	Percent	Mean: 3.00
Yes	9	100.00	<div style="width: 100%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

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

Response	Frequency	Percent	Mean: 2.89
Yes	8	88.89	<div style="width: 88.89%; height: 10px; background-color: black;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			

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

Response	Frequency	Percent	Mean: 2.88
Yes	7	77.78	<div style="width: 77.78%; height: 10px; background-color: black;"></div>
Mostly	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 0			
Invalid	1	11.11	<div style="width: 11.11%; height: 10px; background-color: black;"></div>

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

Response	Frequency	Percent	Mean: 3.00
Yes	6	85.71	<div style="width: 85.71%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 2			
Invalid	1	14.29	<div style="width: 14.29%; height: 10px; background-color: black;"></div>

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: 3.00
Yes	7	87.50	<div style="width: 87.50%; height: 10px; background-color: black;"></div>
Mostly	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
No	0	0.00	<div style="width: 0%; height: 10px; background-color: black;"></div>
<i>Not sure or N/A</i> 1			
Invalid	1	12.50	<div style="width: 12.50%; height: 10px; background-color: black;"></div>

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

Response	Frequency	Percent	Mean: 2.63
Very well	5	62.50	
Somewhat well	3	37.50	
Not very well	0	0.00	
Not sure	1		

7. Goal #2: Set standards and expectations for new building projects before being presented to user groups for input.

Response	Frequency	Percent	Mean: 2.38
Completed	1	12.50	
Mostly completed	4	50.00	
Partially completed	0	0.00	
Not started	3	37.50	
Not sure	1		

To what degree does the committee fulfill:

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

Response	Frequency	Percent	Mean: 2.38
Very well	3	37.50	
Somewhat well	5	62.50	
Not very well	0	0.00	
Not sure	1		

12. 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: 3.25
A Excellent	2	22.22	
B Good	6	66.67	
C Average	0	0.00	
D Poor	0	0.00	
F Fail	0	0.00	
Invalid	1	11.11	

How did the committee accomplish the following:

6. Goal #1: Strengthen the Facilities Steering Committee's understanding of facilities planning topics, and share information with constituent groups.

Response	Frequency	Percent	Mean: 3.75
Completed	6	75.00	
Mostly completed	2	25.00	
Partially completed	0	0.00	
Not started	0	0.00	
Not sure	1		

8. Goal #3: Develop process to understand and communicate with constituent groups the Facilities Master Plan implementation updates.

Response	Frequency	Percent	Mean: 3.25
Completed	4	50.00	
Mostly completed	2	25.00	
Partially completed	2	25.00	
Not started	0	0.00	
Not sure	1		




b. This committee actualizes Strategic Initiative C.

Response	Frequency	Percent	Mean: 2.38
Very well	3	37.50	
Somewhat well	5	62.50	
Not very well	0	0.00	
Not sure	1		




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

Response	Frequency	Percent	Mean: 4.00
Academic Senate	0	0.00	
Calendar Committee	0	0.00	
College Council	0	0.00	
Facilities Steering	9	100.00	
Planning and Budgeting	0	0.00	
Technology Committee	0	0.00	

14. Your length of time as a member:

Response	Frequency	Percent	Mean: 1.67
0-2 years	6	66.67	
3-5 years	0	0.00	
More than 5 years	3	33.33	

15. Your role on this committee:

Response	Frequency	Percent	Mean: 1.22
I represent a constituent group faculty staff students managers	7	77.78	
I serve as chair or in a supporting role	2	22.22	
Other e.g. guest presenter spectator	0	0.00	

Facilities Steering Committee Collegial Consultation Survey

2016-2017

Question: 3. Comments on effective committee functioning.

Response

A helpful, informative and interactive meeting.

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

Response

I am not sure if information is distributed to all constituents.

Question: 11. If you marked somewhat or not very well, please share your concerns, being specific as possible.

Response

The meetings are often reports, not collaborative consultations - that seems to be done prior to the meetings.

The Committee should insist on staff whose area will be impacted by a current project being on the Committee for that period. Member ship would thus change yearly or even by semester, but input and communication would be more meaningful.

**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.

**EL CAMINO COLLEGE
OFFICE OF THE VICE PRESIDENT – ACADEMIC AFFAIRS
CALCULATION OF FACULTY OBLIGATION**

Based on Title 5, Section 53310 the following information was used. Also provided is the reference of where the information was obtained based on MIS data.

Number of full-time faculty for 2017:

Instructional Faculty	256.05	Includes all contract and regular faculty teaching
Non-Instructional Faculty	44.00	Includes Counselors, Librarians, Faculty Coordinators and Health Center nurses
Reassigned Time	13.62	Coaches, Coordinators, Senate, Program Directors
Faculty on Leave	7.95	(Alamillo (1.0), Breckheimer (1.0), Dallal (0.33), Merz, (0.50), Morgan (0.20), Newbury (0.50), Otero (1.0), Shan (1.0), Sharp (1.0), Som De Cerff (0.60), Stallings (0.33))
Subtotal:	321.62	

Number of retirees/ resignations with notice within 45 faculty duty days: 31.0 (Mark Fields, Juan Garcia, Brian Khoddam, Timothy Muckey, John Ruggirello, Guillermin Trevis, Elizabeth Williams, 24 SERP Faculty Board Approved May 2017)

MIS TOTAL FOR 2017: 352.62

CURRENT OBLIGATION 349.0

Headcount Analysis:

FALL 2018 OBLIGATION 341.0

324.00	Teaching faculty, Faculty Coordinators, Counselors, Librarians
4.00	FT Temporary Faculty (Nagpal (1.0), Phyllis (1.0), Schwartz (1.0), Wilson (1.0))
31.00	Late Retirees/ Resignations

359.00 Total - This reflects headcount

Total 2017 FTEF: 359.00 + 227.93(PT) = 586.93

75/25 RATIO: 61.16/38.84

**EL CAMINO COLLEGE
FULL TIME FACULTY HIRING PRIORITY VOTING SUMMARY
FALL 2017**

#	Department	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total
1	English #1	1	3	9	2	10	1	4	9	21	1	4	4	3	1	6	4	4	2	3	2	94
2	Mathematics #1	2	4	8	1	14	2	5	14	10	3	3	7	7	3	13	1	3	3	2	3	108
3	Air Conditioning	5	6	1	4	1	15	2	1	14	5	5	2	23	5	1	3	1	1	7	18	120
4	Radiologic Technology	3	11	6	8	3	13	6	2	5	2	10	8	5	2	3	6	6	4	21	1	125
5	Librarian - Systems	20	12	3	9	4	26	1	4	15	17	2	6	1	17	5	11	2	9	1	10	175
6	Anatomy & Physiology	14	7	5	3	11	11	8	22	13	4	6	1	10	4	29	9	9	6	12	5	189
7	Accounting #1	11	10	14	5	7	20	7	5	9	19	1	3	11	19	10	13	8	18	5	24	219
8	General Counselor - Math/Science #1	13	1	21	6	13	3	12	13	22	13	7	5	12	26	11	16	20	17	16	4	251
9	Economics	38	8	7	15	5	36	9	8	8	6	8	13	13	6	2	7	10	10	26	25	260
10	Real Estate	17	28	2	14	2	14	23	3	19	12	9	10	29	12	4	2	15	7	22	21	265
11	English #2	7	14	19	12	25	4	15	20	20	8	12	11	20	8	18	17	11	15	14	7	277
12	Sociology	9	23	18	7	6	28	16	6	18	16	17	24	14	18	8	15	36	20	31	6	336
13	Fire Academy Instructor/Coordinator	42	34	12	18	12	12	3	7	4	26	16	9	18	27	7	10	7	21	17	38	340
14	Mathematics #2	6	15	20	11	29	5	21	29	29	18	13	16	26	24	19	12	13	14	15	8	343
15	Nursing #1	18	35	26	21	9	25	17	18	12	14	15	18	27	14	20	22	19	22	6	14	372
16	Educational Development #1	46	20	13	17	31	19	14	11	27	10	11	14	21	10	12	14	17	13	27	29	376
17	Physics	15	22	17	13	27	24	18	32	26	9	14	12	17	9	32	20	18	16	19	17	377
18	Administration of Justice #1	37	22	11	27	20	17	11	12	23	21	19	17	24	23	14	18	24	12	11	23	386
19	Theatre	35	9	10	10	18	42	10	33	1	31	18	15	2	31	38	27	12	11	9	43	405
20	Computer Science #1	16	5	23	22	36	21	19	45	17	23	20	43	19	16	39	26	5	5	8	13	421
21	English #3	10	26	27	23	34	6	20	24	24	20	24	19	25	20	27	24	14	29	30	12	438
22	General Counselor	4	13	16	30	24	34	27	42	11	27	36	32	15	13	35	5	29	26	38	9	466
23	Art (Foundational)	8	30	31	20	30	27	33	21	6	15	33	31	6	15	16	46	37	28	23	19	475
24	Librarian - Outreach	44	21	15	19	16	35	13	28	35	24	29	22	22	21	30	21	39	19	10	28	491
25	Business Management	25	19	35	26	22	41	29	16	30	7	21	20	16	7	17	38	30	31	25	46	501
26	Music	32	18	22	35	21	44	28	34	2	34	23	26	4	34	31	8	23	24	18	41	502
27	Mathematics #3	28	25	28	25	33	10	36	30	34	32	30	33	32	32	28	23	31	25	29	11	555
28	Chemistry	45	33	36	24	8	38	32	10	16	29	22	28	28	29	9	39	44	23	24	39	556
29	Fire & Emergency Technology Instructor	40	17	25	38	40	31	39	26	33	11	35	27	37	11	25	34	26	8	35	27	565
30	Career Counselor	21	24	4	37	32	37	37	38	44	25	26	34	34	22	40	19	34	34	4	26	572
31	English #4	12	37	42	31	42	7	30	25	40	30	34	23	33	30	34	36	16	33	32	16	583
32	General Counselor - Math/Science #2	19	2	30	16	23	18	45	44	36	44	32	29	30	44	44	31	22	42	40	15	606
33	Psychology	34	29	37	29	15	43	25	15	25	42	31	38	31	42	15	30	45	27	13	42	608

OVER

Natividad Rory

From: Lam, Karen on behalf of Shankweiler, Jean
Sent: Thursday, November 16, 2017 11:04 AM
To: Arthur, Michelle; Breckheimer, Debra; Clowers, Linda; Cox, Walter; Davis, Randal; Geraghty, Elise; Grant Amy; Greco, Gary; Hernandez, Arturo; Kunisaki Sheryl; Miranda, Gloria; Morris Wanda; Natividad Rory; Patel, Dipte; Price Berkeley; Rapp, Virginia; Rodriguez, Stephanie; Shankweiler, Jean; Sims Jacquelyn; Striepe, Claudia; Ternes, Linda; Daniel-DiGregorio, Kristie; Miyashiro Jane
Cc: Lam, Karen
Subject: Approved Faculty Hires for 2018-19

After consultation with the Academic Senate president, Dr. Maloney has approved 22 faculty positions for the 2018-19 academic year. Listed alphabetically, they are:

Accounting
Administration of Justice
Air Conditioning
Anatomy & Physiology
Computer Science
Economics
Educational Development
English (3 positions)
Fire Academy Instructor/Coordinator
General Counselor – Math/Science
Librarian (2 positions) - Systems and Outreach
Mathematics (2 positions)
Nursing
Physics
Radiological Technology
Real Estate
Sociology
Theater

Thank you to all who participated in this very important process.

Jean Shankweiler
Vice President, Academic Affairs
El Camino College
(310) 660-3119

El Camino College

Summer 2018 Goals and Allocations

Description	Summer Historical Data			
	Summer 2015	Summer 2016	Summer 2017	Summer 2018
Total Section Count	534	579	486	521
2nd or Late Start 6-Week Session	161	186	9	44
FTEs	1,987	2,059	1,701	1,802
Campus Fill Rate	83%	76%	75%	76%

Division	Summer 2017 Data				Summer 2018 Goals & Allocations			
	FTEF	Fill Rate	FTEs	Sections	FTEF	Fill Rate	FTEs	Sections
Behavioral & Social Sciences	18.85	89%	378	93	19.85	90%	392	98
Business	5.27	60%	68	23	6.07	61%	80	27
Fine Arts	11.97	67%	157	61	12.77	68%	169	65
Health Sciences & Athletics	12.03	71%	154	61	13.03	72%	168	66
Humanities	18.25	64%	198	73	19.05	65%	210	77
Industry & Technology	19.14	77%	176	50	19.94	78%	187	54
Mathematical Sciences	23.07	78%	337	85	24.14	79%	349	89
Natural Sciences	14.58	79%	233	40	15.58	80%	247	45
TOTAL	123.16	75%	1,701	486	130.43	76%	1,802	521

Footnotes:

- a) The FTEs goal is to earn an additional 100 FTEs by adding 35 sections and increasing enrollment by 1% from the previous summer.
- b) The additional sections will be late start 6-week or online.
- c) The divisions were allocated an additional 4 sections for the term except for BSSC, HEAL, and NSCI.
- d) BSSC, HEAL, and NSCI were allocated an additional section for having the highest online fill rates for summer 2017.