



PLANNING & BUDGET COMMITTEE (PBC) MEETING
Compton Community College District
March 24, 2015 – 2:00 pm – 3:00 pm
Board Room

MEMBERS PRESENT

Trish Bonacic Dr. Billie Moore LaVetta Johnson Nancy Sepulveda
 Dr. Rodney Murray Miguel Ornelas David Simmons
 Carmela Aguilar Dr. Jose Villalobos

OTHERS ATTENDING: Felipe Lopez, Nehasi Lee, and Irene Graff

Handouts

- CCCD/El Camino College Compton Center 2015-2016 Overarching Priorities
- CCCD/El Camino College Compton Center 2015-2016 Planning and Budget Calendar

I. **Call to Order**

The meeting was called to order at 2:15 p.m. by Trish Bonacic.

II. **Approval of Minutes**

The minutes of March 10, 2015 was deferred until the next meeting, as there was no quorum.

III. **Overarching Priorities**

Mr. Lopez provided a revised copy of the handout for the 2015-2016 Overarching Priorities. He mentioned that this was the feedback that he received from the CEO and Vice President. He stated that the overarching priorities did not change and the Strategic Initiative are linked to the priorities.

1. Increase Student Enrollment by 5%. – *Related Strategic Initiatives: A, B, D, E, and F.*
2. Support El Camino College Compton Center Accreditation. – *Related Strategic Initiatives: A, B, C, D, E, and F.*
3. Ensure that Student Success activities are coordinated and support the El Camino College Institutional Standards. *Related Strategic Initiatives: A, B, C, D, and E.*

Ms. Bonacic stated that one of Ms. Graff’s suggestions was that on number 3, we should change the wording “set standards” to “effectiveness outcomes.” The outcomes are a broader umbrella over the institutions set standards. Mr. Lopez

replied that he had provided Dr. Keith Curry with all of the information and they were revised and handed back with the new revisions. He stated that he would go back with the suggestions. He stated that there is a clear link to the Strategic Initiatives that move towards that goal, to the priorities, and into the budget.

4. Develop and maintain partnerships with local school districts and community organizations. *Related Strategic Initiative: D.*
5. Continue to implement the Planning and Budget Process. *Related Strategic Initiatives: B, C, and E.*
6. Improve facilities to support student learning and success. *Related Strategic Initiatives: A, B, E, and F.*
7. Enhance communication with students, employees, and the community. *Related Strategic Initiatives: B, C and D.*
8. Support Professional Development opportunities for employees. *Related Strategic Initiative: C.*

The 2015-2016 Overarching Priorities are linked to the 2015-2020 El Camino College Strategic Initiatives.

IV. Budget Calendar

Mr. Lopez provided a handout of the 2015-2016 Planning and Budget Calendar. Currently we are in the month of March and from a budget standpoint we have determined what are target goals are for FTES. He stated that by the end of the month we will send out to all of the departments the budget sheets so each of the departments can go through and update their budgets as we start to move towards developing the 2015-2016 Budget. He mentioned that his office is revising a more detailed budget timeline. He will be sharing the timeline once it is finalized on the actual approval process. There are particular dates as to when we want to get things accomplished and get some of the department budget back to us in enough time to build a budget and present it to the Board for tentative approval.

In the month of March we will be finalizing our timeline and then reviewing, ensuring the Area Plans are flowing through into the budget.

Mr. Simmons mentioned that in the Accreditation Commission Report one of the things that they criticized was the planning process. He though we were doing well and wanted to know how we can improve to address their concerns? Mr. Lopez asked who? Mr. Simmons stated that it was under review when they approved accreditation for El Camino College. Ms. Graff stated that she too agreed that we were doing well. She stated that she believes that they got some of it wrong because they saw we were moving towards TracDat, for example and thought that was the first time we were doing that kind of planning instead of changing the tools. We also had a policy and procedure that was going through Consultative Council and thought that was the first time we were doing that; so their comment was implement the planning process and we were just modifying the process. Ms. Graff stated that we can stated that in the report. There are always things we can improve on, however,

TracDat will make it more transparent. Mr. Lopez stated that he agreed and that we need to ensure that everything is linked to each other and a flow of how things get approved.

Mr. Lopez stated that another recommendation was to have a multi-year budget and we already have one established. He stated that it is difficult coming in as an outsider to know the operations because we function differently in way and in a short time grasp all the operational style. We do not operate as a typical Center would at a different District. Everything is centralized and you do not have a PBC at the Center, it is what the College is and the Center is just part of it. Here we are dealing with two separate district's which makes us unique compared to another Center. We are trying to get the Center accredited under normal circumstances. We are also separate in a way that we are funded separately, we have two planning processes, and we try to stay in line with one central process. This is what makes it difficult for the reviewers and will always in counter with site visits. Mr. Lopez mentioned that from a budget standpoint one way to make it better is all the departments from administration, student services, academic is to make sure we are up to date on all of our plans and program reviews as it is all link together.

Mr. Lopez stated that at the next meeting he will bring back a more detailed timeline, which will show dates when items are due, when are approval process and tentative budget will go to the Board. He mentioned that there is a plan in place to provide a budget workshop for the Board of Trustees at the end of April and the timeline will encompass that all the way until the final budget is approved. He stated that we are on track but a little behind as he hoped to get some of the budgets out at the beginning of the month, but now it has moved to the end of the month. He is working with all of the department to see if they will have any potential funding, and augmentations that are linked to the programs plans.

Ms. Bonacic asked if the purchasing deadline for categorical has been set. Mr. Lopez responded that we are a month behind and we will be sending out more information this week and you will have until the end of April to get those requisitions finalized and in. Ms. Bonacic inquired about the vacation accruals. Mr. Lopez stated that he is working with staff who is behind and he does not have the data to share it with the managers. He stated that he has offered overtime to allow individuals to get caught up to get the information out.

V. Planning Summits

Ms. Graff stated that April 10, 2015 is the Planning Summit at El Camino College, which is the one that we hold every year where both PBC's are invited. It is Friday morning and is restricted from 8:30 a.m. to noon, lunch will be served and then people can leave. There is no afternoon session. The focus this year will be Institutional Effectiveness Outcomes. The following Friday, April 17, 2015 is Compton's Planning Summit and PBC is invited as more information is forth coming. This session will be a SWAT analysis for ourselves in terms moving towards a master plan for Compton Center. SWOT is accessing our own strength, weakness, opportunities, and threats. She believes there is someone who will be retained to facilitate the process and she is focusing less on the threats and more on the opportunities. It is all to be confirmed later by Dr. Curry.

Mr. Lopez stated that both Planning Summits will be different. Ms. Graff replied yes, the Torrance side will be on Institutional Effectiveness Outcomes, meeting new accreditation and state requirements for more accountability, and planning for the future. However, Compton will focus on the S.W.O.T. analysis, visioning for the future and a Master Plan that will begin development in the fall.

VI. Adjournment - The meeting adjourned at 2:30 pm.