PLANNING & BUDGETING COMMITTEE
February 19, 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

- [ ] David Brown - ECCE
- [ ] Alice Grigsby - Management/Supervisors
- [ ] Ken Key - ECCFT
- [ ] Rory K. Natividad - Chair (non-voting)
- [ ] Dipte Patel - Academic Affairs

- [ ] Dawn Reid - Student & Community Adv.
- [ ] Cheryl Shenefield - Administrative Services
- [ ] Dean Starkey – Campus Police
- [ ] Jessica Siripat – ASO, Student Rep.
- [ ] Lance Widman - Academic Senate

Alternate Members / Support

- [ ] Francisco Arce – Support
- [ ] Linda Beam – Support
- [ ] Janice Ely – Support
- [ ] Connie Fitzsimons - Alt., Ac. Affairs
- [ ] William Garcia – Alt. SCA
- [ ] Irene Graff – Support

- [ ] Jo Ann Higdon – Support
- [ ] Chris Jeffries – Support
- [ ] Jeanie Nishime – Support
- [ ] Emily Rader – Alt. Ac. Sen.
- [ ] Jackie Sims –Alt.Mgmt./Sup.
- [ ] Ericka Solarzano - Alt. Police

- [ ] Claudia Striepe - Support
- [ ] Michael Trevis – Alt. Adm. Serv.
- [ ] Gary Turner - ECCE
- [ ] Vacant – Alt. ECCFT
- [ ] Vacant – Alt. ASO

AGENDA

1.	Draft Minutes Approval – February 5, 2015	R. Natividad	1:00 P.M.
2.	Accreditation Update	J. Shankweiler, F. Arce	1:10 P.M.
3.	Annual Plans	I. Graff	1:25 P.M.
4.	Plan Builder Additional Releases	J. Higdon	1:35 P.M.
5.	State Trailer Bills	J. Higdon	1:45 P.M.
6.	District Reserve	J. Higdon	1:55 P.M.
7.	Board Policies	J. Higdon	2:00 P.M.
8.	PBC responsibilities	R. Natividad	2:10 P.M.
9.	Spring Break	Group	2:15 P.M.
10.	Adjournment		

Next meeting – March 5, 2015

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 5, 2015

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MEMBERS PRESENT

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

Other Attendees: Members: I. Graff, Emily Rader, Jackie Sims, G. Turner **Support:** Francisco Arce, B. Atane, Linda Beam **Guest:** Bob Klier

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

Approval of January 15, 2014 Minutes
1. Correction under **Budget Update**, 3h., **correct** zero to lower case o. The minutes were approved and will be posted on the portal and website.

Enrollment Update – F. Arce (handout)
1. The enrollment report was reviewed. It was noted we are about 5% down from our target. We haven't made up what we borrowed from summer. The numbers did improve after the additional add period. Positive attendance will be figured in later which will probably make up the 5% we are down by. In comparing spring to spring, we are down less than 1%.
2. Academic Affairs has been running the enrollment reports. A specialized informational spread sheet has been assembled where all the open enrollment classes can be viewed and filtered. This information will help us view everything as a whole. It has been expand to every section we have. Positive attendance is not figured in until the end of the semester so the numbers could very well equal out.
3. It was noted we will probably end this year with a 500 FTES deficit for funded cap. It was clarified the term targeted is means the numbers we would like to see.
4. The structure of summer session was discussed as to how it affects our funded cap. Between the first six-weeks and the eight-week sessions, we should receive we should produce efficient FTES for this year.
5. The college needs to start developing non-credit programs – particularly the enhanced programs, to supplement our credit program. The Chancellor's office curriculum handbook language for Title V will be sent out to the committee. It describes non-credit and enhanced non-credit apportionment courses. Enhanced non-credit will be apportioned at approximately $2,900 per FTES. With all the adult education programs we may inherit, it may be advantageous for us to have non-credit and enhanced non-credit instruction. Enhanced non-credit was defined as ESL and certain vocational preparatory programming and short-term training to get people qualified for work.

6. It was suggested we take a look at the summer scheduling. A number of students enroll in both the first and second-six week sessions. If there was an overlap in offering the summer sessions it will lack flexibility for the students to enroll in both sessions. Live data on demographics is needed on the students.
7. Regarding student enrollment, it was noted we don't know what student groups are declining. Our data analysis is more passive. We need to be a little more reactive. The goal is to make up our deficit and have some in the bank.
8. It was asked if we could overlap and have two eight-week sessions. Students usually like taking two classes during the summer to get them out of the way. It was noted there was not enough time during summer to have two separate eight-week sessions. Other difficulties with this scenario are the problems of facility availability and prerequisite issues.
9. It was also noted we do not offer enough on-line instruction. If full-time faculty could teach more of these classes, it would grow the programs. Faculty would need to be well trained with on-line teaching along with ETUDES.
10. It was noted there is talk at the Chancellor's office the non-credit programs may be eligible for SSSP money.

El Camino College Reserve – Group
1. It was stated President Fallo will be making a recommendation to the board to raise the reserve by 10%. The concern noted was it had not been addressed or discussed at PBC. J. Higdon will be bringing this information to the committee.
2. It was noted significant consequences could come from this recommendation with the rainy day fund and with negotiations. J. Higdon will be asked for a tentative timeline so everyone and R. Natividad will get back to the committee on this.

PBC Planning Update and Calendar – I. Graff
1. All program reviews must be in TracDac at this point. All recommendations for the upcoming fiscal year 2015-16 should also be in the system right now. Unit plans are due February 15, but technically with the holiday they will be due on February 17. The prioritization will then start at this stage.
2. It was reported the vision process is being finished for the master plan.

PBC Responsibilities – R. Natividad (handout)
1. The purposed statement has been updated as shown with the track changes in the handout. A new header called General has been added to show some of the general things PBC does as a group.
2. Under Planning two other items have been added. If anyone sees additional things needed or have any comments, please send R. Natividad your suggested edits.
3. A suggestion was made for under General to delete the membership. Membership is something which is taken care of outside the committee and should not be discussed.
4. Under Planning, the new changes made were clarified. It was noted the statement saying continue the five-year cycle of master planning was the same as the new statement of participate and review the five-year cycle of master planning. It was thought participate was a better word as opposed to continue. The second new added statement was changed to read – Participate in the development and review of the five-year cycle of strategic and master planning.

<u>Adjournment</u> – R. Natividad
1.   The meeting adjourned at 1:48 p.m. The next meeting will be **February 19, 2015, at 1:00 p.m.,** in Library 202

<u>Planning and Budgeting Committee</u>
<u>Committee Purpose and Responsibilities</u>

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.

<u>Responsibilities</u>

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

Planning
- Annually review and discuss the current Strategic Plan (BP 1200) and Comprehensive Master Plan, and monitor their implementation.
- Review and discuss *prioritized* Area plan requests for funding, and other aspects of annual planning, ensuring that requests for funding are linked with program review, master planning, or other planning processes.
- Participate in the development and review of the five-year cycle of strategic and 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, ensuring that they supports the College's mission and strategic initiatives.
- 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

		Title	Last Date Revised		Beginning	Target Date to C.C.
BP 3300	AP 3300	Public Records		Jo Ann	January	April
BP 3310	AP 3310	Records Retention and Destruction		Jo Ann	January	Apirl
BP 3500	AP 3500	Campus Safety		Jo Ann/ Rocky/Mike	January	April
BP 3501	AP 3501	Campus Security		Jo Ann/ Rocky/Mike/ Tom	January	April
	AP 1003.11	Workplace Security Plan				
BP 3505	AP 3505	Emergency Response Plan		Jo Ann/ Rocky/Mike	May	August
BP 3510	AP 3510	Workplace Violence Plan		Linda/Jo Ann / Mike	May	August
BP 3515	AP 3515	Reporting of Crimes		Mike	May	August
BP 3518	AP 3518	Child Abuse Reporting		Jo Ann /Linda/Mike	April	July
BP 3520	AP 3520	Local Law Enforcement		Mike	February	April
BP 3530	AP 3530	Weapons on Campus		Mike	February	April
BP 3540	AP 3540	Sexual & Other Assaults on Campus		Mike	March	June
BP 3550	AP 3550	Drug Free Environment & Drug Prevention		Linda / Jo Ann	April	July
BP 3560	AP 3560	Alcoholic Beverages		Linda /Jo Ann	April	July
BP 3570		Smoking on Campus		Jo Ann	Years ago	2nd Board Reading in February
BP 3600	AP 3600	Auxiliary Organization		Jo Ann	May	August
BP 3720	AP 3720	Computer and Network Use	moved to BP & AP 6160	_	_	_
BP 3810	AP 3810	Claims against the District		Jo Ann/ Rocky	March	June
BP 3820	AP 3820	Gifts		Jo Ann/ Rocky	March	June
BP 3900	AP 3900	Speech: Time, Place, Manner		Jeanie /Jo Ann/Rocky	January	in delay

Board Policies & Administrative Procedures Timeline
Chapter 3
General Institution

Board Policies & Administrative Procedures Timeline Chapter 6 Business and Fiscal Services						
		Title	Last Date Revised		Beginning	Target Date to C.C.
BP 6100		Delegation of Authority	June 11, 2001	Jo Ann	January	April
BP 6150		Designation of Authorized Signatures	June 11, 2001	Janice	January	April
BP 6160	AP 6160	El Camino Community College District Computer and Network Use Policy	September 8, 2011	TBD	TBD	TBD
BP 6200		Budget Preparation	June 11, 2001	Jo Ann	December	IP
BP 6250		Budget Management	June 11, 2001	Jo Ann	February	
BP 6300	AP6300	Fiscal Management	June 11, 2001	Janice/Babs	December	IP
BP 6320		Investments	June 11, 2001	Jo Ann	February	May
BP 6330		Purchasing	June 11, 2001	Rocky	April	July
BP 6340		Contracts	June 11, 2001	Rocky	May	August
BP 6400		Audits	June 11, 2001	Janice	March	June
BP 6500		Real Property	June 11, 2001	Tom	April	July
BP 6520		Property Management	June 11, 2001	Tom	April	July
BP 6540		Insurance	June 11, 2001	Rocky	May	August
BP 6548		Depreciation of Fixed Assets	November 21, 2005	Tom/Bob/ Janice	April	July
BP 6549		Capitalization of Fixed Assets	November 21, 2005	Tom/Bob/ Janice	April	July
BP 6550		Disposal of Property and Fixed Assets	November 21, 2005	Tom	April	July
BP 6600		Capital Construction	June 11, 2001	Tom/Bob	April	July
BP 6631		Purchasing Affirmative Action	2/24/1992: 4/13/92	Rocky	April	July
BP 6700		Civic Center and Other Facilities Use	June 11, 2001	Tom	April	July
BP 6750		Parking	June 21, 2004	Mike	May	August
BP 6800		Safety	July 16, 2001	Rocky/Mike	May	August
BP 6900		Bookstore	July 16, 2001	Julie	May	August
NOTE:	Administrative Procedure to be renumbered					

VP Merged Plan Builder Recommendation 2014-15

Priority	Department	Description	One Time Cost	Status
1	A&R	Chairs, printers and misc.	15,000	
2	BUS/Math	BUS: Repair and/or replacement of office furniture and equipment. Install counter for security as the office is very open and there is no separation between those entering the office and the office staff. Recommended by campus police. Convex mirrors - The division office is arranged into cubicles with a supporting wall that blocks the view for this in the back cubicles to se the front desk and those entering the front door. Chief Trevis of campus police has confirmed that the design of the division office present some security concerns. Placing these mirrors in the office (as promised) will allow the Division Office staff a view of the front desk and door. This was included in Group Z but was not funded. Card readers with fail safe override at vestibule door and from break room to the mailroom. Also recommended by campus police for safety and security. MATH: Key card readers with fail safe override at vestibule door and from the break room to the mailroom. Recommended by campus police for safety and security.	2,700	Met with Dr. Rapp and we decided to put in dome mirrors in the front lobby and middle of office. We agreed to put in a stanchion at the front counter. They will provide their own sign and will get a bell. Also explained to Dr. Rapp that we could not put a lock on the break room entering the mailroom. Due to fire codes - she said she had been told that before. **Dollar amount reduced from $30,000 to $3,500.** **Dollar amount reduced from $3,500 to 2,700.**
3	Math	Funiture replacement/repair "Control boxes" (transponders) for laptop desks locking mechanism.	-	Furniture vendor will be out today 12/1 to discuss solution.
4	FA	DIVISION: Rewire overhead lighting in classrooms MUSI 125, 134, 201, 202, 203, 204, 205, 207, 209, 210, 211 to allow instructors to adjust light levels so that PowerPoint presentations, films, and other visual images and information can be viewed by students. UPDATE: ONLY a portion of the class rooms can be done at this time. (A) also subject to there being no haz mat issues.	14,000	Tom Brown will check status. Less rooms **$10,000 amount has been incresed to $14,000** NOTE: ONLY a few class rooms will be done at this time.

Changes from Cabinet mtg 2/17/15

VP Merged Plan Builder Recommendation 2014-15

Priority	Department	Description	One Time Cost	Status
5	LR	Carpet replacement for the library building. Replace Reference Desk configuration. Paint interior of entire building. Additional electric outlets throughout building. Additional book stack lights.	5,000	Dr. Arce will meet with Alice and reassess request. **Agreement that only torn carpet would be replaced (if there is torn carpet). $200,000 Changed to $5,000**
6	BSS	Additional lighting for ANTH Museum, ARTB 301. A portion of the lighting was completed. This quote is to complete the additional lighting.	2,500	OK - Robert Brobst.
7	FA	FILM: Install an interior locking fence inside Musi-4G to secure production equipment.	1,500	OK - Tom Brown.
8	FA	DIVISION OFFICE: Purchase 1 laptop and 2 tablets for clerical staff and managers for recording minutes and notes as well as for presentations at campus, division and department meetings and at professional conferences.	1,500	One tablet
9	BSS	Rolling tables, chairs to seat 40 in ARTB 313 - for Teacher Resource Room.	5,000	Purchasing
10	I/T	COSM: Replace 10 customer chairs TA 152. Existing chairs have broken pedestals, hoists, arm rests, and torn cushions. Customers need be elevated to a proper working height appropriate for each cosmetologist.	-	Tom Brown has confirmed that all new chairs are already part of the rehab
11	H.S.A.	APE Pool Storage	2,500	Rocky and Rory to do.

Changes from Cabinet mtg 2/17/15

VP Merged Plan Builder Recommendation 2014-15

Priority	Department	Description	One Time Cost	Status
12	I/T	I&T: SOFTWARE licenses, maintenance, and upgrades (All labs ARCH, ARM, ECHT, CADD, Fashion). See attached for details.	-	Francisco has confirmed that all of these are on-going purchases; some have been paid in the past by IT and others by the respective divisions. Agreement between Francisco and Jo Ann who ever paid last year will continue that payment. **IT software budget will be carefully reviewed to determine any augmentation is needed for software cost. I&T will continue to pay for their software license. It is possible no new funds will be needed.**
13	NS	Mac computer replacement, 1 ea. for Chem 128 which is a faculty work room.	4,000	Low priority - discuss with Jean
~~15~~	~~ITS~~	~~Draft and implement an RFP for professional services to assist ITS with the migration from Ellucian UniData Colleague to Microsoft SQL Colleague. (Select a vender (Strata, Ellucian, Rose & Tuck, Ferrelli) to work with ITS to convert (reprogram) ECC's Colleague custom code to MS SQL).~~	-	~~Rough estimate~~ Moved to PlanNet Report
16.00	Purchasing	Provide new workstation for new buyer position	10,000	
17.00	Fiscal Services	Obtain Equipment and Furnishings for Cashiers Area and Accounting office to be used for servicing students and presenting a professional image. $7620 for all items. (Stanchions (crowd control posts) - needed to line the students up at the cashiers windows. Students are creating their own lines and blocking sidewalks and driveways. (they are not reading the signage) - ($3,000 quote pending) Signage on sidewalk (footprints or painted arrows) ($100 - $500)	7,620	

Changes from Cabinet mtg 2/17/15

VP Merged Plan Builder Recommendation 2014-15

Priority	Department	Description	One Time Cost	Status
18	FPS	Software to develop facilities modificaiton request.	40,000	
19	Grounds	Purchase replacement equipment for the Groundskeeper/Gardener area. The equipment would include a John Deere ride-on reel mower ($35,000); a Ford F-150 Full-Size Pick-Up truck ($25,000); a trash bin ($1,700).	61,700	
20	Operations	Purchase replacement equipment and supplies for the Operations area of FPS. Equipment and supplies to include two carpet extractors ($5,000); two power washers ($500); four ride-on floor scrubbers ($26,000); two 20" burnishers ($2,000); 22 upright vacuums ($7,600); ten back-pack vacuums ($3,450); two 20 inch floor scrubbers with tank ($16,000); four 20" floor burnishers ($4,000); four blowers ($2,000); six wet-dry vacuums ($3,000).	63,950	
21	Patrol	Replace VHS Mobile Video Cameras in 8 ECC vehicles and 4 CEC vehicles. The current system is VHS and was a surplused donation from Manhattan Beach PD.	110,000	
22	FPS	Purchase replacement equipment for the various FPS shop areas. The equipment needed is as follows: Various sewer snakes for the plumbing shop ($2,000); Digital Pip Locator for the plumbing shop ($1,700); Jetter Tips for the plumbing shop ($930); Gas detection monitor for plumbing shop ($3,000); a Honda Generator for the paint shop ($1,200); Two 16 ft. extension ladders for the paint shop ($1,700); a drum pump for HVAC ($3,500); an engraving machine for the locksmith ($12,000).	27,330	
23	Cadets & Officers	Purchase of bullet resistant vests. 30 are new additions for cadets and 4 are need for "shelf life" replacement for officers.	18,600	
27	FPS	Provide additional funding for four new laptops. The automated needs of various systems throughout campus require computers for HVAC, Pool Technician, Warehouse, and office personnel.	8,000	
28	FPS	Purchase new shelving and related equipment and supplies to better organize the auto shop area of FPS.	15,000	

Changes from Cabinet mtg 2/17/15

VP Merged Plan Builder Recommendation 2014-15

Priority	Department	Description	One Time Cost	Status
29	CEC Patrol	Purchase two mobile data terminals for two patrol cars assigned to CEC.	20,000	
31		Contingency	314,100	
		Subtotal	**$ 750,000**	

Awaiting Further Information

Priority	Department	Description	One Time Cost	Status
30	Patrol	T-3 Three wheel mobile vehicle. Purchase a three wheel battery operated mobile vehicle. This is a vehicle similar to a Segway that can be used to patrol the campus.	TBD	

Not Funded Items

Priority	Department	Description	One Time Cost	Status
25	Fiscal Services	Obtain golf cart or other cart to allow staff to get to meeting across campus. Serveral staff with mobility issues.	14,000	
26	ITS	Deploy a pilot project to replace the Library LMTC physical desktops with virtual desktops. Deploy the UniDEsk solution	150,000	
31	Parking	Purchase license plate recognition system used to identify license plates on campus. This is a tool that is used to identify wanted vehicles as well as aides in solving crimes.	29,000	

On Hold Items

Priority	Department	Description	One Time Cost	Status
14	FA	CENTER FOR THE ARTS (CFA): Ticketing software with license and maintenance agreements to support campus events (Fine Arts, Athletics, Planetarium, ASB entertainment activities, daily parking permits). The current software was purchased in 2003 and the receipt and ticket printer hardware does not interface with the new computers. 40,000 tickets are issued in a single fiscal year.	on hold	ITS to discuss with CFA. **Committee looking at software options. IT to be included on the committee. $150,000 on hold.**

Changes from Cabinet mtg 2/17/15

VP Merged Plan Builder Recommendation 2014-15

Priority	Department	Description	One Time Cost	Status
24	I&T	Fire Academy (Inglewood) 1-laptop computer, 4 mid-tower computers with wi-fi, 1 Multi-function printer,1 black & white high output printer/copier for classroom and faculty support. **New request for digital lines etc.**	**on hold**	1 desktop computer and printer for the Fire Academy classroom. Note: $10,000 has been added. $10,000 still under invisigation - Temporary hold

Changes from Cabinet mtg 2/17/15

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COMMUNITY COLLEGE UPDATE

By the Way . . . Budget Trailer Bill Language Proposes Funding Backfills

The Department of Finance took the next step in the State Budget process by releasing the 2015-16 State Budget trailer bill language. While not actual "bills" at this point, the documents provide the details behind the proposals Governor Jerry Brown highlighted in the State Budget summary released on January 9, 2015.

A few of the trailer bills affect community colleges, including proposals to make annual adjustments for potential overages or shortfalls in redevelopment agency (RDA) funds and Education Protection Account (Proposition 30) funds. As a significant amount of funding provided to community colleges is based on volatile revenues, such a proposal is welcome news.

It is important to note that this is one step in a long State Budget process and others will be given the opportunity to weigh in on the language. However, this is a step in a positive direction to provide stable resources for community colleges.

posted 02/11/2015