



**PLANNING & BUDGETING COMMITTEE**

**February 5, 2015**

**1:00 - 2:30 P.M.**

**Library 202**

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

**STATEMENT OF PURPOSE**

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

**Members**

- |   |  |
|---|--|
| <input type="checkbox"/> David Brown - ECCE                     | <input type="checkbox"/> Dawn Reid - Student & Community Adv.        |
| <input type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Dean Starkey – Campus Police                |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep.         |
| <input type="checkbox"/> Dipte Patel - Academic Affairs         | <input type="checkbox"/> Lance Widman - Academic Senate              |

**Alternate Members / Support**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Francisco Arce – Support              | <input type="checkbox"/> Jo Ann Higdon – Support        | <input type="checkbox"/> Claudia Striepe - Support        |
| <input type="checkbox"/> Linda Beam – Support                  | <input type="checkbox"/> Chris Jeffries – Support       | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Janice Ely – Support                  | <input type="checkbox"/> Jeanie Nishime – Support       | <input type="checkbox"/> Gary Turner - ECCE               |
| <input type="checkbox"/> Connie Fitzsimons - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen.    | <input type="checkbox"/> Vacant – Alt. ECCFT              |
| <input type="checkbox"/> William Garcia – Alt. SCA             | <input type="checkbox"/> Jackie Sims –Alt.Mgmt./Sup.    | <input type="checkbox"/> Vacant – Alt. ASO                |
| <input type="checkbox"/> Irene Graff – Support                 | <input type="checkbox"/> Ericka Solarzano - Alt. Police |   |

**AGENDA**

- |  |              |           |
|--|--------------|-----------|
| 1. Draft Minutes Approval – January 15, 2015 | R. Natividad | 1:00 P.M. |
| 2. Enrollment Update                         | F. Arce      | 1:10 P.M. |
| 3. El Camino Reserve                         | Group        | 1:20 P.M. |
| 4. PBC Planning Update and Calendar          | I. Graff     | 1:35 P.M. |
| 5. Annual Plans                              | I. Graff     | 1:40 P.M. |
| 6. PBC responsibilities                      | R. Natividad | 1:55 P.M. |
| 7. Adjournment                               |              |           |

**Next meeting – February 19, 2015**

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: January 15, 2015**

---

**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> David Brown - ECCE                     | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv.      |
| <input checked="" type="checkbox"/> Alice Grigsby -Management/Supervisors  | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Jessica Siripat – ASO, Student Rep.       |
| <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs         | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** Emily Rader, Jackie Sims **Support:** Francisco Arce, Linda Beam, Jo Ann Higdon **Guest:** Bob Klier

---

The meeting was called to order at 1:05 p.m.

**Announcements-** R. Natividad

1. The Student Equity Plan went to the board in December and was approved. Please send questions or comments to Dr. Nishime. She was unable to attend today’s meeting.

**Approval of December 4, 2014 Minutes**

1. The minutes were approved as presented and will be posted on the portal and website.

**TracDac Planning Update** – Bob Klier

1. The general timeline was reviewed. January is the annual planning date for program plans to be forwarded into unit plans. The programs should be meeting with their units to prioritize items and put them into the unit plans on February 15. The unit plans should be complete. These will be forwarded to the vice presidents’ area plans.
2. TracDac is being used for program review and planning. Last semester trainings have been conducted at the El Camino and Compton campuses. Videos have also been constructed for anyone needing additional assistance with this process instead of the user guides. More training will also be forthcoming.
3. A substantial number of programs are in TracDac at this point. B. Klier and I. Graff will be working with a number of people in the next two weeks to get the remainder of the program plans in TracDac. It noted again that unit plans are due on February 15.

**PBC Responsibilities** – R. Natividad (handout)

1. A handout was distributed listing the Planning and Budgeting Committee’s responsibilities. For the sake of relevancy, the committee was asked to review the information and see if the information is still relevant and whether we need to change the goals or specific responsibilities with regards to planning.
2. It was noted these responsibilities were in existence for new members and we definitely should keep the responsibilities so people are aware of expectations for the committee. The mission

statement has been changed and will be corrected on the next handout. A revised draft will be brought back to a future meeting. It was also suggested having a discussion on each section at a future meeting on how well we are accomplishing everything.

**Budget Update** – J. Higdon (handouts)

1. On December 4<sup>th</sup>, a document was distributed to the committee on sound fiscal management accountability. The committee was invited to review the supporting documents located in J. Higdon's office if needed. This information will need to be taken to the board in February for approval. The committee was reminded if there is anyone with questions on the document to please contact J. Higdon.
2. Information was presented from the joint budget workshop VP Higdon attended. A handout showing the 2015-16 budget proposals was distributed. The following was reported:
  - a. The growth formula was not meeting the needs of the legislature. The Chancellor's office mentioned it may delay implementation until a better formula can be designed.
  - b. The SSSP match in the future was acknowledged by the Chancellor's office. It was recognized that districts will have difficulty continuing to meet the obligation of matching funds. It was not shared if a match was going to be required or what it would be if there was a match. No timeline was given by which the match determination will be made.
  - c. It was discussed how spending was going to be managed for all the SSSP money and equity plan money with the short timeline which was given. It was noted that three additional months have been added on to the SSSP spending deadline. It was acknowledged that all of the districts were requesting a six-month extension for spending the money.
  - d. Throughout the state, there has been discussion that there needs to be less growth money and more COLA. It was noted the governor will be giving us more money for increased student access (2% growth). It appears it will be across the board or continued restoration on what was taken away. This additional money is likely to be a one-year spike so we should not expect the same funding for upcoming future years. It was reminded we should be saving money to pay for STRS, PERS, scheduled maintenance and instructional equipment.
  - e. The group was reminded that Prop. 30 will be expiring in the near future. The sales tax portion of Prop. 30 expires December 31, 2016. The income tax portion expires December 31, 2018.
  - f. The Department of Social Services is disappointed because they are not being restored to their former levels. Community colleges are receiving the vast majority of money. There is a lot of pressure at the legislative level from the social services area of our system that they are not getting their fair share.
3. The letter from Dan Troy specifying the proposed 2015-16 augmentations for community colleges was reviewed.
  - a. Student success funds will be split evenly between Student Success and support program (SSSP) and Student Equity Plans.
  - b. An increase of \$125 million to increase base allocation funding.
  - c. An increase of 106.9 million to increase student access.
  - d. A COLA adjustment of 1.58%.
  - e. Funding of \$49 million for CDCP rate equalization.

- f. Funding of \$48 million for career technical education which would be a one-time funding.
- g. Funding of \$29.1 million for apprenticeship programs.
- h. Funding of \$39.6 million for Prop. 39. These funds support projects and workforce development related to energy sustainability. We do not know what exact projects at this point will be funded. Our portion would be \$450,000.
- i. A funding of \$94.5 million for retired deferrals was noted. This helps us from borrowing money. This in theory will pay off all of the deferrals.
- j. One-time fund of \$353.3 million was listed to pay down outstanding mandate claims. They are behind on this and haven't paid anything for eight or nine years.
- k. There was a major policy change for adult education. The governor has proposed a \$500 million Adult Education Block Grant to fund courses in elementary and secondary basic skills, citizenship, ESL, programs for adults with disabilities, short-term CTE programs, and programs for apprentices. There will be an emphasis on the need for course offerings to be linked with regional economic needs and provide clear pathways to in-demand jobs. The Chancellor and the Superintendent of Public Instruction will jointly approve allocation of funds to each consortium, with an emphasis on providing funds to regions with the greatest need for adult education.

**Enrollment Update** – F. Arce (handout)

1. The funded FTES cap was projected at 19,209 but actually came in as 19,000. We shifted FTES from this year into last year in order to reach our cap. With the borrowed FTES deficit of 291 we estimated the academic year FTES goal at 19.5. It usually fluctuates between 19.3 and 19.5 FTES.
2. Currently for the spring 2015 semester, 50 to 60 classes had to be cut. The students are not filling the seats like they were at census last year. It is too early to surmise the reason for the low seat fill at this point. A task for the research office will be to look at the trends and see where the losses in students are occurring.
3. An all-out push is needed to help get students enrolled. The fill rate for this spring is softer than last spring by 4%. The projected FTES are down 9.3% from our target of 8,550. We need to increase our FTES significantly between now and the end of week two. It is believed we will receive an increase in enrollment because the 1,000 students who applied for school during the winter break were not allowed to register for classes until January 12. A glitch in the registration process prevented these new students from receiving registration appointments. It is anticipated we will see an increase in enrollment during the first week or two of the semester as these students get to enroll in their classes. Surrounding colleges are up in enrollment so it is a concern as to what is being done to reach students in order to entice them to enroll.
4. The enrollment for the Compton Center was reviewed. It is not believed that the 6,742 FTES goal will not be reached. It is projected that 900 FTES will be shifted (or all of summer) into this year from next year
5. It was stated the faculty can play a major role. They can help become more involved in recruiting.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2:05 p.m. The next meeting will be **February 5, 2015, at 1:00 p.m.**, in Library 202

# 2015/SP

## Enrollment Trends Report Per-Term Enrollment Metrics by Site

Term: 2015/SP  
 Reporting Date: 02/02/15  
 Location: El Camino College

**Table 1: Yearly FTES Goal**

Funded FTES Cap	19,163
"Borrowed" FTES deficit	307
Academic Year FTES Goal	19,470

**Table 2: Enrollment To Date**

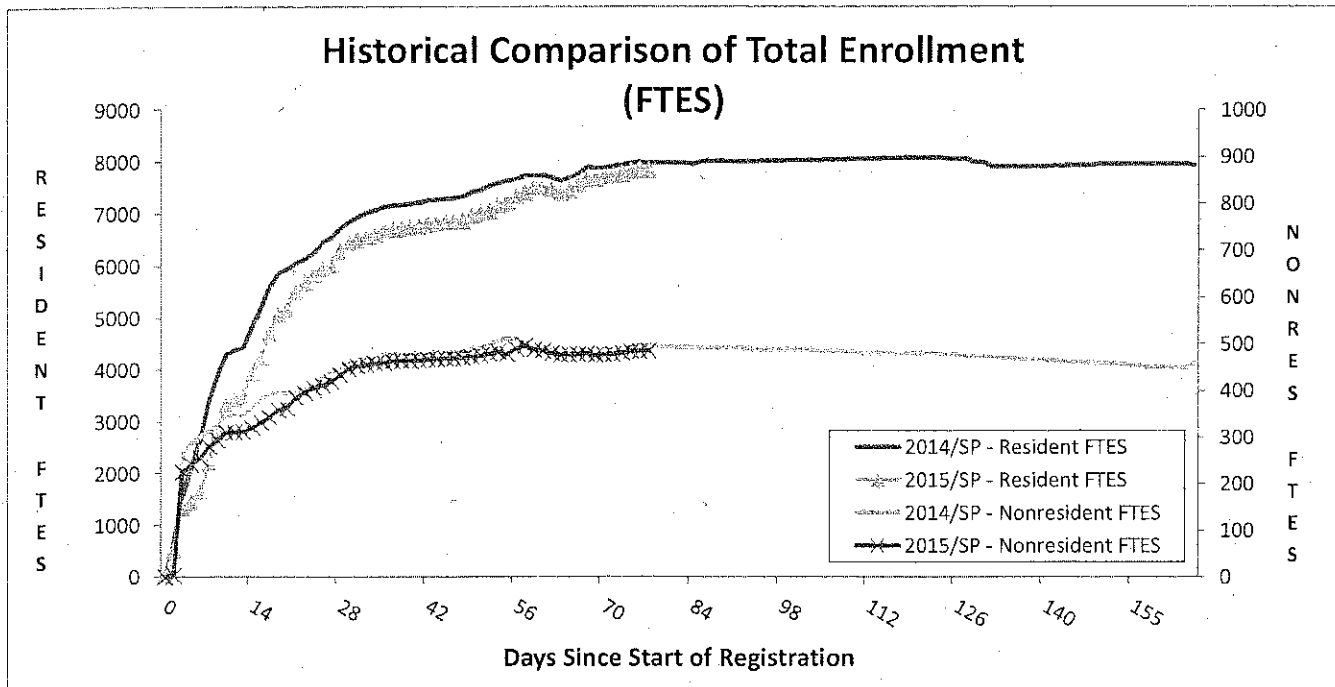
**Registration Day 77	2014/SP	2015/SP		% Change SP to SP	% From Target
	2/3/14	2/2/15	Target		
Sections	2,011	2,059	2,077	2.4%	-0.9%
Seats Filled	58,064	57,818		-0.4%	
Unduplicated Headcount*	22,791	22,395		-1.7%	
Section Fill Rate	92%	90%		-1.7%	
Projected FTES (Nonresident)	496	485		-2.0%	
Projected FTES (Resident)	8,228	8,106	8,535	-1.5%	-5.0%

\* 2014/SP headcount taken as of term census

**Table 3: Detail by Attendance Type**

**Registration Day 77	2014/SP Enrollment Totals			2015/SP Enrollment Totals		
	Sections	Seats	FTES	Sections	Seats	FTES
Weekly Census	1,678	50,798	7,275	1,705	49,892	7,131
Daily Census	137	3,265	442	124	2,618	292
Positive Attendance*	99	1,204	244	90	1,087	269
Distance Education	73	2,700	266	108	4,080	412
Independent Study	10	6	0	16	15	0
CCE	9	8	1	9	17	1
Adult education/Non-credit	5	83	0	6	109	0
<b>Totals</b>	<b>2,011</b>	<b>58,064</b>	<b>8,228</b>	<b>2,059</b>	<b>57,818</b>	<b>8,106</b>

\* Positive attendance FTES value is a projection



# 2015/SP

## Enrollment Trends Report Per-Term Enrollment Metrics by Site

Term: 2015/SP  
 Reporting Date: 02/02/15  
 Location: Compton Center

**Table 1: Yearly FTES Goal**

Funded FTES Cap	6,287
"Borrowed" FTES deficit	500
Academic Year FTES Goal	6,787

**Table 2: Enrollment To Date**

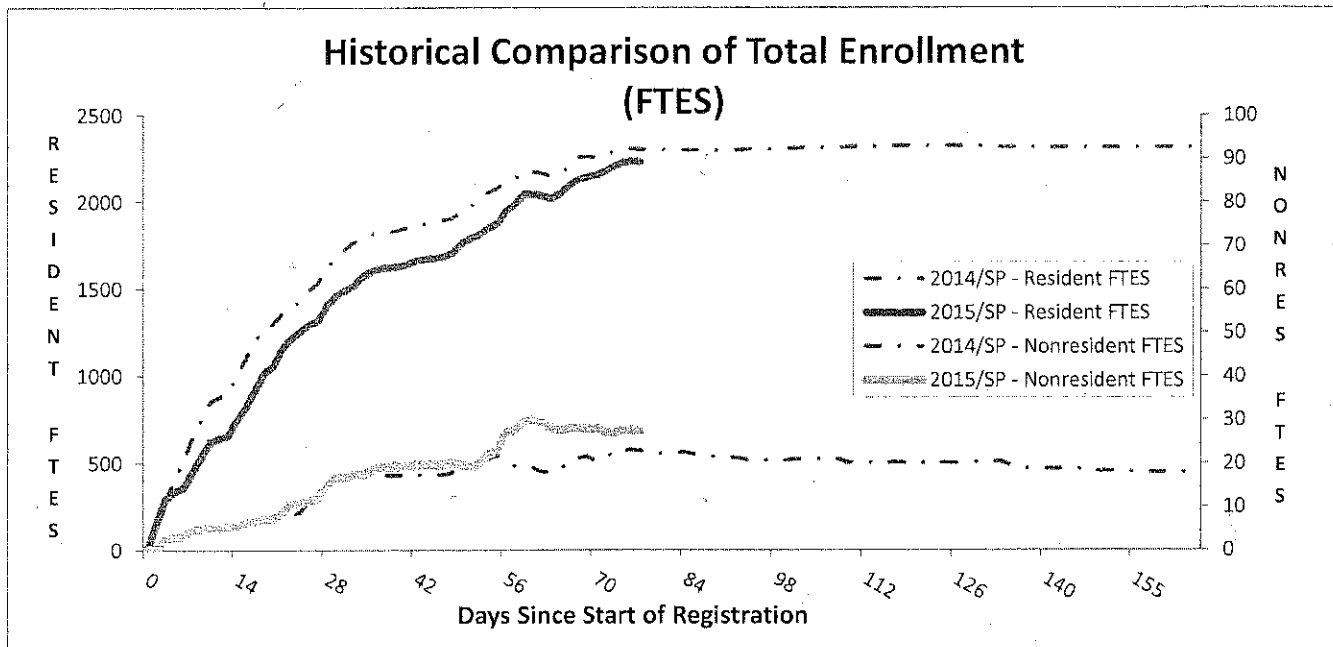
**Registration Day 77	2014/SP	2015/SP		% Change SP to SP	% From Target
	2/3/14	2/2/15	Target		
Sections	615	613	699	-0.3%	-12.3%
Seats Filled	17,166	16,198		-5.6%	
Unduplicated Headcount*	7,216	6,855		-5.0%	
Section Fill Rate	83%	81%		-1.3%	
Projected FTES (Nonresident)	23	27		19.5%	
Projected FTES (Resident)	2,385	2,296	2,874	-3.7%	-20.1%

\* 2014/SP headcount taken as of term census

**Table 3: Detail by Attendance Type**

**Registration Day 77	2014/SP Enrollment Totals			2015/SP Enrollment Totals		
	Sections	Seats	FTES	Sections	Seats	FTES
Weekly Census	442	13,180	1,954	433	12,435	1,895
Daily Census	67	1,351	125	76	1,261	116
Positive Attendance	32	315	85	29	240	65
Distance Education	62	2,215	221	67	2,175	220
Independent Study	0	0	0	0	0	0
Adult education/Non-credit	0	0	0	0	0	0
CCE	12	105	0	8	87	0
<b>Totals</b>	<b>615</b>	<b>17,166</b>	<b>2,385</b>	<b>613</b>	<b>16,198</b>	<b>2,296</b>

\* Positive attendance FTES value is a projection



# 2015/SP

## Enrollment Trends Report Per-Term Enrollment Metrics by Site

Term: 2015/SP  
 Reporting Date: 02/02/15  
 Location: El Camino College

**Table 1: Yearly FTES Goal**

Funded FTES Cap	19,163
"Borrowed" FTES deficit	307
Academic Year FTES Goal	19,470

**Table 2: Enrollment To Date**

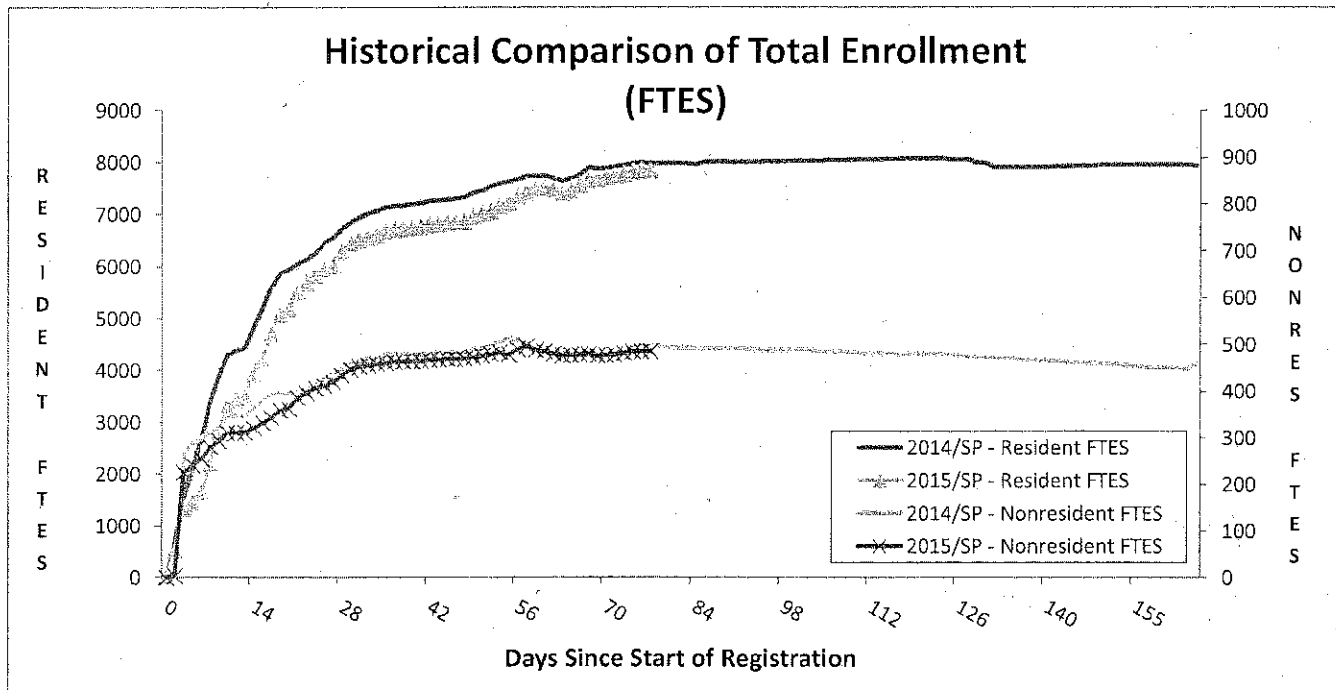
**Registration Day 77	2014/SP	2015/SP		% Change SP to SP	% From Target
	2/3/14	2/2/15	Target		
Sections	2,011	2,059	2,077	2.4%	-0.9%
Seats Filled	58,064	57,818		-0.4%	
Unduplicated Headcount*	22,791	22,395		-1.7%	
Section Fill Rate	92%	90%		-1.7%	
Projected FTES (Nonresident)	496	485		-2.0%	
Projected FTES (Resident)	8,228	8,106	8,535	-1.5%	-5.0%

\* 2014/SP headcount taken as of term census

**Table 3: Detail by Attendance Type**

**Registration Day 77	2014/SP Enrollment Totals			2015/SP Enrollment Totals		
	Sections	Seats	FTES	Sections	Seats	FTES
Weekly Census	1,678	50,798	7,275	1,705	49,892	7,131
Daily Census	137	3,265	442	124	2,618	292
Positive Attendance*	99	1,204	244	90	1,087	269
Distance Education	73	2,700	266	108	4,080	412
Independent Study	10	6	0	16	15	0
CCE	9	8	1	9	17	1
Adult education/Non-credit	5	83	0	6	109	0
<b>Totals</b>	<b>2,011</b>	<b>58,064</b>	<b>8,228</b>	<b>2,059</b>	<b>57,818</b>	<b>8,106</b>

\* Positive attendance FTES value is a projection



# 2015/SP

## Enrollment Trends Report Per-Term Enrollment Metrics by Site

Term: 2015/SP  
 Reporting Date: 02/02/15  
 Location: Compton Center

**Table 1: Yearly FTES Goal**

Funded FTES Cap	6,287
"Borrowed" FTES deficit	500
Academic Year FTES Goal	6,787

**Table 2: Enrollment To Date**

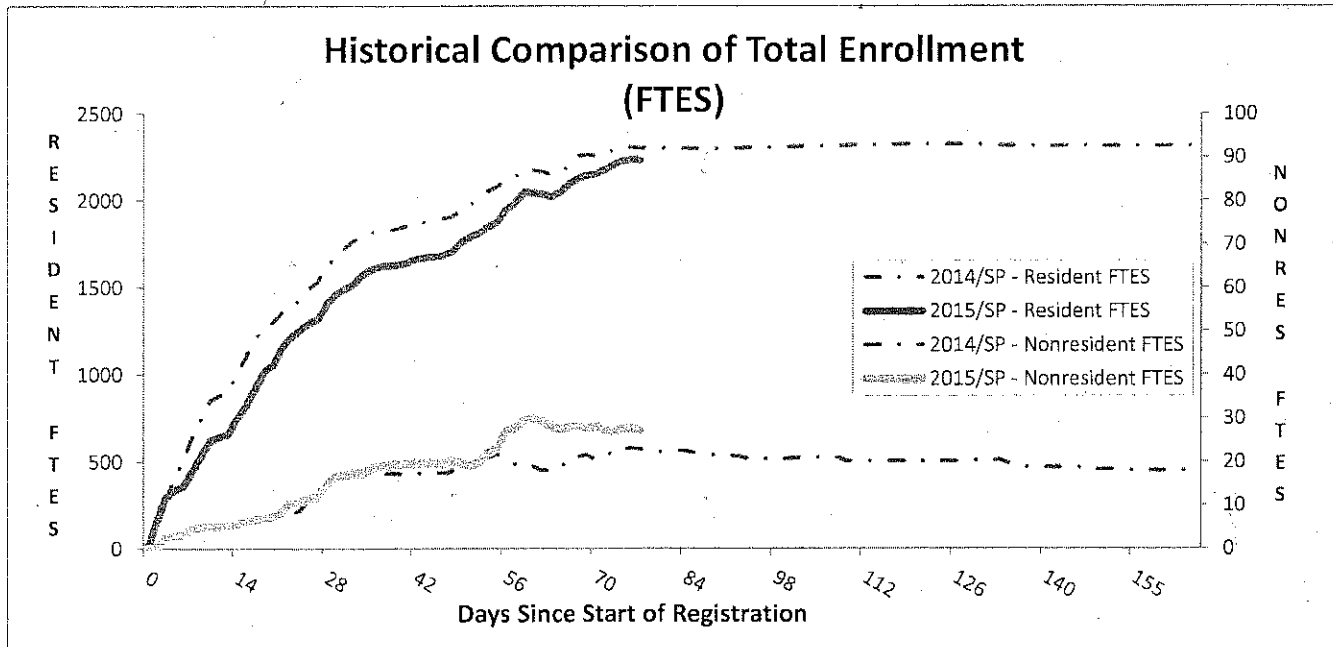
**Registration Day 77	2014/SP	2015/SP		% Change SP to SP	% From Target
	2/3/14	2/2/15	Target		
Sections	615	613	699	-0.3%	-12.3%
Seats Filled	17,166	16,198		-5.6%	
Unduplicated Headcount*	7,216	6,855		-5.0%	
Section Fill Rate	83%	81%		-1.3%	
Projected FTES (Nonresident)	23	27		19.5%	
Projected FTES (Resident)	2,385	2,296	2,874	-3.7%	-20.1%

\* 2014/SP headcount taken as of term census

**Table 3: Detail by Attendance Type**

**Registration Day 77	2014/SP Enrollment Totals			2015/SP Enrollment Totals		
	Sections	Seats	FTES	Sections	Seats	FTES
Weekly Census	442	13,180	1,954	433	12,435	1,895
Daily Census	67	1,351	125	76	1,261	116
Positive Attendance	32	315	85	29	240	65
Distance Education	62	2,215	221	67	2,175	220
Independent Study	0	0	0	0	0	0
Adult education/Non-credit	0	0	0	0	0	0
CCE	12	105	0	8	87	0
<b>Totals</b>	<b>615</b>	<b>17,166</b>	<b>2,385</b>	<b>613</b>	<b>16,198</b>	<b>2,296</b>

\* Positive attendance FTES value is a projection





Planning and Budgeting Committee  
Committee Purpose and Responsibilities

Formatted: Centered

Planning and Budgeting Committee

**STATEMENT OF PURPOSE**

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

~~The Planning and Budgeting Committee (PBC) serves as the steering committee for College-wide planning and budgeting. The PBC reviews, discusses, and evaluates the College's planning and budgeting processes to assure that they are interlinked. All plans must be developed using data from program review, and be linked to the College's mission statement and strategic initiatives. The PBC makes recommendations to the President on College planning and budgeting issues and reports all committee activities to the College community.~~

Responsibilities

General

- Discuss, Develop and Review the purpose, goals, responsibilities, and membership of the committee

Formatted: Bulleted + Level: 1 + Aligned at: 0.5" + Indent at: 0.75"

Planning

- Review and discuss evaluation outcomes of the Accreditation Self-Study, Comprehensive Master Plan, and annual plans.
- Review and discuss *prioritized* Area plan requests for funding.
- Continue the five-year cycle of master planning.
- Participate and review the five-year cycle of master planning.
- Participate, review and make recommendations on the College Strategic Initiatives.

Budgeting

- Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions.
- Review and discuss College revenues and expenditures.
- Review and discuss long-range financial forecasting.

Communication

- Provide recommendations to the President regarding College planning and budgeting activities.
- Regularly inform the College community of the results of the planning and budgeting process.
- Periodically review and evaluate the effectiveness of PBC communications to the College community.
- Inform the College community of committee goals and responsibilities