



PLANNING & BUDGETING COMMITTEE

March 1, 2018

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 planning and budgeting are integrated and evaluated while 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 committee activities to campus constituencies.
10/5/17

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members

- Jose Anaya – Community Advancement
- Amy Grant - Academic Affairs
- Jeff Hinshaw - Administrative Services
- Ken Key - ECCFT
- Ruben Lopez – Campus Police
- David Mussaw – ECCE

- Rory K. Natividad - Chair (non-voting)
- Alex Ostrega – ASO, Student Rep.
- Jackie Sims - Management/Supervisors
- Greg Toya – Student Services
- Josh Troesh - Academic Senate

Alternate Members / Support

- Babs Atane – Support
- Kristie Daniel-DiGregorio – Support
- Brian Fahnestock – Support
- Irene Graff – Support
- Jennifer Gutierrez - Alt. ASO
- Kelsey Iino– Alt. Student Services
- Art Leible – Support
- TBD - Alt. Police
- Jane Miyashiro – Support

- Ross Miyashiro – Support
- Jean Shankweiler – Support
- Luukia Smith – Alt. ECCE
- Michael Trevis – Alt. Adm.
- Steve Waterhouse-Alt. Mgmt/Sup
- Carolee Jessop-Vakil – Alt. ECCFT
- Van Buren, Star – Alt. Comm Adv.
- Vacant - Alt., Ac. Affairs
- Vacant – Alt. Ac. Senate

AGENDA

- | | | |
|----------------------------------------|---------------|-----------|
| 1. Approval Minutes- February 15, 2018 | R. Natividad | 1:00 P.M. |
| 2. Foundation Report | A. Sala | 1:10 P.M. |
| 3. Bond Update | B. Fahnestock | 1:25 P.M. |
| 4. Institutional Research Update | I. Graff | 1:50 P.M. |

Next meeting –March 15, 2017

Committee Funds and Financial Terms Glossary

General Unrestricted	Fund 11
General Restricted	Fund 12
Compton Center Related Activities	Fund 14
Special Programs Compton Center Partnership	Fund 15
STRS/PERS	Fund 16
Student Financial Aid	Fund 74
Workers Comp.	Fund 61
Capital Outlay Projects	Fund 41
General Obligation Bond	Fund 42
Property & Liability Self-Insurance	Fund 62
Dental Self-Insurance	Fund 63
Post-Employment Benefits Irrevocable Trust	Fund 69
Bookstore	Fund 51

WSCH =	Weekly Student Contact Hours
BOGFW =	Board of Governors Fee Waiver
FTES =	Full Time Equivalent Students
FTEF =	Full Time Equivalent Faculty
COLA =	Cost of Living Adjustment
OPEB =	Other Post-Employment Benefits
FON =	Faculty Obligation Number

* A complete list is available in the annual final budget book.

Planning and Budgeting Committee 2017-18 Goals

1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. **Chair to provide brief summary of PBC meeting via email to improve communication efforts.**
3. Review and approve the Comprehensive Master Plan to ensure that they are:
 - a. Supportive of the Mission and Strategic Plan,
 - b. Integrated with other college planning and budgeting,
 - c. Implementable, and
 - d. Achievable.
4. **Provide orientation and information to new members and alternates**
5. Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 15, 2018

MEMBERS PRESENT

- | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Amy Grant – Academic Affairs | <input type="checkbox"/> Jeff Hinshaw–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Ruben Lopez – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Greg Toya – Student Services |
| <input type="checkbox"/> Alex Ostrega – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |
| <input type="checkbox"/> Jose Anaya – Community Advancement | |

Alternate Members: G, Robertson, S. Waterhouse

Support: B. Fahnestock, I. Graff, A. Leible, J. Miyashiro, R. Miyashiro, J. Shankweiler

Other Attendees: A. O'Brien, L. Justice

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

Approval of the February 1, 2018 Minutes

1. The minutes of February 1 were presented to the committee for approval.
2. The minutes were approved and will be posted on line.

Enrollment Update– J. Shankweiler

1. The enrollment report presented showed the FTES for the college was up by 26 as compared to this time last spring. We currently are 385 away from our FTES goal at this time which is a 1% increase. It was noted as of today's figures we are down 80 FTES. This drop is probably attributed to the faculty doing their student no-show reports. The goal is to achieve or get close to 8,057. At the March 15 meeting the committee will be discussing the funding formulas.
2. The last day to add will be Friday, February 23. Monday-only classes have until February 26 for the students to add as they are 14-week classes and are part of the short-term calendar.

South Bay Promise – J. Ortiz (handout)

1. The South Bay Promise was implemented at El Camino College in 2014 and served 12 students during the first year (2014-2015). Each year the number of students served by the South Bay Promise has steadily increased. As of this coming fall 2018, it is anticipated the South Bay Promise will have 500 students on campus.
2. The SPB expanded in 2017 to include not only Centinela Valley and Inglewood High School Districts but also Torrance Unified (four of our district high schools). In 2018 the SBP became open to all high-school districts within the El Camino College District.
3. To be eligible for the SBP, it is required that the students reside or graduate from a high school within the district and they complete the financial aid application, FAFSA, or California DREAM Act application. The students also must complete core services which are orientation, assessment, and educational planning. These need to be completed by April 30. The application form for the SBP must also be filled out and handed in to the Admissions office or emailed to southbaypromise@elcamino.edu. This form helps students get connected to the appropriate services

and programs and to provide that intentional outreach to ensure they get the information they need. An additional requirement being asked of the student is for them to be a part of one of the student success programs. These programs are as follow: Student Athlete, Honor's Transfer Program, EOPS, or First-Year Experience.

4. To achieve the goal of attaining 500 students, the SBP will be hosting high-school students at El Camino and also going out to the high schools to assist with completing core services. Currently 150 applications have been received. There are additional applications still outstanding as high-school counselors are still holding on to some for one reason or another.
5. The Foundation has been working on fundraising for the SBP. Currently their funding shows a balance of \$130,000. They are expecting to announce some large gifts at the May 11 signing date. For those students who will not be receiving funding through the Foundation, they will receive the support, if eligible, through the California Promise Grant.

Enrollment Management Area Restructure – R. Dreizler (handout)

1. A copy of the new reorganization of Student Services was reviewed by the committee. The area is broken out into two areas: Enrollment Services and Student Support Services. R. Dreizler defined the Enrollment Services area as those programs that are involved with bringing students on board to the campus. Student Support Services will be programs that are designed to assist students through the process once they are here at El Camino. It was noted Idania Reyes is the dean for the Student Support Services and Robin Dreizler is the dean of Enrollment Services.
2. Lillian Justice was welcomed and introduced to the committee as the new Registrar in Enrollment Services. It was noted R. Dreizler and Lillian Justice now have different roles than their predecessors.
3. R. Dreizler clarified that the South Bay Promise is not a program. The South Bay Promise is a coordination to get students into the support programs. Students will be identified as South Bay Promise students.

Adjournment – R. Natividad

1. The meeting adjourned at 1:28 p.m. The next meeting will be held on **March 1, 2018** at 1:00 p.m. in Library 202.

RKN/lmo

OVERVIEW

The El Camino College Foundation had a successful year in 2016-2017.

Highlights of the year include:

- Awarded 541 scholarships through the Scholarship Program totaling \$600,000
- Awarded \$150,000 in external scholarships
- Managed \$1.4 million in scholarships including donor funded, external, grants
- Distributed over \$1.3 million to campus programs
- Processed over \$1.2 million in donations
- Managed over 75 division accounts
- Controlled 103 annual scholarship accounts
- Invested and administered 45 endowed scholarship funds
- Provided emergency book and tuition funding to students
- Created vehicles for planned gifts through estate planning
- Worked with local businesses and individuals to support our students

Annual contributions for fiscal year 2016 – 2017

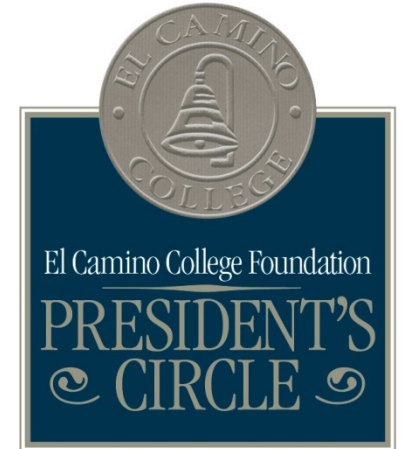
- Total fundraising for the year ending June 30, 2017 was \$1,315,890.
- Gift-in-kind donations (tangible goods and services) totaling \$90,629 included donations of video production services, an insect collection, books, supplies, machinery, and a vehicle for the Automotive Technology program.
- Funds distributed to student scholarships and campus programs totaled \$1,298,555.
- Total operational expenses for FY '16-'17 were \$404,972, which was 90% of the Foundation's budgeted operational expenses.



2017-2018

2017-2018 Fundraising Financial Overview

Year-to-date fundraising gross is \$1.3 million versus \$742,000 at this time last year. Net assets are currently **\$14 million**, an increase from \$12 million last year at this time.



Fundraising Programs (unrestricted funds)

- **2018 PRESIDENT'S CIRCLE** The President's Circle program includes donors who donate an unrestricted gift of \$1,000 or more.

	2016	2017	2018 YTD
Revenue	\$51,671	\$68,491	\$56,842
Donors Retained	31	39	31
Donors Re-Engaged	0	0	3
Donors Upgraded	-	-	5
New Donors	19	15	15

Fundraising Programs (unrestricted funds)

- 2017 COMMUNITY PARTNERS** The Community Partners program includes businesses who donate an unrestricted gift of \$2,500 or more. Community Partners receive recognition at Foundation events, in the newspaper, in emails and in the ECCF newsletter.

	2016	2017	2018 YTD
Revenue	\$63,500	\$60,000	\$52,500
\$ Donors	15	13	17
In-Kind Donors	0	1	1
Donors Retained	8	13	6
New Donors	7	0	5

COMMUNITY PARTNERS

GOLD \$25,000+



SILVER \$10,000+



BRONZE \$5,000+



COPPER \$2,500+



Fundraising Programs (unrestricted funds)

Direct Mail - The most profitable way to reach constituents including alumni, retired faculty, organizations and community supporters. Mailings to 5,000+ constituents in fall and spring to include a newsletter and direct appeal.



Fundraising Programs (restricted funds)

Scholarship Program - The scholarship program is the flagship of the Foundation. This continues to be the most popular form of donation to the ECC Foundation. To date, 14 new scholarships have been created this year and will be awarded this spring for fall '18.

South Bay Promise - South Bay Promise for '17-'18 includes a maximum of 90 students from Inglewood, Centinela Valley and Torrance unified school districts. Outreach and meetings for the newly expanded South Bay Promise program for fall 2018 is taking place, and fundraising has begun.

STEM Programs – Many donors designate their donation to STEM programs. Funds have been used for the summer START robotics program and the summer UCLA research program.

Warrior Pantry – ECC Warrior Pantry for students with food insecurities.

Events

President's Dinner – Annual dinner for ECCCF Board and President's Circle members. *December 7, 2017*

Scholarship Awards Ceremony – Donor relations event to recognize and award scholarship recipients and create good will with donors. This year's event will take place in the ECC East Dining Room. *May 10, 2018*

South Bay Promise Signing Ceremony – MOU signing ceremony for all seven school districts who are in the ECC District. Superintendents and President Maloney will have a formal signing. Elected officials, local businesses, supporters and media will attend. *May 11, 2018*

Distinguished Alumni Dinner – Biennial event to recognize distinguished alumni who have made a difference and represent El Camino College in a positive light. Usually four honorees each event. *Fall, 2018*

2017-2018 Board of Directors

EXECUTIVE COMMITTEE

President:

David Kartsonis Bakers Man Productions

Vice President I Board Governance:

Michael Hirsch Retired/Aerospace Industry

Vice President II Operations:

Ron Riggs Riggs Real Estate

Treasurer:

John Heffernan AT&T

Secretary:

Rachael Steven Bakers Man Productions

DIRECTORS

Jeannie Alessandrini	Edward Jones
Rebecca Bergin	4 Oranges Consulting
Gino DiGregorio	Accenture Management Consulting
Marcia Haber	Think Cool Conflict/Attorney Embie
Joe Hibbitt Janan Johnson	Technical Solutions Retired/Pharmaceutical Procurement Community Member
Laurie McCarthy	Community Member/ECC Adult Student
Jill Meshekow	AYSO Corporate
Ann O'Brien	ECC Alumna
Faviola Ochoa	Southern California Gas
Richard Rede	L and M Estates/ Real Estate
Jeffrey Sarmiento	Kinecta Federal Credit Union
Mark Waronek	Field Deputy/Supervisor Janice Hahn/ City Council/Lomita
Rob White	Retired/Aerospace Industry

ECC CAMPUS REPRESENTATIVES

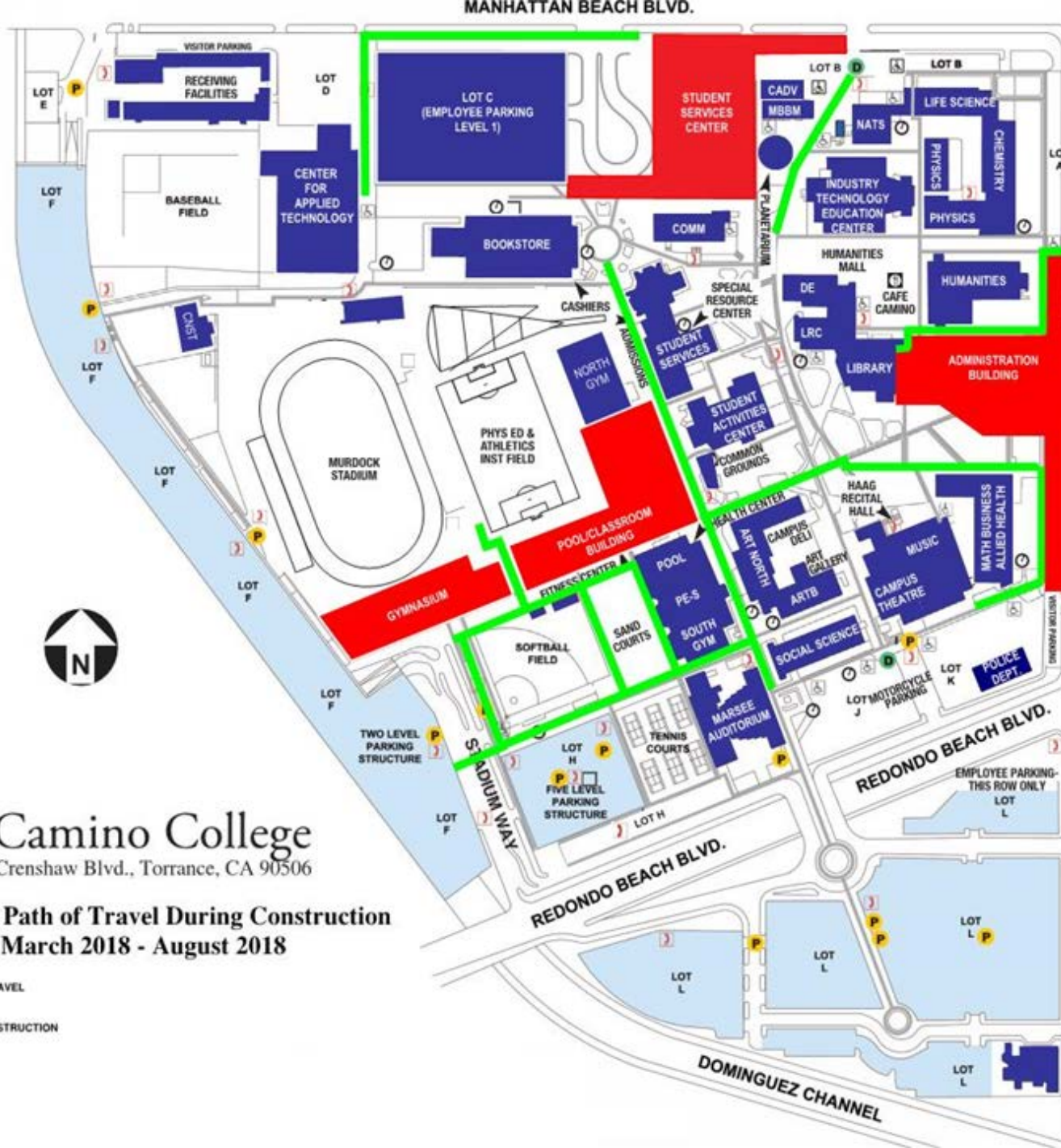
Kelsey Iino	ECC Faculty Representative
Dr. Dena Maloney	Superintendent/President
Kongdy Lam	ECC Student Representative
Debbie Turano	ECC Classified Representative
Cliff Numark	ECC Board of Trustees Representative

Facilities Bond Program Update

March 1, 2018

Presented by:

Brian Fahnestock, VP Administrative Services



El Camino College
 16007 Crenshaw Blvd., Torrance, CA 90506

**Proposed Path of Travel During Construction
 March 2018 - August 2018**

- PATH OF TRAVEL
- UNDER CONSTRUCTION

Student Services Building



Student Services Building

Started:	December 2016
Construction:	January 2017 to July 2018
Cost:	\$24,735,000
Square Footage:	81,232
Move In:	August 2018

Gymnasium



Gymnasium

Started:	August 2016
Construction:	September 2016 to December 2018
Cost:	\$19,363,000
Square Footage:	55,821
Move In:	January 2019

Administration Building



Administration Building

Started:	October 2017
Construction:	March 2018 to October 2019
Cost:	\$16,850,000
Square Footage:	26,539
Move In:	November 2019

Pool Classroom Building




Pool Classroom Building

Started:	February 2018
Construction:	March 2018 to May 2020
Cost:	\$36,359,000
Square Footage:	81,203
Move In:	June 2020

Fly Through of Buildings....

<http://www.elcamino.edu/about/depts/facilities/underconstruction.aspx>

Questions or Comments

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect on the right side of the slide.