

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: June 8, 2017

MEMBERS PRESENT

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Greg Toya – Student & Comm Adv. |
| <input type="checkbox"/> Prince Obah – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |

Other Attendees:

Alternate Members: R. Russell, A. Ostrega, I. Reyes

Support: J. Ely, J. Higdon, A. Leible, J. Nishime, J. Shankweiler

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

Approval of the June 1, 2017 Minutes

1. The minutes of June 1 were presented to the committee for approval.
2. Page 1, Approval of Minutes, **correct date to:** June 1.
3. Page 1, ECC Tentative Budget Review, #1, end of the first sentence, **correct year to:** 2023. Beginning of third sentence, **change:** estimated **to:** estimate. Last sentence, **correct:** School Services **to:** School Services of California.
4. Page 2, Institutional Effectiveness Framework, first sentence, **correct:** Indications **to:** Indicators.
5. The minutes were approved with the minor corrections and will be posted to the website.

ECC Tentative Budget Review – J. Higdon (handout)

1. The tentative final budget was again reviewed this week. Highlights were as follows: It was pointed out that a correction was made from the last meeting on the handout labeled, Interfund Transfers 2017-18. Fund 63, Dental Fund was increased from \$900,000 to \$1,000,000.
2. The title of the funds and their numbers on Pages 1 and 2 were briefly noted.
3. It was pointed out under workers' compensation (fund 61) the reserves seem to be growing faster than the apportionments. Interest was expressed as to why we are keeping the reserves at the higher rate. Every year the workers' comp rate is recalculated based on experience which has been rising each year. It was noted that there is speculation that the costs would be increasing. A follow-up will be done to find out the precise rate.
4. The summary of allocations for Compton (fund 14) was reviewed. One item which is still pending is item 15-Accreditation Support. This is listed as \$50,000 as we don't think we are going to receive the bill in time from Compton's spring accreditation in order to get it paid.
5. Fund 15 is the Special Programs-Compton Center Partnership Fund which is what the state pays us for taking on the Compton obligation.
6. The Campus Technology Plan is listed as \$3,500,000. This account is increased by an extra \$500,000 because of new PCs having to be installed in the student labs, Social Science Building and in the Fine Arts area. Some of this money will also go towards firewalls, converting paper files into digital format, automation of forms, and new switch gears.
7. Under safety (\$500,000) the campus locking system will be worked on in the MBA and Humanities buildings. This will be for classroom doors only and should be completed within a few of weeks.

8. It was recognized the fund 15 account receives a large amount of money for the college because of the funding for Compton. Once Compton becomes its own entity, this funding will be a large loss financially for El Camino. It was noted the usual \$3,000,000 for campus technology will certainly be an on-going expense for the college. For next year's budget, it is foreseen that El Camino is going to need \$1,000,000 more to finish off the switches and \$500,000 for the forms developing and processing project. It was noted we will have to absorb these costs and look for funding in other areas.
9. A new improvement for safety regarding the blue poles is almost finished. Some of the blue poles will have a speaker system installed in the top of the poles. This will assist in emergency drills and situations to get important information out to the campus.
10. The area of student financial aid, concern was expressed that some of the federal proposals would impact our student worker money.
11. It was noted that the fund 51 – Bookstore Fund would be the most likely to change.
12. A spelling correction was pointed out for the student member's name under the Board of Trustee listing. The correct spelling should be Mr. Kongdy Lam.

Approval of the Tentative Budget 2017-2018

1. **Motion:** A motion was made by G. Toya recommending approving the tentative 2017 – 2018 budget as presented. The motion was seconded by J. Troesh.
9 approved
0 opposed
0 abstentions
Motion Approved.

Adjournment – R. Natividad

1. The meeting adjourned at 1:44 p.m. The next meeting will be held on **July 6, 2017** in Library 202.

RKN/lmo