

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: November 19, 2020

√	Jose Anaya - Community Advancement		Balaji Vigneshwar - ASO, Student Rep
	Julie Bourlier – Administrative Services		Gary Robertson - Campus Police
√	Amy Grant - Academic Affairs	√	David Gonzales - 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, J. Aramburo, G. Patel, K. Key

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

Other Attendees: Z. Jan, S. Niles, M. Phan

The meeting was called to order at 1:04p.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 – October 15, 2020

After review the minutes were accepted as written, the committee moved and seconded to approve the October 15th minutes with no objection.

3. PBC Goals for 2020-21

Dr. Unda presented the goals for FY 2020-21 after consolidating all of the input received from the four working groups at the last meeting. The goals for this year for PBC are as follows:

1. Committee members review role and responsibilities of the Planning and Budget Committee.
2. Strengthen PBC members’ level of understanding and engagement in the college planning and budgeting processes to help in the performance of their role.
3. Engage the campus community in discussions around funding priorities and available resources.

For each goal, there is a corresponding accomplishment/indicator and a target, which enable us to check progress on those goals and at the end of the year determine if we were able to accomplish them.

There were some suggestions made as to having a one-page summary of the meetings with five or six bullet points that can be disseminated campus wide. PBC members suggested determining these bullet points at the end of every meeting. It was noted that Dr. Unda would take care of sending the summary out. Another idea was any budget/planning training that is done via zoom to have the training recorded for future use.

Dr. Unda requested that a vote be taken to approve the FY 2020-21 Planning and Budget Committee goals, indicators and targets as presented.

Motion was made and seconded that the Planning and Budget Committee reviewed and approved the FY2020-21 PBC goals, indicators and targets as presented, with no objections.

4. Feedback on FY20-21 resource allocation process; answering questions, deflating myths, correcting misunderstanding, etc. What should be posted on website?

We have yet to post the actual funding decisions on the internet, because it is a large document. We have been working on trying to get a better idea of the format that could be used in order to disseminate this information. We know this a lengthy document and many of the pieces of information that are there probably don’t make any sense to share, but for the sake of transparency and everybody having the right to know how we're spending our budget, we could share the document. We know the

schedule slipped somewhat because of other issues going on, such as the budget and COVID-19 disrupting a lot of our scheduling, but we think we are back on track.

After much discussion, a consensus was reached that Dr. Unda would check other colleges in the area to see how they post their resource allocation document. Iris will work with Fiscal to put together a summary of the more detailed spreadsheet and publish it with a link to the larger document on the Planning and Budget Committee web page.

This agenda item morphed into the budget reduction issue where 30% reduction was implemented to the 4000, 5000, and 6000 series accounts at the Area level. This implementation was from the recommendation that was approved by PBC through the Guiding Principles document over the summer.

Question was raised as to Divisions/Departments not knowing where the 2020-21 updated budget was (after the 30% reduction) and no information was sent to them informing of the of budget cut. It was noted that the budget cut occurred at the VP Area level. VP had the opportunity to redistribute budgets within their area. So we do rely on the Vice Presidents to communicate to their subordinates because there just aren't enough of us in Fiscal Services to do that. Fiscal Services does send out an updated budget spreadsheet every month to the VP that shows every operating area on campus.

5. Next steps and prep for FY2021-22; Mid-year reviews; budget town halls

1. We are planning and the board is expecting a mid-year review of the FY2020-21 budget sometime in late January or early February.
2. We have two new board members joining the board in December.
3. By mid-January, we will have known what the governor's proposal is for fiscal year 2021-22, so we can fold all of the information into a presentation.
4. We would also do the mid-year reviews of the current budget at the area level with VP's and they can invite the Deans to this meeting.
5. At the same time, once the Spring semester has started, probably sometime in February we will be doing a budget town hall with all the information we have received.
6. In May or June after the May revise (Governor's budget), we will have more information about the upcoming fiscal year 2021-22. The second budget town hall would be just before the presentation of tentative budget for FY2021-22, which would be in June.
7. In regards to the Planning and Budget calendar that we sent out, by the second week in March the Executive Cabinet should be done with prioritization, if there are no radical changes or disruption as a result of COVID-19.
8. Town Hall meetings for the campus community are largely driven by the President. Therefore, once cabinet makes a decision about how or when the exact date will be, then we can talk about how we implement.

6. Other Discussion

It was noted that the next meeting scheduled is for December 17th and since the meeting is outside of the fall semester, it was suggested that we move the meeting to December 10th. A note will be sent out to the committee to see if all members are available.

7. Adjournment

It has been moved and seconded that we adjourn the November 19th meeting. The meeting adjourned at 2:07p.m.