

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes Date: February 21, 2019

Y	Jose Anaya - Community Advancement		Chinua Taylor-Pearce - ASO, Student Rep
Y	Brian Fahnestock - Chair (non-voting)		Gary Robertson - Campus Police
	Amy Grant - Academic Affairs	Y	Jackie Sims - Management/Supervisors
Y	Jeffrey Hinshaw - Administrative Services		Greg Toya - Student Services
	Ken Key – ECCFT	Y	Josh Troesh – Academic Senate
Y	David Mussaw – ECCE		

Alternate Members: W. Cox, K. Iino, S. Porter

Support: A. Leible, B. Atane, A. O'Brien, R. Dreizler

Other Attendees:

The meeting was called to order at 1:05p.m.

1. Approval of [Minutes](#) – January 17, 2019
Minutes approved.

2. [Mid-Year Budget Review](#) – there are several factors included in the budget:
 - a. This budget included the new student-centered funding formula and transparency (both are a work in progress) and things have changed since the 2018-19 budget adoption;
 - i. ECC's unrestricted general fund revenue were based on the chancellors advanced apportionment of \$118.9 million; with decline in FTES and changes in funding model this has reduced anticipated revenues by about \$1.6 million. Our apportionment of \$916 thousand to revenue brings out net anticipated revenue decrease to \$691 thousand;
 - ii. Other local revenue was a total of about \$134.4 million in anticipated revenue;
 - iii. As we were projecting, the primary revenue calculation has changed significantly and refinement of the funding metrics has occurred; some of the measures of student needs or success have increased and other have decreased;
 - iv. Another aspect of mid-year projection is the enrollment numbers, which have declined. We projected 19,139 FTES. Summer was strong and Fall and Winter have decrease FTES. Current revenue projection does not count for additional losses in FTES that might occur in Spring semester;
 - v. Another aspect of the funding calculation is the three-year averaging in the new funding formula. With this new funding formula, the concept of borrowing and stability have been eliminated and we have decreased capacity to moderate ECC's funding;
 - vi. Expenditures: we anticipated our spending base on accurate employee data, but it fell short:
 - a) Projected an increase of \$1 million in certificated salaries (eight additional FT faculty positions not included in our estimates).
 - b) Enrollment declined (expect higher adjunct instructional expenditure than initially budgeted by \$804 thousand).
 - c) Savings
 - 1) Departments have identified over \$2million in savings, by reducing anticipated spending;
 - 2) Temporary vacant classified position have created savings;
 - 3) These reductions and anticipated savings have about \$3 million in anticipated budget savings.

d) Total expenses are projected to be about \$1.1 million more than our estimate.
vii. In total, our current projections, not including Spring semester enrollment declines, we anticipate our ending fund balance to be \$21,172,079, with deficit spending estimated to be \$3.18 million.

- b. Handout of the [latest 2018-19 Year-end projections](#). The mid-year budget review was calculated over two weeks ago and the number have changed with the latest projection. We anticipate our ending fund balance to be \$21,639,209, with deficit spending estimated to be \$2.72 million.
- i. Note: Loss of Compton monies are in the projection.
 - ii. Part of the revenue comes from \$2 million transferred from the retiree fund, which is now in a deficit. With the increase in cost for STRS & PERS in the coming years, if we borrow more from the retiree fund, the deficit in that account will increase substantially.
 - iii. Note: Compton monies have been used to mitigate the cost of upkeep for technology expenses, we will have to now find the monies from another source.
 - iv. Question: how do we plan to recoup the loss- increase revenue or reduce the number of employees?
 - v. Final Project Proposal for the music building was submitted with a certain guidelines that ECC had met. Now the guideline for FFP has changed and we are unsure if we will get any money from the State for our Music building.

3. Position Control

The files of full-time employees was sent to the VP's office for them to disseminate to each of their area. The employee data sent to departments needs to be verified for creating the new budget for FY2019-20. We will be using position control data to create the budget for 2019-20. Since, 85% of the budget goes for salary. Once we get the information from the departments back with the verified FT-employees, Fiscal will put in the data for benefits, step & class, retirement, etc.

4. Simpler Tool

Budgeting tool - information will be in simpler systems for each department to download into excel add the budget for their supplies, conference, and other accounts. After all budget items are added the departments then can upload their 2019-20 budget on to Simpler. We now have payroll data added on to Simpler from LACOE.

5. Adjournment

The meeting adjourned at 1:50pm.