

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: April 22, 2021

	Amy Grant - Management	√	Roy Dietz – ECCE
√	Greg Toya - Management	√	Kelsey Iino – ECCFT
	Darcie McClelland – Academic Senate		Gary Robertson - Campus Police
√	Josh Troesh – Academic Senate	√	Vigneshwar Balaji - ASO, Student Rep
√	Iris Ingram – Chair (non-voting)	√	Shobhana Warriar – Confidential
√	Viviana Unda – Co-Chair (non-voting)		

Alternate Members: K. Key, J. Bourlier, G. Patel
Support: J. Hinshaw, D. Mussaw, G. Ou, C. Pineda
Other Attendees: B. Giles

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 – March 18, 2021

After review, the minutes were accepted with a minor change to first page “COVID-19” spelled wrong. It was moved, seconded and passed to approve the March 18th minutes with no objections.

3. 320 Report

David Mussaw presented the 320 report. It is the apportionment attendance accounting to the Chancellor’s office. It is looking at the scheduled contact hours for the courses and calculating what the FTES (full time equivalent student) would be. This FTES is what determines our portion of the funding from the State. The 320 report is submitted four times a year:

- January 15: projections of FTES, since we only have information from Summer and Fall.
- April 20: projection of the Faculty Obligation Number (FON) and it's also used for projecting what our budget could possibly be for the following fiscal year.
- July 15: when we do our annual report. At that point our numbers should be finalized and that's what the State is going to fund.
- November 20: re-calculation is done. This is where we go back to look at what we have filed for the annual report and see if there are any shortages or overages on the calculations.
- Before 2017, our funding was strictly based on FTES, but now with the Student Centered Funding Formula (SCFF), 70% for our funding is based on FTES and 30% is based on the Supplemental Allocation Metrics and the Student Success Allocation Metric.
- The 320 report also shows our resident FTES, non-resident FTES and AB450 students.

FTES Goals

- David also presented the FTES report and mentioned that Academic Affairs create this report. After every filing period of the 320 report, the report goes to the Board in January, April, July and November. This report shows the FTES goals vs. actuals.
- Enrollment Data Analyst, Vice President of Academic Affairs and Deans usually determine these goals, but currently this report is being taken to the Enrollment Management Committee for their approval.
- Each fiscal year there is a goal and actual for each of the sessions (summer, fall, winter, spring).
- We have borrowed FTES from prior year to reach our goal for several of the fiscal years. Whenever we borrow from prior year, we have to pay it back the following year. Starting from FY2018-19, we have stopped borrowing, and did the final pay back towards what we borrowed from previous years.
- Moving forward, we have not borrowed any FTES from the previous year because of the new Student Center Funding Formula (SCFF). The SCFF has smoothed out some of the bumps and FTES by taking a three-year average so we could have a good year and bad years in the three years.

- The real impact has been that our rolling average has been going down over the last three years. Some of it started before COVID-19 and it has been exacerbated by COVID-19 and we don't know once the pandemic ends if the enrollments is going to come back.
- Enrollment is down across the Community College system as a whole. Some colleges have lost as much as 30 and 40% of their enrollment because funding is still largely dependent on enrollment. We are down about 15% of our enrollment.
- Proposals are being made in Sacramento about how to mitigate what is happening with our enrollment but right now it is just being discussed and there is no legislation.
- So far, there is no change in the budget and if there are going to be some changes to the SCFF we will probably hear sometime in July or August 2021. A State committee is looking at the SCFF and making recommendations to the State Legislature and the Department of Finance, but that report is not due until June 2021.
- In the meantime, we are balancing the revenue, based on what we believe will be available to us, based on this P1 & P2 reports. We make the necessary adjustments, based on what happens at May Budget Revise.
- We have been told that State revenues are up in the current year and will continue to trend up into the next fiscal year, but again, as it was mentioned last month, the deadline for Federal and State income taxes has been extended to mid-May. It is only once those revenues start coming in that the State will be able to give us a better indication of what the fiscal standing will be effective July 1, 2021.
- Thus far, there has been no changes to the May Budget Revise release. The Department of Finance still believes that they can give us a very good estimate of what the budget will be starting July 1.
- We are still moving forward with a budget that reflects our FY2019-20 allocation with restoring the 30% budget cuts we took. We are putting that money back into everyone's budget.
- In addition, we have been told that there will be a COLA of about 1.5%; our planning is based on that percentage. Beyond that we have been given no other instructions.
- We have not been told how the State is going to handle the deferrals. We are still under deferrals for the current year.
- The information provided on the budget last month has not changed, but if it does, we will be bringing this back to PBC, because it will be part of the tentative budget presented to the Board in June as well as part of the Town Hall presentation in May.

Question: *How are we budgeting based on enrollment?*

Answer: *We budget our enrollment at what the goal is, even though we know that, the goal is slightly higher. The class schedule is created to accommodate the goal and what is included in that class schedule are the expectation that classes will fill up to at least 80% because every time we put a class on the schedule, we have to hire a faculty to teach it. Therefore, that means we are hiring additional adjunct faculty to teach courses that we hope will fill.*

Question: *Re-adjustment or re-calculation of FTES and the funding formula?*

Answer: *The re-adjustment or re-calculation of FTES is every year. Every two to three month, we get a new report of P1 or P2 and we look to see how it is doing based on prior years FTES and based on different attendance reports, because there are different FTES funding rates for each of the attendance categories. FTES is folded into our budget projections and our current budget is based upon the FTES we earned in the prior year. Our budget in the current year is based on FTES we earned two years ago, which would have been fiscal year 2018-19. It takes at least 18 to 20 to 24 months for us to actually get paid for what we've earned, but in the meantime we have already moved into and finished off one fiscal year and going into the next.*

Question: *What is the methodology to set up the goals that you were talking at the beginning of discussion?*

Answer: *Goals are set when developing the schedule with the VP Academic Affairs, Enrollment Data Analyst and few others who develop a schedule for the following term. Schedule is designed on a load allocation that is given to the divisions for them to create the schedule, based on that load allocation. We also look at past trends in terms of what the enrollment was in prior terms; what classes were cancelled and how frequently they were canceled. We also look at fill rate and the weekly student*

contact hours (WSCH) compared to faculty load. All this information is used for the initial schedule to project FTES out.

Question: Do we know what the true marginal cost is of a class, so you know, ignoring things like allocation for the building and all the other things, a true additional cost for offering another class?

Answer: It is the cost of hiring an adjunct faculty.

4. [2021-22 Annual Planning Process Update](#)

Dr. Unda presented the annual planning process update to the committee.

- a. This presentation is being done so that everyone understands the planning process: The first three steps in the planning process are completed for this cycle:
 1. We are currently entering draft budget in Colleague; the Executive Cabinet will be reviewing new funding requests during the month of May.
 2. Last step is to go back to the goals to revise the goals according to the funding requests that were approved. Goals might change if budget requests were not approved.
- b. We are using two versions of the same planning platforms:
 1. The new Nuventive platform for those areas in the pilot program: Administrative Services, President's Office, and Human Resources.
 2. The old Nuventive platform (TracDat) for those areas under Academic Affairs and Student Services.
 3. For FY 2022-23 all areas will be using the new Nuventive platform for annual planning.
 4. The rationale for using Nuventive is to better track and align new budget requests to plans across all areas, unit/divisions, office/programs.
 5. We are collecting feedback from the pilot groups and will be sending out surveys to get more feedback on what has worked and what has not worked.
- c. Process overview:
 1. November-March Areas, units/divisions offices/programs completed their budget spreadsheet by reviewing their operating budgets. We had until March 30th to upload those operating budgets to Nuventive, so Fiscal Services could begin their work;
 2. Between January and March, managers were prioritizing budget requests;
 3. During April-May, Executive Cabinet will be reviewing all college budget requests, and Fiscal Services is entering draft budgets;
 4. In June, Fiscal Services provides tentative budget to the Board for their approval.
 5. In July, approved tentative budget will be communicated to staff/faculty.
 6. In September, final budget will be presented to the Board for approval and communicated to staff and faculty.
- d. Budget in Nuventive
 1. For better organization and not having multiple versions being sent back and forth between Fiscal Services and department, we are taking advantage of the Nuventive platform and Fiscal Services has uploaded the budget spreadsheets for managers to review, change and reload with the corrected version for approval from dean, VP and finally goes to Fiscal Services.
 2. The VP's and President will score the budget requests coming from the managers. They will be using the scoring rubric to identify which items will be the high priority requests for Executive Cabinet to review in May.
 3. There are four criteria prioritization and the ones that will go to executive cabinet will be those that fall under the high-level priority:
 - a) Area Objectives: To what extent request impacts all objectives of the area
 - b) Annual Priority: To what extent request impacts the academic progress of Black and African American students and or impacts the college experience of this group.
 - c) Student Impact: To what extent request impacts all students' academic progress or the students' college experience
 - d) Purpose: To what extent request addresses an institution-level problem that has been occurring for multiple years

- e. 2021-22 Area objectives:
 1. Support all ECC students in achieving their educational goals by providing clear program pathways and removing barriers.
 2. Build an inclusive teaching and learning environment that support quality education for all, and that assists students to stay on the pathway from point of entry to attainment of credentials and careers.
 3. Address existing and emerging workforce and employment opportunities needs of non-traditional students.
 4. Build an institutional environment that engages in continuous assessment to improve overall effectiveness and efficiency in pursuit of equitable student and employee success.
 5. Demonstrate engagement and commitment across ECC's community constituencies.
- f. Planning & Budget Next Steps:
 - In April, the analysts in IRP received from each VP high priority budget requests for executive cabinet review. Next week we are consolidating those priorities from all the areas, and we are sending that report to the President, so the President can share it with Executive Cabinet.
 - In May, Executive Cabinet will be reviewing and scoring these funding requests across all the area with the rubric. Fiscal services would be proposing the funding source for these high priority-funding requests.
 - By the end of July, we are expecting to be able to communicate to stakeholders, which are the approved funding request so everyone can start implementing their plans during the next fiscal year.

5. Comparison of Approved Budget Requests Templates

This agenda item was brought back from the last meeting, the document show side by side comparison of information from another CCD with El Camino's approved list. It was noted that the information on both documents was similar, El Camino's has more information that the general campus might not be interested in seeing. After much discussion, it was decided the items would be brought back to the committee with the following changes:

1. Hide the column with the heading, "Origin of Recommendation";
2. Hide the column with the heading, "Funding Type";
3. Hide the column with the heading, "Funding Source – Jeff"; and
4. Change the column heading from, "Recommended Fund 11 /Fund 12", to something that says, "Funded Amount or some other title".
5. Column added between "Area" & "Expense Category", column called "Unit/Division".

6. Institutional Planning Guide

The Institutional Planning Guide has been brought back for a second reading and approval from this committee. Motion was made by Joshua Escalante and was seconded by Shobhana Warriar to adopt the Institutional Planning Guide document at El Camino College for fiscal year January 2021. Without objection, the motion was approved and adopted to be circulated for consultation with other bodies on campus.

7. Other Discussion

- Next meeting is on May 20th and it falls on the same day and time as the Town Hall Meeting regarding the budget. The consensus from the committee was to move the meeting to May 27th at 1pm. Shobhana will send the change in calendar to the committee.
 - The June 10th meeting has a conflict with the President's Race and Equity meeting. The consensus from the committee was to move the meeting to June 9th at 1pm. Shobhana will send the change in calendar to the committee.
- a. Wrap up:
 1. Reported out on the 320 report that goes to the Chancellor's Office, which has already been submitted. It was explained its impact on enrollment management and that it is a reflection of

our enrollment management policies. Its impact on the budget is crucial in terms of our budget planning processes.

2. Discussed the annual planning process and an update on where we were with respect to submission. Budgets for FY2021-22, are at the review stage now and being compiled by Institutional Research and Planning. A summary of the budget requests will be brought to both this committee and to Cabinet next month.
3. We also had an extensive discussion on comparing two different exemplars of an approved budget requests document. We have agreed to hide three columns, change name of a column and add a column. Sample of that will be brought back to next month's meeting. There will also be some sort of mechanism for notifying the individual requesters at the division and or department level. When the notices go out and in addition to the letter that the President will send to the campus regarding the approved budget requests decisions. This is all dependent upon the new President wanting to keep this process.
4. We have approved and adopted the Institutional Planning Guide that will be circulated to other committees on campus.
5. We have changed the dates of our next two meetings from May 20th to May 27th and June 10th to June 9th.

8. Adjournment

It was moved and seconded to adjourn the April 22nd meeting. The meeting adjourned at 2:50p.m.