

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: September 17, 2020

√	Jose Anaya - Community Advancement	√	Haseeb Khan - ASO, Student Rep
√	Julie Bourlier – Administrative Services		Gary Robertson - Campus Police
√	Amy Grant - Academic Affairs		vacant - Management/Supervisors
	Iris Ingram – Chair (non-voting)	√	Greg Toya - Student Services
√	Kelsey Iino – ECCFT	√	Josh Troesh – Academic Senate
√	Roy Dietz – ECCE	√	Viviana Unda – Co-Chair (non-voting)

Alternate Members: A. Nasatir, S. Dao,

Support: J. Hinshaw, R. Miyashiro, A. O’Brien, J. Shankweiler, D. Mussaw, J. Miyashiro

Other Attendees: D. Maloney, S. Sumrit, G. Ou, G. Perez, A. Davenport, I. Reyes

The meeting was called to order at 1:03p.m.

1. 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.

2. Approval of Minutes – August 13, 2020

After review and notation of corrections requested, the committee moved to approve the August 13th minutes with no objections.

3. Board Policy 6399 – Student Centered Funding Formula Data Management and Administrative Procedure 6399 – SCFF Data Management – Second Reading

Dr. Maloney brought forth the BP/AP 6399 SCFF Data Management for a second reading to this committee. It was noted that at the last meeting there was in-depth review of this policy and procedure. Our auditors require this policy and procedure and it lays out how we validate and gather the data relating to SCFF metrics (base allocation, supplemental allocation, and student success allocation). The reason why this is so important is that those metrics and that data has a financial impact to the district.

Dr. Maloney requested that a vote be taken to approve this agenda item, so it can be forwarded to College Council for their approval.

Motion was made and seconded that the Planning and Budget Committee reviewed and approved moving the BP/AP 6399 Student Centered Funding Formula Data Management to College Council with no objections.

4. PBC Goals for FY2020-21

Dr. Unda brought forth to the committee four proposed annual goals for FY2020-21. They are as follows:

1. Review role and responsibilities of PBC in the annual planning and budgeting process (annual tasks and due dates).
2. Strengthen PBC members’ level of understanding of planning and budget processes so that they can adequately perform their role (training).
3. Develop procedures to evaluate PBC’s work practices, decision-making process, and communication of decisions to other campus stakeholders (PBC handbook?).
4. Increase PBC members’ level of engagement during PBC meetings (series of team building activities, etc.).

There was discussion on these items. Key comments were as follows:

- Dr. Unda suggested working groups for each of the four proposed goals. Working groups would

work during the next meeting at breakout sessions to determine how to make goals actionable. These working groups would be kept throughout the year and they would report on progress of goals. Committee members did not want to have working groups throughout the year. During next meeting, PBC members will work on breakout sessions to discuss the proposed goals and then return to whole session, report out and vote for the goals that PBC will be adopting for 2020-21.

- Committee members discussed the lack of input into the agenda, but did mention that with the current co-chairs it is getting better.
- Committee members discussed that they did not know what their roles were on this committee. It was noted that the [Making Decisions](#) document has defined roles of the committee members.
- It was also noted that it would be useful to determine where and when the College needs input from PBC; and what's the role of each constituent within PBC.

Send any comments, additional goals or ideas to Dr. Unda by October 12th. At the next meeting, the committee will determine the goals for FY2020-21.

5. [FY2021-22 Planning and Budget Calendar](#)

Grace gave a high-level overview of this annual planning and budgeting process for fiscal year 2021-22:

- The Nuventive online platform has been redesigned to help track some additional planning elements.
 - o Alignment of goals and objectives so everybody can see what everybody else's goals are for better transparency.
- Gradual rollout in a phased approach, starting September 2020.
 - o Three areas will be in the pilot phase: Administrative Services, Human Resources and the President's office. They will use this new planning process for this next cycle (planning of 2021-22).
 - o However, for Academic Affairs and Student Services, they will continue to use the existing platform, which has been simplified to be less time consuming.
 - o For the FY2022-23 planning cycle, which will kick off in August/September of 2021 every area will be using the new Nuventive platform,
- To strengthen the link between planning and budget:
 - o We will align budget requests and approval to clear goals, objectives and actions. Provide opportunity to adjust annual plans after budget has been approved.
- To improve communication within the planning and budget processes.
- Major changes to the current process:
 - o Budgeting process will begin earlier – excel budget worksheet will be available in the planning phase.
 - o Excel budget worksheet will be distributed and submitted through Nuventive.
 - o Use rubrics for budget prioritization
 - All managers, including the Executive Cabinet, will use standard scoring rubrics to prioritize budget requests.
 - All budget request approval and rejection will be communicated through Nuventive
- Timeline overview: Pilot group:
 - o In this new calendar, budgeting process, for the most part, has the same steps: spreadsheet, tentative budget, a final budget. Therefore, the spreadsheets will be available earlier for planning purposes.
 - o On the planning timeline, the introduction of the rubric will be used for the prioritization, which is happening in January - March timeframe. IRP will provide the rubrics so the budget requests are being evaluated and reviewed for approval. In addition, in September/November the development of annual plans will occur.
- Modified existing timeline:
 - o For the areas not part of the pilot group, the timeline has been modified a little bit with the budget process being the same with excel spreadsheet being available, tentative budget and

the final budget. On the planning timeline, there is no intentional collection of plans, goals and objectives.

- A kickoff meeting will occur today for the areas that are part of the pilot group.
- Next Monday, a kickoff meeting for annual planning for the areas that are not part of the pilot group.

Question: *how do we go about requesting equipment that is broken, for example microscopes or telescopes? If we use the rubric that all things are going to come out equal. In the past, we have been requesting these items through the planning process.*

Answer: *The current process requires that academic programs submit requests to replace broken instructional equipment in their budget process, and then there is a process by which those things are either approved or not. We are continuing that process, which currently is problematic. In addition, we are only going to apply this new process with the rubric for the new budget requests for the three area pilot groups and in FY 2022-23 will apply it for all. In the meantime, we still have an issue with both the current process and the proposed process with regard to replacing instructional equipment like telescopes and microscope. We are in the process of creating a designated fund for equipment replacement. With the current budget at state level, we have no instructional equipment money this year. Therefore, if there are suggestions from PBC as to how to handle this issue, or even just ideas they want to float, PBC is a resource we should be looking at for this particular issue.*

Dr. Unda thanked her staff and Fiscal Services teams for tirelessly working on getting these spreadsheets ready on time. It has meant a lot of work for both teams, we hope that the whole college feels that these two processes are going to be more connected, and that things are going to be more transparent between the two areas.

6. State Budget Update

Dr. Maloney mentioned that the State budget information has not changed and that everyone is waiting on the Federal government to make a decision. It was noted that there was an informal deadline of October 1st for the monies to offset some of the deferrals the State has put in the budget. So right now, its status quo and we will have to wait and see what happens between now and October 1st.

7. Other Discussion

8. Adjournment

It has been moved and seconded that we adjourn the September 15th meeting. The meeting adjourned at 2:25p.m