



**PLANNING & BUDGETING COMMITTEE**

**May 1, 2014**

**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 Comprehensive Master 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"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dawn Reid - Student & Community Adv.        |
| <input type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Liliana Lopez – ASO                    | <input type="checkbox"/> Dean Starkey – Campus Police                |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Gary Turner - ECCE                          |
| <input type="checkbox"/> Dipte Patel - Academic Affairs         | <input type="checkbox"/> Lance Widman - Academic Senate              |

**Attendees**

- |                                                                |                                                         |                                                           |
|----------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Francisco Arce – Support              | <input type="checkbox"/> Christina Gold – Support       | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Linda Beam – Support                  | <input type="checkbox"/> Irene Graff – Alt.Mgmt./Sup.   | <input type="checkbox"/> John Wagstaff – Support          |
| <input type="checkbox"/> David Brown – Alt. ECCE               | <input type="checkbox"/> Jo Ann Higdon – Support        | <input type="checkbox"/> Will Warren– Support             |
| <input type="checkbox"/> Janice Ely – Support                  | <input type="checkbox"/> Jeanie Nishime – Support       | <input type="checkbox"/> Vacant – Alt. ECCFT              |
| <input type="checkbox"/> Connie Fitzsimons - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen.    | <input type="checkbox"/> Vacant – Alt. ASO                |
| <input type="checkbox"/> William Garcia – Alt. SCA             | <input type="checkbox"/> Ericka Solarzano - Alt. Police |                                                           |

**AGENDA**

- |                                           |                       |           |
|-------------------------------------------|-----------------------|-----------|
| 1. Draft Minutes Approval – March 6, 2013 | R. Natividad (TABLED) | 1:00 P.M. |
| 2. Transition to Higher One               | W. Garcia             | 1:15 P.M. |
| 3. Planning Summit Recap                  | I. Graff              | 1:30 P.M. |
| 4. Budget Update                          | R. Natividad          | 1:45 P.M. |
| 5. Adjournment                            |                       |           |

**Next meeting – May 15, 2014**

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: April 3, 2014**

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**MEMBERS PRESENT**

Members

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

**Other Attendees: Members** – David Brown, Emily Rader **Support** – Babs Atane, Linda Beam, Janice Ely, Jo Ann Higdon, Jeanie Nishime, William Garcia, Irene Graff, Michael Trevis, Will Warren

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The meeting was called to order at 1:03 p.m.

**Approval of March 6, 2014 Minutes**

1. Under Budget Updates, #2, second sentence – It was noted that this sentence is pertaining to San Francisco Community College District. The sentence needs to be moved to #3 and reworded to say: The proposed bailout bill for San Francisco Community College is more generous than what was provided for Compton Community College.
2. Under Budget Updates, #2, first sentence – A clarification will be made by J. Higdon for this sentence and will be brought back to the next meeting.

**Budget Updates** – J. Higdon (2 handouts)

1. In reference to the Dan Walters hand out, there is a new GASB (GASB 68). This has been approved by AICPA and it will be implemented for the years after June 2014. GASB 68 will hurt any public agency entities that are members of pension programs that have anything less than 100% funded. We will have to post our share of PERS and STRS pension liabilities. It was noted that if we had to post our assets and liabilities on this, the negative impact would be a large number.
2. An email was shared which was written to Rod Carter who does trans borrowing throughout the state and our bond sales to ask how the bond rating agencies are going to cope with this. Bill Rauch who is our audit partner from VTD was also asked his opinion of what we will be encountering due to this requirement. The feedback given by both of these individuals is they are looking into it and will get back to us with an update in another month.
3. It was noted that all members of the PBC need to understand the document dealing with GASB 45 which was attached to last month's board agenda. A proposal was made to the president on how we could be at full funding in a brief period of time. Money is being put into irrevocable trust. Until that trust is fully funded, we cannot begin to pay our current retiree benefits out of this trust. Two experts have been consulted on this issue.
4. The District recognized its obligation to fund its legal liability to current and future retirees and established a separated fund for its OPEB liability. The first contribution to this fund was \$600,000. At that time the OPEB liability was projected to be \$7.4 million. The OPEB liability has tripled and is now projected to be \$22.2 million. It is estimated by June 30 of 2014, the balance of the Trust will be \$18.8 million. We are about 84% funded at this point. Once the Trust is fully funded, the District will be allowed to pay the OPEB expenses

from the Trust fund rather than the unrestricted general fund. Concern was expressed regarding the impression that this Trust is being funded faster than payments being spread out for few more years. A disagreement was noted for this decision. It was noted none of the money to fund GASB has come out of the unrestricted general fund. This item was only presented as a proposal/informational item.

**Planning Updates** – I. Graff (handouts)

1. The Strategic Planning committee which is an adhoc committee will be charged with developing a strategic plan and an update of our comprehensive master plan. Once the implementation has been developed, it will come back to the PBC which will be overseeing the implementation of our efforts. It was noted the strategic plan is a foundational document that is our aspiration as we move forward. The strategic initiatives are not measurable – they are broad goals. The strategic will need to include measurable outcomes which the PBC will be reviewing and monitoring.
2. It was noted the Student Success Plan and Student Equity Plan will need to be integrated into our planning.

**Adjournment** – I. Graff

1. The meeting adjourned at 1:51 p.m. The next meeting will be **April 17<sup>th</sup> at 1:00 p.m.**, in Library 202.

RKN/lmo

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: April 17, 2014**

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**MEMBERS PRESENT**

Members

- |                                                                            |                                                                                 |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dawn Reid - Student & Community Adv.                   |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Liliana Lopez – ASO                               | <input type="checkbox"/> Dean Starkey – Campus Police                           |
| <input checked="" type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Gary Turner - ECCE                                     |
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**Other Attendees: Members** – David Brown, Emily Rader **Support** – Babs Atane, Janice Ely, Jo Ann Higdon, Jeanie Nishime, William Garcia, Irene Graff, Michael Trevis, Will Warren

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The meeting was called to order at 1:03 p.m.

**Approval of April 17, 2014 Minutes**

1. The minutes for April 3 were tabled and will be reviewed for approval at the next meeting.
2. The agenda item of Prop. 30 has been added to the agenda.

**Dartboard / Five-Year Projections** – J. Higdon (3 handouts)

1. The subject of GASB 68 will be moved and brought back next time for discussion. The El Camino College Dart Board – Unrestricted General Fund handout was distributed for discussion. Under the subject of revenue changes, funded COLA for 2013/14 is listed as 1.57%. Currently for 2014/15 the governor's budget has listed funded COLA at .86%. The percentages for next three years (2.2% and 2.4%) are estimated.
2. Growth restoration funding is listed as 1.63% for 2013/14. The money for growth is not actually known until six to seven months after the year ends. The percentages projected for years 2014-2018 on that same line (2%), puts us at a reasonable level for total planned FTES as listed below on the next line. It was stated that by using the 2% this keeps it below the highest number we have had (20,532) for FTES.
3. Apportionment deficit needs to be corrected to .7% across the next five columns. This is what has been used for budgeting purposed for the last two years.
4. Potential rental revenue shows a figure of \$82,800 for 2014/15. This amount is reflective of two perspective offers to rent the facility of the Child Development Center.
5. Decrease in transfers out (CDC) shows a figure of \$257,750 for 2014/15 which is the amount we currently have estimated as what we will be transferring out this year.
6. Decrease due to Prop. 30 Sunset has a question mark because the first time this would be in effect would be for the fiscal year 2016/17. This is reflective on how the law reads on Proposition 30. The sales tax component for Proposition 30 expires in December 2016 and the income component expires in December 2018 – no specific number has been able to be attained yet. The latest estimate of what proposition 30 is estimated to be is 12.4 million this year and 14 million for last year. We are waiting to find out the precise percentage of what is income tax and what is sales tax. One number is thought to be 80% and the other 20%. A more precise number will be noted next time. The state uses proposition 30 to give us money that they would have given us out of the unrestricted general fund.
7. PERS employer rate of 11.7% is listed for 2014/15. This rate can change anytime during the year.

8. STRS employer rate is lower and listed at 8.25% for 2014/15. We have been informed that the cost will probably increase.
9. Election expense for 2013/14 has been adjusted to the actual number of \$285,563. It was noted the next election cycle will be in 2015/16 and the committee agreed the listed amount of \$300,000 should be increased to \$450,000 estimated cost.
10. Utilities - 4% is listed across the board at this point.
11. Insurance – workers compensation is listed with a rough estimate at this point with 5-8% listed across the board.
12. Insurance – liability is listed also with a rough estimate of 2-3% across the board.
13. Back-fill of categorical from UGF is assumed to not be dramatically cut and they will not be backfilled from the unrestricted general fund. They would be filled by fund 15.
14. Additional faculty FTEF required to generate growth looks at what would it take if you offer enough extra sections to grow by the 1.68%. It doesn't cover extra counselors or librarians. This is calculated using a blended rate of full- and part-time faculty.
15. Potential positions to be transferred plus benefits of five full-time employees in the Child Development Center is listed as a cost of \$495,834 to move these positions over.
16. More information on GATSBY 68 will be brought back at the next meeting.

**Strategic Planning Meetings/Implementation Plan** – I. Graff

1. The Strategic Planning Committee has been meeting the last two Fridays. They are working on establishing a new mission which will take them to a higher vision. Hopefully the PBC will be the body that monitors the implementation plan on an annual basis.
2. The Planning Summit is next Friday, April 25.
3. Minutes from the planning meetings are currently being assembled and will hopefully be available on the portal soon.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:50 p.m. The next meeting will be **May 1 at 1:00 p.m.**, in Library 202.

RKN/lmo

Howard  
3/1/14

April 1, 2014

Dear Student,

The Financial Aid Offices at El Camino College and El Camino College Compton Center would like to inform you of important updates for the 2014-2015 Award Year.

### **Higher One**

El Camino College and El Camino College Compton Center have entered into contract with Higher One to disburse federal student aid for the 2014-2015 Academic Year. Students will have three options to receive their financial aid.

#### **1. ECC Debit Card**

Students who have been awarded financial aid will automatically be sent an ECC Debit Card via the U.S. Postal Service. The ECC Debit Card allows for financial aid funds to become available the same business day disbursements are made. Students may utilize the on-campus ATMs free of charge at both El Camino College and El Camino College Compton Center. ECC Debit Cards may be used anywhere MasterCard® is accepted. Students are advised to review the fee schedule which is available on Higher One's banking website at [www.higheroneaccount.com/studentaccount/feeschedules.do](http://www.higheroneaccount.com/studentaccount/feeschedules.do) to avoid paying unnecessary fees. Students may be asked to verify their identity, in accordance with the USA PATRIOT Act, within 21 days of activating their ECC Debit Card. Students must select this option by activating their ECC Debit Card at [www.ECCDebitCard.com](http://www.ECCDebitCard.com).

#### **2. Direct Deposit**

Students may request to have their financial aid disbursements deposited into an existing bank account of their choosing. Financial aid funds become available to the student two (2) to three (3) business days after disbursements are made. Students must provide a bank account and routing number then mail a signature page to Higher One prior to the first direct deposit. This option must be selected at [www.ECCDebitCard.com](http://www.ECCDebitCard.com).

#### **3. Paper Check**

Students may request to receive a paper check. Checks are mailed via the U.S. Postal Service and usually arrive five (5) to seven (7) business days after disbursements are made. Students must ensure that El Camino College or El Camino College Compton Center has their correct mailing address on file to avoid delays. This option must be selected at [www.ECCDebitCard.com](http://www.ECCDebitCard.com).

For more information on Higher One, please visit the El Camino College Financial Aid Office Web page at [www.elcamino.edu/student-services/fao/](http://www.elcamino.edu/student-services/fao/) or the El Camino College Compton Center Financial Aid Office webpage at [www.compton.edu/student-services/financialaid/](http://www.compton.edu/student-services/financialaid/).

### **Consortium Agreements**

Please be advised that Consortium Agreements for students concurrently enrolled at El Camino College and El Camino College Compton Center and other colleges or universities, either as a primary or secondary institution, are no longer available. Students who need to verify their enrollment status at El Camino College or El Camino College Compton Center must request an Enrollment Verification from the Admissions & Records Office.

### **Financial Aid Shopping Sheet**

El Camino College and El Camino College Compton Center will be introducing the Financial Aid Shopping Sheet in order to provide prospective and current students with a financial aid award letter that will facilitate the comparison with award letters issued by other colleges and universities that have adopted the Financial Aid Shopping Sheet provided by the U.S. Department of Education.

### **Financial Aid Priority Deadline**

El Camino College and El Camino College Compton Center have instituted a financial aid priority deadline of June 1, 2014, for Fall Semester 2014. Students that file the Free Application for Federal Student Aid (FAFSA), submit all required documentation to the Financial Aid Office by June 1, 2014, and meet all eligibility requirements will receive their financial aid disbursement during the first week of the fall semester. Students who apply or submit their documentation after June 1<sup>st</sup> will be processed on a first-come, first-served basis.

### **Financial Aid Television**

El Camino College and El Camino College Compton Center have posted Financial Aid Television (FATV) on their Financial Aid Office webpages. FATV provides free online videos that highlight financial aid information for prospective and current students. Specific emphasis is given on how to apply for financial aid, maintaining financial aid eligibility, grants, scholarships, financial aid for military veterans, preventing identity theft, and financial literacy.

### **Financial Aid Online Fillable Forms**

El Camino College and El Camino College Compton Center Financial Aid Offices have posted online PDF forms on their webpages. Most financial aid documentation may now be completed using a computer with Internet access. All completed forms must be printed, signed, dated, and accompanied by appropriate documentation for submission to the Financial Aid Office. The online PDF forms may be accessed by visiting the Financial Aid Office webpage at [www.elcamino.edu/student-services/fao/](http://www.elcamino.edu/student-services/fao/). Adobe Reader software is required to utilize the online PDF forms. The software may be downloaded free of charge at: [www.adobe.com](http://www.adobe.com).

### **Financial Aid Office Computer Lab**

El Camino College and El Camino College Compton Center Financial Aid Offices provide computer labs to allow students to print financial aid documentation free of charge for submission to the Financial Aid Office. The computer labs are staffed with financial aid personnel and Student Ambassadors who are available to assist with financial aid related matters. Please see posted office signage or visit the Financial Aid Office webpages for hours of operation.

If you have any questions regarding this notice, please contact or visit the Financial Aid Office at El Camino College (Student Services Center, Room 213) or El Camino College Compton Center (Building E-17).

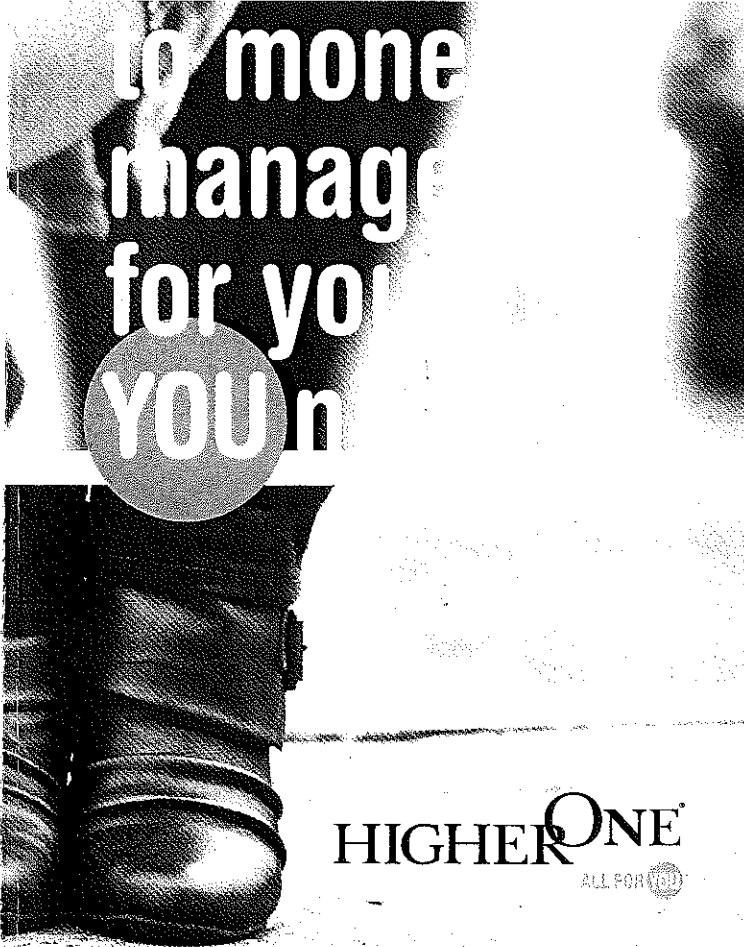
Sincerely,

Financial Aid Offices  
El Camino College & El Camino College Compton Center



Welcome

to money  
management  
for you  
**YOU** matter



HIGHER **ONE**  
ALL FOR **YOU**





# Introducing choices that **YOU** niquely sui

## Who is Higher One?

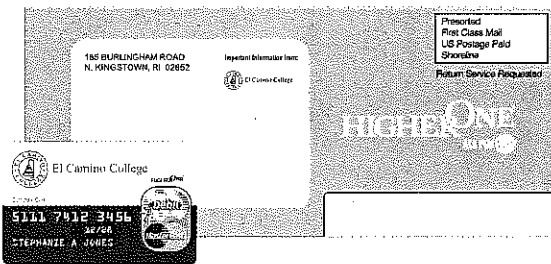
We're a company started by three college students who believed in a better way to help students receive and manage money. Although graduation is more than a decade behind us now, we've never forgotten our pledge to offer more choices and better value to those who are still working to get there.

## Why am I getting this?

When it comes to managing your money and receiving Financial Aid refunds, you deserve choices! El Camino College has partnered with us to deliver any money they may have for you; and to offer you smarter ways to manage that money. So take a few minutes to review your choices and learn more! Ok, ready to get started?

## First, look for the green envelope!

Once it arrives, you'll simply use your ECC Debit Card Debit MasterCard® to let us know how you'd like to receive your money. Just choose the option that best fits you.



## Now, follow these three simple steps:

1. **Visit.** ECCDebitCard.com
2. **Set up.** Enter your card number to get started.
3. **Choose.** Select the option that best fits you.

## Choices designed with "YOU" in mind!

When it comes to deciding how to get your money, just choose the option that best fits you.

- **Same business day deposit to a Higher One checking account.** Money deposited to the account the same business day funds are released by the ECC to Higher One.
- **Deposit to another account.** Money in two to three business days.
- **Paper check.** Money in five to seven business days.

## Higher One checking accounts<sup>1</sup> include:

### OneAccount

Great mobile features and easy ways to deposit!

### OneAccount edge<sup>1</sup>

Great mobile features, easy ways to deposit and only one monthly service fee! (No other fees charged by Higher One)

### OneAccount Premier

Great mobile features, premium cash back rewards and access to the expansive Allpoint® Network of ATMs!

<sup>1</sup> OneAccount Edge and OneAccount Premier may not be available to all customers or may only be available to customers who have already opened a OneAccount. Higher One checking accounts have a monthly service fee. See applicable fee schedule for further details.

# your needs. Especially your money needs.

## Features built to be better!

### Value

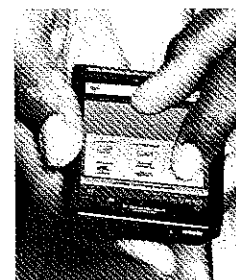
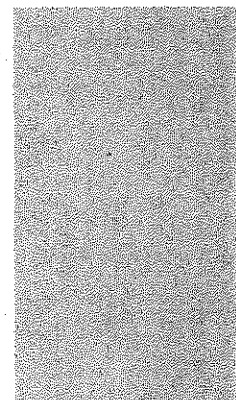
- **Account features** that help you not only keep up, but get ahead—thanks to our mobile apps, mobile deposit technologies and text alerts you can use on-the-go, from anywhere.
- **OneRewards.** From books to groceries, get cash back for online purchases at hundreds of your favorite retailers.
- **More for less.** Three Higher One checking account choices, including OneAccount Premier—offering VIP treatment even on a student budget.

### Service

- **No need for a branch!** We come to you, with a variety of ways to get it done: mobile apps, online account access, Twitter® and Mobile Alerts.
- **Fast answers** with EasyHelp™ FAQ database, helpful customer care agents and automated phone access.

### The Inside Edge

- **Tips** to help you plan your future and get a leg up today. The Inside Edge offers guidance on everything from finances, to career opportunities, to travel deals; right at your fingertips.
- **OneForYourMoney.com**, a student-focused community that helps you take an active role in financial education.



## Get started!

[ECCDebitCard.com](http://ECCDebitCard.com)



El Camino College

**HIGHER ONE**  
BY FIRST MONY

Accounts held at WEX Bank, Member FDIC.

The Debit MasterCard is issued by WEX Bank pursuant to license from MasterCard International Incorporated. The card is administered by Higher One, Inc.

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ALL FOR YOU™

## **PROPOSED STRATEGIC PLAN**

The following draft strategic plan, containing the College's proposed new Mission, Vision, Philosophy, Values, Strategic Initiatives, was developed through a process that involved the 2013 Planning Summit, Strategic Initiatives working group, Strategic Planning Committee, 2014 Planning Summit, and the Planning & Budgeting Committee. Each group or committee included broad representation from across both locations (ECC and Compton Center). *[Strategic Initiative language pending.]*

## **MISSION**

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

## **VISION**

El Camino College will be the college of choice for successful student learning that transforms lives, strengthens community, and inspires individuals to excel.

## **PHILOSOPHY**

Everything El Camino College is or does must be centered on its community. The community saw the need and valued the reason for the creation of El Camino College. It is to our community that we must be responsible and responsive in all matters educational, fiscal and social.

## **VALUES**

Our highest value is placed on our students and their educational goals, interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength, and its driving force. With this in mind, our five core values are:

- People** – We strive to balance the needs of our students, employees and community.
- Respect** – We work in a spirit of cooperation and collaboration.
- Integrity** – We act ethically and honestly toward our students, colleagues and community.
- Diversity** – We recognize and appreciate our similarities and differences.
- Excellence** – We aspire to deliver quality and excellence in all we do.