

## EL CAMINO COLLEGE Planning & Budgeting Committee

Minutes Date: May 28, 2020

√	Jose Anaya - Community Advancement	√	Ruben Sagastume - ASO, Student Rep
√	Amy Grant - Academic Affairs		Gary Robertson - Campus Police
√	Iris Ingram – Co-Chair (non-voting)	√	Jackie Sims - Management/Supervisors
√	Ken Key – ECCFT	√	Greg Toya - Student Services
√	David Mussaw – ECCE	√	Josh Troesh – Academic Senate
√	Julie Bourlier – Administrative Services	√	Viviana Unda – Co-Chair (non-voting)

**Alternate Members:** K. Iino, A. Nasatir, W. Cox, D. McClelland,

**Support:** J. Hinshaw, J. Shankweiler, R. Miyashiro, J. Miyashiro, A. Sala, A. O'Brien, J. Hinshaw,

**Other Attendees:** C. Jeffries, M. Pascual, T. Palos, G. Ou, Isuekawa, G. Fry, T. Hazell, C. Striepe

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

### Agenda Review

The committee moved and seconded the approval of the agenda for today's meeting. The committee accepted the agenda as presented with no objections.

#### 1. Approval of Minutes – April 30, 2020

After review and notation of corrections requested, the committee moved to approve the April 30<sup>th</sup> minutes with no objections.

*Note: Although these minutes are from April, which is prior to the May Revise the budget information at the time was true, but not any longer.*

#### 2. Budget Update

The recession has turned what in January was looking to be a five and a half billion-dollar surplus to a \$54 billion-dollar deficit.

- a. General Unrestricted Fund (Fund 11) revenue from state will be approximately cut by 10%.
- b. There will be cuts to our Restricted General Fund (Fund 12)
  - i. Cuts to Strong Workforce approximately 59% or 58% reduction anticipated
  - ii. Other Categorical will take cuts, maybe not that deep but relatively deep.
- c. We anticipate a revenue deferral from the state in the current fiscal year and another revenue referral from the state for next fiscal year and another one for FY 21-22, so in total \$6 million this current year July 1<sup>st</sup>. Then a potential \$12 million next fiscal year.
- d. Overall, the revenue that the state is going to give us, we are still going to get. We are just not going to get it when we expect it or when we need it.
- e. We are doing continual cash flow analysis to make sure that we have enough money to conduct our business every month. A month's cash flow average range is anywhere from \$10 million to \$12 or \$12 and a half million, we need to have at least that much money on hand. So that leaves us no cushion for anything else, prudent fiscal management says we should have at least two to three months of cash on hand. However, if we have to sustain a 10% reduction in our revenue next year, it will be very difficult to maintain a level of reserves, pay people and our bills.
- f. Right now, we do not know any more about what state revenues will be since property tax, income tax and corporate taxes, which have been delayed to mid-July.
- g. We are required by law to approve a tentative budget in June, so that we can conduct our business July 1<sup>st</sup>.

### 3. Decision-Making Priorities 2020-21 Budget

- a. The above document was sent to PBC member for their review before the May 28<sup>th</sup> meeting. At the meeting, Dr. Unda displayed [this presentation](#) for the committee members for discussion.
- b. In order to make some recommendations about the priorities that the college should think about when deciding how to spend the budget for the FY 2020-2021. We need to look at these four main areas: student access, student equity, student success and student support.
  - i. In looking at decreasing budget, we will need to ask, “What is the core mission of El Camino College, how do we support that core mission and those processing services, programs, etc. that are most support critical or are crucial to the campuses core mission. Therefore, what programs are closer to the core mission they get the most resources and the further away you are from the core mission get less in terms of priority and could be decreased or cut.
- c. Many different ideas were discussed on how to guide and help student populations that are impacted with the current economic hardships. How to engage students in the current online class environment with the program currently offered.
  - i. Discussion included restricted funds that could be used to alleviate the decrease in revenue from the State.
  - ii. Discussion on streamlining processes <sup>slide 6</sup>, Iris mentioned that all items are in progress, except for the travel item. We are looking at other ways to decrease cost in travel.
  - iii. Discussion on certificate courses for displaced workers. It was noted that the approval process for courses offered to students takes a year.
  - iv. *Question: are we still being held harmless with the funding formula?*
    - a. *Answer: We are held harmless for the next two years. On top of that, we are going to have a 10% reduction. We will receive what we got last fiscal year, but there will be no COLA next year effective July 1<sup>st</sup>.*
    - b. *Only guarantee is that we are going to suffer a reduction in state revenue of at least 10% irrespective of how well we do with the student center funding formula. We are not going to be paid for growth.*
    - c. *So if we doubled our student enrollment. We are not going to get a whole lot of money because the state is not paying us for growth.*
- d. For the next meeting the committee will need to look at how we should prioritize the resources and allocate to programs and services that are closest to the mission of the college. Iris will send out the information prior to this weekend, so the committee will have a chance to look and be prepared for discussion for June 4<sup>th</sup>.

### 4. Other Discussion

Next two meetings are scheduled for June 4<sup>th</sup> and June 11<sup>th</sup>

### 5. Adjournment

The meeting adjourned at 2:38p.m.