

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**

**Date: January 5, 2017**

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**MEMBERS PRESENT**

- William Garcia– Student & Comm Adv.
- Amy Grant – Academic Affairs
- Ken Key - ECCFT
- Araceli Rodriguez – ASO, Student Rep.
- David Mussaw – ECCE

- Rory K. Natividad – Chair (non-voting)
- Cheryl Shenefield–Administrative Services
- Jackie Sims -Management/Supervisors
- Dean Starkey – Campus Police
- Josh Troesh - Academic Senate

**Other Attendees: Members:** A. Sala, S. Waterhouse  
**Support:** I. Graff, J. Higdon, A. Leible

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The meeting was called to order at 1:07 p.m.

**Approval of the December 1, 2016 Minutes**

1. The minutes were approved as presented to the committee. The minutes will be posted to the portal.

**Review of Statement of Purpose** – R. Natividad

1. The current changes to the Statement of Purpose were brief. The second sentence was changed to read as follows: “The PBC assures that planning and budgeting are integrated and evaluated while driven by the mission and strategic initiatives set forth in the Strategic Plan.” All were in agreement with the updated statement.

**College Plan** – I. Graff (handout)

1. The College Plan is the old Vice President Priority document. There is a different formulation which helps fit with the new TracDac plan. There is an existing “College Plan” now in TracDac so it takes it up to one more level which was the goal. The College Plan is viewable to everyone who has access to TracDac. The plan is also published on the planning webpage and will be included on the PBC page. This will assist in distributing information out to those who do not have access to TracDac.
2. In reviewing the plan it was noted everything is sorted by expense category. The column of college rank shows the priority of the recommendation by Cabinet and the vice presidents. There are a small number of on-hold items the vice presidents wanted to wait and consult with the areas of Facilities, IT, and Fiscal Services before making a final determination.
3. In January and February more training will be scheduled for all unit leaders. Currently the program plans should be finalized so it will give the areas a month to fine tune their plans.

**Enrollment Update** – R. Natividad / D. Mussaw (handout)

1. The enrollment goals for winter and spring 2017 were discussed as presented on the handout. For winter the enrollment goal (projected FTES) for resident students is 900; currently it is at 830. It was noted we are at a very strong fill rate across the board (90-plus fill rate). Originally the Enrollment Management Plan had us at 200 sections. Currently we are 100 above this figure.

2. For spring the enrollment goal (projected FTES) for resident students is 8,100; currently it is at 5,175. We are at 55 days until census. Last year at this point we were 100 FTES ahead of this figure. It was noted this could be the result of having a winter session this year.

**CalPERS** – J. Higdon (handout)

1. It was noted from a budget standpoint, we are getting ready to take another hit. CalPERS has reviewed their investment assumptions and rather than assuming a 7.5 percent rate of return on their investments, they have pulled it down to a 7.0 percent rate of return. It is assumed this will be staggered in over the next few years.
2. There was some work which was done by school services that says for every quarter of a percent that the investment is lowered, it will result in the employer having to pay an additional 1 percent.
3. Once concern noted was if CalPERS is adjusting their investments, will CalSTRS follow suit and do the same thing. The employer rate on both CalPERS and CalSTRS are going up even higher than what we originally anticipated.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:33 p.m. The next meeting will be held on **January 19, 2017** in Library 202.

RKN/lmo