

**EL CAMINO COLLEGE Planning & Budgeting Committee**  
**Minutes Date: March 18, 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	√	Balaji Vigneshwar - ASO, Student Rep
√	Iris Ingram – Chair (non-voting)	√	Shobhana Warriar – Confidential
√	Viviana Unda – Co-Chair (non-voting)		

**Alternate Members:** K. Key, J. Bourlier

**Support:** J. Hinshaw, D. Mussaw, G. Ou, C. Pineda

**Other Attendees:** A. Sala

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 – February 25, 2021

After review, the minutes were accepted as written. It was moved, seconded and passed to approve the February 25<sup>th</sup> minutes with no objections.

3. Funding Update (American Rescue Plan)

Iris briefed the committee on the status of federal funding.

- a. American Rescue Plan was signed into law on March 11, 2021, a total of \$1.9T.
- b. About \$170M has been put aside for the stimulus.
- c. \$39.6B into the higher education emergency relief fund, which has been the CARES Act money that we have previously received.
- d. It is estimated based on how the prior funds have been distributed that ECC would be eligible for around \$40M, of this amount half must be used for direct aid to students. These funds will be carefully audited so we can only spend it on specified costs that are considered relief to the impact of the COVID-19 virus, just as the CARES Act money. We will be receiving detailed audit instructions and expenditure guidelines later as well as the exact allocation through the Chancellor’s Office based upon the allocation formula used in the previous distribution.
- e. Cabinet is looking at plans for distributing that money to students and for other needs on campus that are impacted by the COVID-19 virus.
- f. As the plans become firmer, they will be shared and brought back to the PBC as well as other groups for information.
- g. The IRS is pushing back the federal tax deadline to May 17<sup>th</sup>. This move could have potential impact on our tentative budget assumptions. It might affect the ability for the state to give us more guidance on the state revenues at the May Revise. If there is going to be an impact to the May Revise numbers that information will be brought back to this committee.

4. Fiscal Services Results

Last fall, there was some concern about “lack of transparency”, etc., with respect to the formatting of not just the budget decisions, but also the budget forms that was used to capture budget requests. Therefore, there a brief survey was created and sent to the users of the budget system to ask them what would be an easier process for understanding.

Jeff went over the results of the survey. There were six questions and the survey was sent to 122 recipients. They consisted primarily of district administrators, as well as their administrative support

staff. The first five questions had simple yes or no answers. Question six, asked participants, what additional efforts (training, materials, communication and resources) can Fiscal Services provide to assist you in the understanding, development, maintenance, control and reporting of your budgets? There were twenty-two responses, which varied from training in, Excel, Simpler, and Colleague. They also wanted the accounting terminology defined, better communication from Fiscal Services, and response to emails in a timely manner. It was noted that, Fiscal Services could provide:

1. Brief glossary of terms which would provide definitions for commonly used terms;
2. Training to understand excel spreadsheets;
3. It was noted that the budget reports are sent out monthly to the area VP's and it is their responsibility to distribute it to their managers. To date, there have not been any changes to this process. Fiscal Services could possibly change and reformat the report slightly to make it easier to understand.

**Question:** *It was noted that maybe Fiscal Services and Purchasing could do a joint training session on the process of actually paying a bill. There is no clear process to do this.*

**Answer:** *We are in the process of upgrading our website and part of that upgrade is including process flows for relatively simple transactions and the routine everyday functions. We will put contact information on our website and make it clear as to who do you go to for certain things, like Accounts Payable.*

## 5. [Institutional Planning Guide](#)

Dr. Unda presented a summary of content of the [planning guide at ECC](#). The institutional planning guide is similar to the Making Decisions document, but this one explains institutional planning.

- a. The purpose of the document would be provide an overview of the plans and planning processes that take place within the institution.
- b. The table of contents identifies all areas discussed in this document
- c. ECC Approach to Planning Integrated Planning – defining what is planning; what is integrated planning; and why do it?
- d. ECC Planning Model – cycle of planning
  - i. Comprehensive Planning(every 10 years);
  - ii. Strategic Planning (every 5 years);
    1. Strategic Plan Implementation: every year though annual planning and budgeting. It considers as input-Program Review, which is done every 4 years;
  - iii. Strategic Plan Monitoring & Evaluation (mid-cycle); and
  - iv. Strategic Plan Adaption (mid-cycle).
- e. Types of Planning at ECC
  - i. Comprehensive Planning
  - ii. Strategic Planning
  - iii. Focused Planning
    1. Equal Employment Opportunity (EEO)
    2. Enrollment Management
    3. Student Equity
    4. Distance Education
  - iv. Program Review
    1. Academic
    2. Student Services
    3. Administrative Services
  - v. Outcomes Assessment (SLOs, PLOs, ILOs)
  - vi. Steps Involved in Program Review Processes
    1. Training
    2. Evaluation and Planning
    3. Approval

4. Dissemination
- vii. Annual Priority
  1. Campus wide priority focus for one given year.
  2. To maximize impact with limited resources, the College collectively agrees to prioritize one area in its annual planning process:
  3. For FY2021-22: Black or African American Students
- viii. Annual Planning & Budgeting
  1. Evaluation and Planning
  2. Budget development, prioritization and approval
  3. Approved budgets and implications for Annual plans
- ix. Planning and Budget Calendar: Shows dates and milestones for the planning and budgeting processes. This calendar shows how these two process functions in parallel but are closely related.
- x. Alignment between planning processes: Shows the hierarchy of influence in planning from the institutional level to the office/program level, and the implementation timeframe of each planning process.
- xi. Monitoring achievements of ECC plans: through institutional lagging and leading indicators; using Nuventive to track progress.
- xii. Committees for Planning at ECC

#### 6. Summary of PBC minutes

This item was tabled at the February 25<sup>th</sup> meeting and brought forth to this meeting. After much discussion on the format, Kelsey Iino made a motion to save the last couple of minutes of each meeting for overview of the key topics discussed so that the report out by members is more consistent. Roy Dietz seconded the motion. The oral wrap up at the end of every meeting would last no more than two to five minutes to talk about major discussion items, decisions, etc., of the meeting. All committee member were in favor. With no objection, the motion was passed.

#### 7. Approved Budget Request and Memo Templates

Dr. Unda presented a samples letter and spread sheet of the approved budget allocation of resources from another district.

- It was noted that ECC's spreadsheet has all of the information from the sample, but in different format.
- It was agreed at the next meeting; we would do a side-by-side comparison of what we publish here at El Camino and look at what can be hidden in terms of columns to make it more user friendly.

#### 8. Other Discussion

- a. Next meeting is on April 15<sup>th</sup> and it falls on Spring Break. The consensus from the committee was to move the meeting to April 22<sup>nd</sup> and Shobhana will send the change in calendar to the committee.
- b. Agenda items for the next meeting:
  - i. The 320 report, which will show the challenge we are currently facing with enrollment being down statewide. All Community colleges are down about 12%.
  - ii. College budget request – will bring rough estimates
- c. Wrap up of meeting main points:
  - i) Iris Ingram: that the College can expect around \$40 million, half of which has to be spent on directly on issues related to students, which should help us with our falling enrollment and help students who really need the aid.
  - ii) We also reviewed the results from the Fiscal Services survey of the budget-reporting format and that we are going to make some adjustments to make the format easier to read within

reason and primarily offer more training to operating units, so that they can understand how to read the budget.

- iii) Presented the Institutional Planning Guide, which describes our planning processes within the College, including comprehensive planning, strategic planning, annual planning, program review and outcomes assessment. The planning and budgeting calendar highlights key dates and milestones for both interrelated processes. The guide also includes the committees related to planning.
- iv) We have agreed to have a verbal wrap up of the PBC meeting in lieu of written summaries.
- v) Finally, we looked at an example from another district of approved budget requests and the campus memo that goes out from the President. We agreed at the next meeting, we would do a side-by-side comparison of what we publish here at El Camino and look at what can be hidden in terms of columns to make it more user friendly.
- vi) We have moved the next meeting to April 22<sup>nd</sup>.

## 9. Adjournment

It was moved and seconded to adjourn the March 18<sup>th</sup> meeting. The meeting adjourned at 2:33 p.m.