EL CAMINO COLLEGE

Planning & Budgeting Committee

Minutes

Date: August 16, 2018

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MEMBERS PRESENT

[x]  Amy Grant – Academic Affairs

[x]  Ken Key - ECCFT

[ ]  David Mussaw - ECCE

[x]  Rory K. Natividad – Chair (non-voting)

[x]  Jeff Hinshaw–Administrative Services

[ ]  Jackie Sims -Management/Supervisors

[ ]  Ruben Lopez – Campus Police

 [ ]  Greg Toya – Student Services

 [ ]  Chinua Taylor-Pearce – ASO Student Rep. [x]  Josh Troesh – Academic Senate

 [ ]  Jose Anaya – Community Advancement

Alternate Members:

Support: K. Daniel-DiGregorio, B. Fahnestock, A. Leible

Other Attendees: A. O’Brien

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The meeting was called to order at 1:04 p.m.

Approval of the August 2, 2018 Minutes

1. The minutes of August 2 will be presented for approval at the next meeting.

Enrollment Update – R. Natividad (handout)

1. The committee reviewed the handout on FTES (full-time equivalent students). The goal for El Camino is to reach 8,578 FTES. At this time last fall 2017 we were at 7,579 FTES. Currently for this fall 2018 we are at 7,438 FTES. It was noted some of the on-line classes are not as full as they have normally been in the past. Last year for fall 2017 we reached 8,538 FTES. It was noted during the last week and a half before the start of fall 2017 a surge of students were adding classes. It is hopefully anticipated this increase will be seen again before the start of this fall 2018. The add/drop period will also hopefully assist in capturing more students.
2. A. O’Brien has provided a list of current open classes on El Camino’s website which will greatly assist the students. The El Camino Ambassadors will be strategically placed around campus during the beginning of the semester to assist students with class schedules and open class lists.

Final Budget Review– B. Fahnestock

1. Over the course of July and August the books of 2017/18 were being brought to closure. In assimilating the tentative budget it was estimated we would end up with roughly $24.4 million as our beginning fund balance for 2018/19.
2. During the course of the last month a lot was learned and things were found which were not expected. Our spending was understated by $2 million because we offset it with some corrections to some liability accounts.
3. The budget was projected for the new year and it was thought everyone was included in this budget. The information extracted from colleague was not in detailed form as a lot of figures are grouped together. What was missed was funding for our vacancies – the figures did not add up. These vacancies would have accounted for $3.9 million more in the budget. It was noted we have a structural deficit of $2 million.
4. It was stated this budget has been one of the most detailed budgets done in quite some time. In putting together certain areas of the budget, everything needed to specifically be given a budget line and tied to something that someone is trying to do. If there was anything in the budget that did not have a specific purpose or was tied to an expenditure that occurred in 2017/18, it is no longer in the budget. It was stated most of the changes to the budget are in the area of the general fund. Also noted was the forthcoming loss of the Compton funds and how this will impact the general fund.
5. The biggest long-term issue before us will be the PERS/STRS contributions. Usually 60% of the money in a pension plan comes from the returns on investments, 25% comes from the employer and 15% comes from the employee.
6. The new budget book is modeled after the old budget book. Additional work will be done to make the information more meaningful. There are four items in the budget that we need to be explicit about:
7. We need to be explicit regarding where all of our people are. The original position control document is out of date.
8. We need to know the difference between last year’s actuals and this year’s budget - what is our new money and how are we using it.
9. We need to see how last year’s budget ended up differently from the original projection.
10. How does our budget look differently than what was in this year’s tentative budget.

An electronic version of the draft of the final budget for 2018/19 will be distributed. It was noted a couple of pages are still under development at this time. The committee members were encouraged to share this information with their constituents.

1. A question was asked regarding the resolving the structural deficit over time. Now that we have a new legitimate budget projection of the year, we need to see how close we get with it. This will give us a better feel for the way vacancies affect us. We are exactly aware where the padding is in the budget ($5 million last year). The largest portion of this money was historically budgeted in the fiscal services area to ensure if we needed the money, we would have it available. It was reiterated that we will learn more about the structural deficit as we go along. The goal is to make the process more transparent than what it was.
2. Another way to ease the structural deficit is by growing revenue. We have a funding formula and have put in the most conservative numbers.
3. For the draft of the final budget to make the board agenda, the committee would need to hold a special session meeting and meet next Wednesday, August 22 at 1:00 p.m. The date of Thursday, August 23 is unavailable as it is Professional Development Day (Flex Day). This will be the meeting where the President will attend and receive feedback from the committee for the budget’s recommendation.

In case the special session meeting is held in a different room, J. Troesh made a request to have conference call capabilities in the room for the next meeting so he can partake in the meeting. The committee members were encouraged if they could not make the meeting, to please send their alternate member so the committee could have quorum.

Adjournment

1. The meeting adjourned at 1:45 p.m. The next meeting is scheduled for August 22, 2018 at 1:00 p.m. Location to be determined later.

RKN/lmo