



**PLANNING & BUDGETING COMMITTEE**

**January 5, 2017**

**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 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.

**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**

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

**Alternate Members / Support**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Babs Atane – Support                | <input type="checkbox"/> Jeanie Nishime – Support            | <input type="checkbox"/> Michael Trevis – Alt. Adm.     |
| <input type="checkbox"/> Janice Ely – Support                | <input type="checkbox"/> Barbara Perez – Support             | <input type="checkbox"/> Vacant – Alt. Ac. Sen          |
| <input type="checkbox"/> Irene Graff – Support               | <input type="checkbox"/> Rebecca Russell - Alt., Ac. Affairs | <input type="checkbox"/> Steve. Waterhouse-Alt.Mgmt/Sup |
| <input type="checkbox"/> Jo Ann Higdon – Support             | <input type="checkbox"/> Andrea Sala – Alt. SCA              | <input type="checkbox"/> Alt. ASO, Student              |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Jean Shankweiler – Support          | <input type="checkbox"/> Luukia Smith – Alt. ECCE       |
| <input type="checkbox"/> Art Leible – Support                | <input type="checkbox"/> Ericka Solarzano - Alt. Police      | <input type="checkbox"/> Susana Prieto – Alt. ECCFT     |

**AGENDA**

- |  |                             |           |
|--|-----------------------------|-----------|
| 1. Draft Minutes Approval – December 1, 2016 | R. Natividad                | 1:00 P.M. |
| 2. Statement of purpose                      | R. Natividad                | 1:10 P.M. |
| 3. College Plan                              | Group                       | 1:20 P.M. |
| 4. Enrollment Update                         | J. Shankweiler/R. Natividad | 1:40 P.M. |
| 5. CalPERS                                   | J. Higdon/R.Natividad       | 1:50 P.M. |

**Next meeting – January 19, 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
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 2016-17 Goals**

PBC Goals 2016-17 for discussion:

1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. 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.
3. Evaluate the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Review and improve upon the yearly activity calendar.
5. Provide a professional development opportunity for faculty and classified.
6. 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: December 1, 2016**

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**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input type="checkbox"/> William Garcia– Student & Comm Adv.     | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting)    |
| <input checked="" 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 type="checkbox"/> Araceli Rodriguez – ASO, Student Rep.   | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input type="checkbox"/> David Mussaw – ECCE                     | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** A. Sala, S. Waterhouse, S. Dighe (A. Rodriguez)

**Support:** I. Graff, A. Leible

**Guests:** J. Nguyen, C. Lyon

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

The next PBC scheduled for December 15 will be cancelled in order to allow everyone to attend the President’s holiday luncheon (12:00-2:00 p.m.).

**Approval of the November 17, 2016 Minutes**

1. The minutes were approved as presented to the committee. The minutes will be posted to the portal.

**Review of Statement of Purpose** – R. Natividad

1. The Statement of Purpose receives an annual review each year in November. A suggestion was made to insert the term, link and evaluate. A draft of the revision was suggested as follows: The PBC assures that planning and budgeting are interlinked and evaluated while being driven by the mission and strategic initiatives set forth in the strategic plan. Various critiques were given during the meeting on this statement. R. Natividad will send out another draft on what was discussed for further review and critique from the committee.
2. One item which will need to be addressed this coming year will be how to show evidence of the constituent groups being provided the correct information so a conversation can be held at their level.

**Enrollment Management** – R. Natividad

1. The goal for enrollment this year is to have a fill rate for classes of 90%. This will require individual divisions to look at their programs as a whole to assure there are a variety of classes offered. If a division does not meet their 90% fill rate, they will not be penalized. The 90% fill rate is a goal which is encouraged, but there is a possibility that everyone may not be able to attain these numbers.
2. Several on-line courses are being offered for winter and are experiencing a high fill rate.

**Announcements** – I. Graff

1. I. Graff announced the Comprehensive Master Plan timeline has shifted. The new schedule for Board review is February and March. The staffing plan and Facilities Master Plan are pending as they are being fine-tuned. These will be available for consultation in February.

2. Distribution of the Facilities report will be provided to the committee as an additional informational item for keeping everyone updated.
3. New rules pertaining to our restrooms are forthcoming. There are Federal and State rules which have changed. Single-use stalls will eventually become non-gender specific restrooms. More information will be forthcoming on this issue.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:33 p.m. The next meeting will be held on **January 5, 2017** in Library 202.

RKN/lmo

APPROVED

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Facilities	01	01	01	AA: HSA 2016-17 Kinesiology_HSA_2014 PR_Softball Field Improvement	<p>Two portions - 1) addition of a permanent fence 2) replacement of the competition field with a) new outfield and infield consisting of dirt, sprinkler, grass, infield and outfield will be redone b) replacement of the same areas mentioned with artificial turf. Addition of a permanent softball fence after the last graduation in 2016. The installation of this fence is a requirement of the CCCAA and NCAA for competition athletic fields. This will also allow for equality among the sports and safety to the field.</p> <p>In addition to the fence the softball surface was poorly constructed. Upon assessment by a professional it was the recommendation to remove 6 to 10 inches of grass and dirt and replace everything (including sprinkler system). At a minimum this should be done. A better vision is to remove all and replace with a synthetic surface.</p> <p>AA Note: Fence only. \$40,000</p>	40000	One-Time Funds Needed (Augmentation)	Partially Funded
Facilities	02	01	01	AA: LRU 2016-17 Facilities #1 Learning Resources 2015 Program Plan Furniture Priority #3	<p>Replace worn and stained carpet throughout Library .</p> <p>AA Note: Replace only worse areas.</p>	90000	One-Time Funds Needed (Augmentation)	Partially Funded
Facilities	03	03	03	AA: FA 2016-17 Music 2016 Recommendation 1; DC rank #9	<p>Rewire and/or add dimmers to the lighting systems in MU 134, MU 125, MU 203, MU 204, and MU 205.</p> <p>AA Note: Ok - whatever can be done for \$15,000.</p>	15000	One-Time Funds Needed (Augmentation)	Partially Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Facilities	08	03	06	AA: HSA 2016-17 SRC/APE 2016 Program Review Recommendation 1	<p>Integrate Universal Design Approach for Campus Accessibility In consultation with campus leads, promote practices of inclusion in the campus standards and promote accessibility and usability in all facilities capital planning projects. The SRC will collaboratively work with facilities to identify areas of need for campus accessibility, e.g. creating a Blind and Deaf friendly environment; update and post campus accessibility map for students; appropriate signage including raised lettering and Braille for all buildings; accessibility of “accessible” bathroom stalls, restroom options such as family style accessible restrooms and wellness rooms, accessible tables/chairs in all classrooms and well defined paths of travel. Universal design approach to campus facilities are necessary for renovated or new construction to select furniture and building design for greatest accessibility, multi-story ramps to provide alternative to stairs and elevators to meet functionality and usability needs in addition to legal accessibility guidelines. Additionally it is recommended the campus increase student centered gathering places on campus.</p> <p>AA Note: Put in work orders for signage and accessibility when observed.</p>	0	Existing Resources Will Be Used	N/A (no additional funds needed)
Facilities	09	10	05	AA: HSA 2016-17 Sign Language/Interpreter Training 2016 PR Recommendation 6	<p>Give priority to finding the SL/IT a permanent, dedicated, and adequate space using principles of Deaf space. Fiscal Impact: Initial space allocations include programmatic and operational needs of the program. However adjacency of services is requested.</p> <p>AA Note: Needs assessment.</p>	0	Existing Resources Will Be Used	N/A (no additional funds needed)
Facilities	10	12	05	AA: FA 2016-17 - Benches for Fine Arts Division Buildings	<p>Replace indoor and outdoor benches throughout Art and Music Buildings</p> <p>AA Note: Work order to remove broken benches. Fund at \$10,000.</p>	10000	One-Time Funds Needed (Augmentation)	Partially Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Facilities	11	14	01	AA: FA 2016-17 Dance - Flooring upgrade in PE-S Dance Studios from 2015 program plan; DC rank #1	Replace flooring and subflooring in the two primary dance studios (PE-S 212, 230) and replace flooring in PE-S 233.	160000	One-Time Funds Needed (Augmentation)	Funded
Furniture	01	00	00	SCA 2016-17 Recommendation 1	Purchase furniture and charging stations for the Student Activities Building.  Note: Auxiliary Services	0	One-Time Funds Needed (Augmentation)	Funded
Furniture	02	01	01	AA: BSS 2016-2017 Instructional Equipment Recommendation (2015 CDEV PR #4 TRR Rolling Tables)	Four (4) rolling tables for Teacher Resource Room	2800	One-Time Funds Needed (Augmentation)	Funded
Furniture	03	03	18	AA: NS 2016-17 Physics 2016-2017 PR Recommendation 18	Buy 35 rolling chairs for Physics 109 (\$195*35 chairs + \$260 shipping = \$7100)	7100	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	01	01	01	AA: FA 2016-17 Music Instructional Equipment Recommendation	Purchase a new conductor's podium for Music Conductor to use in concerts.  AA Note: 2015-16 Block Grant leftover.	1300	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	02	01	01	AA: HSA 2016-17 Kin_Ath 2016 recommendation_annual planning_program transportation	Campus van replacement and addition. 5 additional vans should be purchased to phase out three of the older vans as well as add to the fleet. Some of the vans are over 10 years old and are increasing in the cost for repairs as well as safety  AA Note: replace 2	140000	One-Time Funds Needed (Augmentation)	Partially Funded
Instructional Equipment	03	01	01	AA: I&T 2016-17 Automotive Tech NATEF A1 and A6 Engine Repair Tools and Electrical Tools 2016-2017, Instr. Equip. Recommendation 1	Automotive Tech is requesting a series of NATEF Engine Repair Tools and a series of NATEF Electrical Tools.  AA Note: Allocate some dollar amount for all NATEF purchases. \$70,000.	70000	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Instructional Equipment	04	01	01	AA: LRU 2016-17 Instructional Equipment #1 Learning Resources 2016 Recommendation 2 (Instructional Equipment 1)	Purchase new anatomy models.	30000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	05	01	04	AA: HSA 2016-17 Kinesiology_2014_program review recommendation_Fitness Equipment	<p>Continuous identification and replacement of fitness, strength and cardiovascular equipment in the area of kinesiology and physical education.</p> <p>Universal design equipment should be considered in areas where that is appropriate.</p> <p>Program Review Recommendation 2013</p> <p>The equipment should be allocated to PE2,3,51,52,30,33 080115 - \$50,000 was provided again this year to assist with replacement.</p> <p>Note: Equipment for Adaptive PE.</p>	25000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Instructional Equipment	06	02	01	AA: FA 2016-17 Center for the Arts Program Recommendation 3; DC rank #12	Replacement DR 600 Instant Replay, Digital I/O	3000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	07	02	02	AA: HSA 2016-17 Kinesiology_Athletics 2016-17_Field Maintenance Equipment	The purchase of essential field maintenance equipment to maintain softball and baseball. Equipment currently not sufficient to properly maintain areas of need. The purchase would be a type of equipment called a Bunker Rake. This would help to maintain the infield surfaces of both softball and baseball. Could also be used for beach volleyball, shot put and other campus areas.	15000	One-Time Funds Needed (Augmentation)	Funded



## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Instructional Equipment	08	02	02	AA: I&T 2016-17 Auto Tech NATEF A2 & A8 Automatic Transmission Tools and Engine Performance Tools 2016-2017 Instr. Equip. Recommendation 2	<p>The Automotive Department is requesting a series of NATEF Automatic Transmission tools and a series of NATEF Engine Performance tools.</p> <p>These actions will increase graduation rates, the number of certificates of achievement, certificates of completion and student advancement. This equipment help meet NATEF requirements for Program and help increase FTES at El Camino College and greater student success rates at El Camino College.</p> <p>Note: Funded in #3.</p>	0	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	09	02	02	AA: NS 2016-17 Chemistry 2016-2017 PR Recommendation 2	Buy 3 demo shields for chemistry (\$500 each*3 shields + \$100 shipping = \$1600).	1600	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	10	03	01	AA: LRU 2016-17 Software/Hardware #1 Library 2016-17 Program Plan Recommendation 5 (Software/Hardware #1)	<p>Replace 40 thin client stations in LDC 10 and at the Reference online catalog area with regular pcs.</p> <p>*Basement - 30 Reference - 10</p> <p>Note: Not replaced when XP were done.</p>	50000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	11	03	03	AA: NS 2016-17 LSAH 2016-2017 PR Recommendation 3	<p>Purchase new and replacement human anatomy models (48 models needed, comprehensive list shown below = \$61000)</p> <p>AA Note: Allocate some dollar amount.</p>	30000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	12	05	05	AA: FA 2016-17 Music 2016 Recommendation 2	<p>Purchase 28 new digital keyboards for MU 105 *(Replacements)</p> <p>AA Note: Inglebart fund?</p>	37000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	13	05	05	AA: NS 2016-17 Physics 2016-2017 PR Recommendation 6	Purchase 20 lasers to replenish existing supply for Phys 2B and 1D (\$385 each*20 lasers + \$2300 shipping = \$10000)	10000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	15	06	07	AA: NS 2016-17 Chemistry 2016-2017 PR Recommendation 7	Buy 2 FTIRS (\$24261 each*2 FTIRs/PCs/printers, shipping and installation inclusive = \$48522).	48522	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Instructional Equipment	16	07	07	AA: FA 2016 Theater Dept. 2016/2017 Recommendation #2; DC rank #3	Purchase a Panasonic AG-AC90A AVCCCAM Handheld Camcorder	1499	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	18	08	04	AA: I&T 2016-17 FTECH 2016-2017 Program Review Instr. Equip. Recommendation 8	EMS Transportation Equipment:  Life-Assist 800-824-6016 www.life-assist.com  a) Gurney: \$5,000 b) Stair Chair: \$1,000 c) Long Spine Boards (6): \$200  AA Note: Find out if these are replacements or new.	10000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	19	08	08	AA: FA 2016 Art Recommendation 2 - Drawing Props/Portable Kit; DC rank #8	Purchase studio props for use as portable instructional kits for classes scheduled on campus and at local high schools: 5 Classic Human Skull Model, Item # A20 [1000046]; 5 Original Planar Plastic Mannequin Head; 5 Fine Arts Master Drawing and Chiaroscuro Starter Kit, cube (white non-glare resin); 5 Sets of Details from David's Head - Item #150, 0' 7" High 1 Medical Quality Artificial Human Skeleton  AA Note: Skeleton ok; rest are supplies.	4500	One-Time Funds Needed (Augmentation)	Partially Funded
Instructional Equipment	20	08	09	AA: NS 2016-17 LSBio 2016-2017 PR Recommendation 9	Buy 12 Corning Glass Ceramic Hot Plates for the majors biology LS 105 (\$375 each*12 hotplates + \$1500 shipping = \$6000)	6000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	21	09	09	AA: FA 2016-17 Art Recommendation 3 - Etching/Litho Press; DC rank #16	Purchase one Deluxe Hand Drive Etching/Litho Press, Model C25 (27" x 48") from Conrad Machine Company, (231) 893-7455, Fax: (231)893-0889.  AA Note: Does facility need modification? Replacement for existing, non-functional equipment.	6000	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Instructional Equipment	22	09	10	AA: NS 2016-17 Earth Sci 2016-2017 PR Recommendation 10	Buy pull-down wall maps of South America and the United States (\$900 each*2 maps + \$200 shipping = \$2000).	2000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	24	10	11	AA: NS 2016-17 Chemistry/Physics 2016-2017 PR Recommendation 11	Purchase laboratory balances for chemistry and physics (1 6-kg balance (\$700 each*1 balance + \$200 shipping = \$900), 2 3-kg balances (\$1000 each*2 balances + \$500 shipping = \$2500), 5 1.2-kg balances (\$800 each*5 balances+ \$1000 shipping = \$5000) Total for all balances = \$8400)	8400	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	25	11	12	AA: NS 2016-17 LSAH 2016-2017 PR Recommendation 12	Purchase 2 water baths for rooms servicing microbiology courses (\$1000 each*2 baths + \$500 shipping = \$2500)	2500	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	29	13	14	AA: NS 2016-17 LSBio 2016-2017 PR Recommendation 14	Buy Incubator, Microbiological Small Forced Air for the NATS Bio Prep Lab (\$2000 each*1 incubator + \$700 shipping = \$2700)	2700	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	30	14	17	AA: NS 2016-17 LSBio 2016-2017 PR Recommendation 17	Buy 1 Benchtop pH Meter with Ultra Electrode for the NATS Bio Prep Lab (\$1600 each*1 meter + \$400 shipping = \$2000)	2000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	31	15	15	AA: I&T 2016-17 ECHT Replacement of the two Drill Presses in the Electronic Fab Lab 2016-2017 Instr. Equip. Rec 15	It is recommended that both the Floor and Bench Drill Presses be replaced due to the unavailability of parts for both machines after approximately 30 + years of service. It is suggested that we purchase: 1 - JET, 15 inch Bench Drill Press, model # 354401, or equal 1- JET, 15 inch, Metalworking Floor Drill Press, model # 354400, or equal  Note: equipment is small and requires no modifications.	1575	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	32	18	18	AA: I&T 2016-17 Fashion Program Review 2016-2017: Coverstitch Machine, Instr. Equip. Recommendation 18	Purchase a new home style coverstitch machine for fashion students to use to hem knit garments.	450	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Instructional Equipment	34	30	13	AA: NS 2016-17 LSBio/LSAH 2016-2017 PR Recommendation 13	Purchase 36 dissection scopes for major's use in LS 105 (\$612.50 each*36 microscopes + \$2950 shipping = \$25000); Purchase 36 dissection scopes for NATS 123 (\$612.50 each*36 microscopes + \$2950 shipping = \$25000) and 36 compound microscopes for NATS 123 (\$722.22 each*36 microscopes + \$3000 shipping = \$29000). Total = \$79000  AA Note: depending upon available funding.	79000	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	44	03	04	AA: I&T 2016-17 Automotive Tech NATEF A3 & A5 Manual Transmission Tools and Brakes Tools 2016-2017, Instr. Equip. Recommendation 3	Automotive Tech is requesting a series of NATEF Manual Transmission tools and a series of NATEF Brakes Tools.  Note: NATEF funded in #3.	3992	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	45	04	04	AA: I&T 2016-17 Automotive Tech. NATEF A4 Steering and Suspension Tools 2016- 2017, Instr. Equip. Recommendation 4	Automotive Technology is requesting a series of NATEF Steering and Suspension tools.  Note: NATEF funded in #3.	6358	One-Time Funds Needed (Augmentation)	Funded
Instructional Equipment	46	05	05	AA: I&T 2016-17 Automotive Tech. NATEF A7 Heating & Air Conditioning Tools 2016- 2017, Instr. Equip. Recommendation 5	Automotive Technology is requesting a series of NATEF Heating & Air Conditioning Tools.  Note: NATEF funded in #3.	7735	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Non-instructional Equipment	01	01		AS: Camera system	purchase and install a camera system that allows the cashiers to monitor the student line, so we open additional cashier's windows as needed.  we were able to utilize the campus police camera system when our students lines were along the south side of the building. now that the queuing system has been moved to the east side of the building , the existing cameras do not show that area. Campus police advises we need our own system to cover that area.	5000	One-Time Funds Needed (Augmentation)	Funded
Non-instructional Equipment	02	01		AS: Campus Police/Patrol Bureau/2016/Recommendation #1	Replacement of three patrol cars due to age and cost of operation  *NOTE: VPs approved replacement of two (2) patrol cars; anticipated cost \$100,000.	100000	One-Time Funds Needed (Augmentation)	Partially Funded
Non-instructional Equipment	03	01		AS: Replace night custodial carts	Replace 20 push carts 2016 & 20 push carts 2017 as many are broken and replacement parts are non existent.	7600	One-Time Funds Needed (Augmentation)	Funded
Non-instructional Equipment	06	04	05	AA: FA 2016-17 Art Gallery #1 Sign Cutter	Purchase Vinyl Sign Cutter and Expert Software to replace broken sign cutter	1200	One-Time Funds Needed (Augmentation)	Funded
Non-instructional Equipment	10	12	01	AA: Mathematical Sciences 2016-2017 Recommendation #22 (NEW): Lockers	Purchase lockers for tutors to use while they work in the Math Study Center and/or in classrooms.  AA Note: What would be the purpose with no locks? Storage units.	400	One-Time Funds Needed (Augmentation)	Funded
Other		01	01	AA: LRU 2016-17 Other #1 Library 2016-17 Program Plan Recommendation 2 (Instruction# 1)	Increase the Library Book Budget allocation (account 15-56300-00-61200-2601) by \$50,000 to insure the collection is current and meets the curriculum needs. From 2011/12 to 2014/15 (4 years) the Library received a \$50,000 augmentation to this budget from the Academic Affairs VP. This allocation was not made in 2015/16 due to the retirement and hiring of a new VP.  AA Note: already allocated.	50000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	01	00	00	SCA 2016-17 Recommendation 2	Hire consultant for process improvement as part of Enrollment Management plan	0	One-Time Funds Needed (Augmentation)	Funded
Other	02	01		HR: Title IX Training	Title IX Training	20000	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Other	03	01	00	AS: Additional legal and regulatory requirements	Added budget to cover on-going increases to remove hazardous material from the College Obtain funding for the additional legal and regulatory costs mandated by the faculties.	100000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	04	01	01	AA: Academic Senate 2016-17 Rec: Conference Budget	Increase Senate conference budget.	10000	One-Time Funds Needed (Augmentation)	Funded
Other	08	01	02	AA: BUS 2016-17 Business Division Advisory Committees	Develop avenues of communication between faculty and business in order to both maintain and update curriculum based on the needs of industry.  AA Note: Ask Dean Rapp & Dean Rodriguez to develop list of advisory committees, note # of reps, and suggest # of meetings per year. Fund for all Advisory Committees.	4000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	12	02	02	SCA: A&R 2016-17 ARR&E 2016 1	Expand the printing and mailing of degrees and certificates beyond once a year.	4000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	13	02	03	AA: LRU 2016-17 Other #2 Distance Education 2016 Recommendation 4- (Other 1)	To facilitate faculty and student utilization of new resources provided by the Online Education Initiative. Information, training and procedures must be developed and implemented. These new resources are designed for the improvement and success of online learning.  Note: Use OEI grant funds (\$19,000).	5000	Existing Resources Will Be Used	Funded
Other	14	03	04	AA: BUS 2016-17 Business Division Maintain American Bar Association Approval	In order to maintain the ABA approval for the Paralegal Studies Program, the program must pay an annual ABA membership fee and site visit expenses. Faculty are also required to attend ABA and AAfPE conferences every year and they are required to hold two Advisory Board meetings per year.  AA Note: already funded.	10000	Existing Resources Will Be Used	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Other	15	03	05	AA: HSA 2016-17 Kinesiology_2015_Athletics_annual planning session_helmet certification	To provide annual funding for the reconditioning and certification of football program helmet. This is a state requirement and a safety measure. Currently paid for out of ASO. The plan is to move towards district funding for this annual purchase. Yearly recertification is required in California. The cost continues to escalate. *Ongoing budget request. \$200/ea x 110 helmets - 150	25000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	16	03	06	AA: Mathematical Sciences 2016-2017 Recommendation #17. (CM4 2014 Rec. Q)	Create and Offer professional development workshop series focused on cultural literacy and culturally responsive teaching (CRT) for fulltime and adjunct faculty teaching developmental mathematics, with adjunct faculty paid for the training.  AA Note: SEP fund	21284	Existing Resources Will Be Used	Funded
Other	17	04	03	SCA: A&R 2016-17 Unit Division Plan 2016 2	Contract with a bonded document destruction company to destroy Class 3 documents per Title 5.	5500	One-Time Funds Needed (Augmentation)	Funded
Other	19	05	01	AA: BUS 2016-17 Business Division Speaker Events	Fund speaker events to bring professionals from industry and business owners to speak to students and to provide networking opportunities for students.  AA Note: CTEA	3500	Existing Resources Will Be Used	Funded
Other	20	05	01	SCA: A&R 2016-17 ARR&E 2016 2	Allow the vendor to mail degrees to students	6000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	26	14	06	SCA: COUNS 2016-2017 Project Success Plan Recommendation #12 (Ongoing)	Establish a budget for the Annual Umoja Community Consortium Fee  Membership	1000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Other	28	15	05	SCA: COUNS 2016-2017 Puente Program Recommendation #1 (Ongoing)	Provide funding for Student/Mentor Mixer, Noche de Familia (Family Night), and Awards Ceremony for the Puente Program  Fund 15	5000	Existing Resources Will Be Used	Funded
Software/Hardware	01	01		HR: PD Reporter Upgrade	PD Reporter Upgrade	5000	One-Time Funds Needed (Augmentation)	Funded
Software/Hardware	02	01		HR: Teaching Learning Center PC	Teaching Learning Center	2000	One-Time Funds Needed (Augmentation)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Software/Hardware	03	01	01	AA: HSA 2016-17 Health Sciences_Rad Tech_Resp Care_Nursing	To purchase the continual upgrades on Software and needed maintenance agreements for the Three Health Sciences areas. The equipment is new and needs to be routinely maintained. This includes service agreements with vendors to perform regular maintenance. This also includes upgrades to software maintained in the three areas.  AA Note: Check with Rory; is it already funded? What equipment? What software? Note: Maintain student data specific to HSA.	30000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Software/Hardware	04	01	01	SCA: IRP 2016-17 Recommendation 2	License a Project/Task Management System for Institutional Research & Planning	900	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Software/Hardware	05	01	22	AA: NS 2016-17 Chemistry 2016-2017 PR Recommendation 22	Buy 5 ChemDraw Licenses (\$1000 each*5 licenses = \$5000)  AA Note: Use 2015-16 Block Grant leftovers to fund.	5000	One-Time Funds Needed (Augmentation)	Funded
Software/Hardware	06	02	03	AA: I&T 2016-17 Administration of Justice Program Review 2016-2017 Software/Hardware Recommendation 3	Purchase Instructional Software- Crime Scene Documentation  AA Note: Ok.	6750	One-Time Funds Needed (Augmentation)	Funded
Software/Hardware	07	02	04	AA: HSA 2016-17 RT - Radiography Clinical Attendance & Competency Tracking Software - PR 2014	Ongoing funding for continued use of attendance tracking software will eliminate the need for paper records, provide instant access for the of student attendance by the Clinical coordinator, and identify attendance problems early.  AA Note: Why partially complete? Can CI Tracker work? Continuous renewal? Note: Maintains student data specific to HSA.	2000	Ongoing or Permanent Funds Needed (Enhancement)	Funded



## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Software/Hardware	08	03	04	AA: I&T 2016-17 Fashion Program Review 2016-2017: Support for Gerber Software and Hardware, Recommendation 4	<p>Provide support for Gerber Software and hardware SWS service contract at \$107 per month – covers the digitizer and plotter \$2600.00 for two years of support Service contract for plotter and digitizer (per year fee-1284.00) The digitizer allows pattern to be input into the computer and has not previously been operational. The plotter allows the patterns to be print out and also has not previously been operational. Both peripherals are necessary to produce industry standard patterns.</p> <p>Students learn to draft patterns on the computer. Most sizable industry firms use computer patternmaking programs to produce their patterns. We acquired the equipment/peripherals needed to teach this class which includes a plotter to print patterns and a digitizer to input patterns into the computer. Both peripherals have not worked for years, thus depriving students of the learning that takes place when they are able to digitally enter their patterns and when they print/plot out their final pattern.</p> <p>AA Note: Ok.</p>	3000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Software/Hardware	09	05	00	AA: I&T 2016-17 FTEC 2016-2017 Program Review Software/Hardware Recommendation 6 - Augmentation Funds	<p>Purchase updated version of Digital Combustion Fire Studio 5 for classroom use.</p> <p>AA Note: Ok.</p>	1000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Software/Hardware	10	05	07	AA: LRU 2016-17 Software/Hardware #7 Media Services 2016 Recommendation 7 (Non-Instructional Equipment 1)	<p>Replace outdated XP video server to improve TV studio recordings and modernize the production process.</p> <p>AA Note: Talk to A. Leible about whether the desktop is acting as server or actual server. Room, make, model, tag #.</p>	40000	One-Time Funds Needed (Augmentation)	Funded
Software/Hardware	11	08	02	SCA: IRP 2016-17 Recommendation 3	Invest in Business Intelligence tool to allow direct access to data sets by users, and to produce data tracking visual dashboards for decision support.	5000	Ongoing or Permanent Funds Needed (Enhancement)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Software/Hardware	13	01	01	AA: Mathematical Sciences 2016-2017 Recommendation #16: WiFi capability in MBA	Increase the wireless capability in the MBA building.  AA Note: ITS taking care of; pg. 9 Admin Services.	0	Existing Resources Will Be Used	Funded
Software/Hardware	15	02	02	AA: Mathematical Sciences 2016-2017 Recommendation #4: Electronic Tracking System	Purchase and install an electronic tracking system to be used in the Mathematics Study Center and in the Division Office.  AA Note: CI Tracker; pg. 11 of Admin Services.	0	Existing Resources Will Be Used	Funded
Software/Hardware	16	03	03	AA: Mathematical Sciences 2016-2017 Recommendation #5: Landline Phones in Classrooms	The General Education Mathematics Program recommends that the College provide students and faculty the following necessities for safety and instructional support: emergency landline phones in all classrooms with emergency buttons connecting directly to the Mathematical Sciences Division Office.  AA Note: Admin Services requested pg. 9. Note: Campus safety item.	2000	Existing Resources Will Be Used	Funded
Software/Hardware	17	03	08	AA: BUS 2016-17 Business Division Maintain Paralegal Studies students' access to premium online legal research databases.	Purchase and/or renew passwords for student access to Westlaw or Lexis online legal research database.  AA Note: Done.	45000	Existing Resources Will Be Used	Funded
Software/Hardware	18	04	04	AA: LRU 2016-17 Software/Hardware #4 Learning Resources 2015 Unit Plan Software Priority #2	Purchase software to track students usage of Learning Resources Center's Tutoring services and the Music Library's practice rooms  AA Note: CI Track; Admin Services pg. 11. Note: ITS funded.	10000	Existing Resources Will Be Used	Funded
Staffing	01	01		AA: Enrollment Management Part-Time Faculty	Hourly faculty will be needed to staff increased sections anticipated by Enrollment Management activities.  AA Note: Enrollment Management fund 11.	1000000	Existing Resources Will Be Used	Funded
Staffing	02	01		HR: Investigations	Investigations	40000	Ongoing or Permanent Funds Needed (Enhancement)	Funded

## 2016-2017 College Plan

Expense Category	College Rank	VP Rank	Unit Rank	Recommendation Name	Recommendation	Anticipated Cost	Funding Type	Funding Status
Staffing	03	01	00	AA: Academic Affairs 2016-2017 Staffing Recommendation	Hire a full-time Student Services Specialist to work with Academic Affairs on Dual Enrollment pathways.  AA Note: SSP position approved; current employee moved (fund 11). Note: Enrollment Management Plan	75000	Ongoing or Permanent Funds Needed (Enhancement)	Funded
Staffing	04	01	01	AA: HSA 2016-17 Kin_Ath_program review 2013 recommendation_Sports Information Specialists	To hire a sports information person for the effective marketing, advertising and communication of the excellent sports program at the college. This person would assist with media relations, publications, photos and social media. They would also provide support to our athletic program through stat management. This hiring is supported by public information office. This was a program review recommendation and annual planning recommendation.  AA Note: HSA	85000	Existing Resources Will Be Used	Funded
Staffing	05	01	01	AA: SEP 2016-17 Rec No. 1: Student Development Equity Advisor	Hire a student service specialist to coordinate equity events on campus with clubs and other areas.  AA Note: Student Development Office. Equity funding.	70000	Existing Resources Will Be Used	Funded
Staffing	06	10	00	AS: Night Custodian - Murdock Stadium	Create 1 one new position for the cleaning of the Murdock Stadium  Note: Needs AS Review	40000	Ongoing or Permanent Funds Needed (Enhancement)	Funded

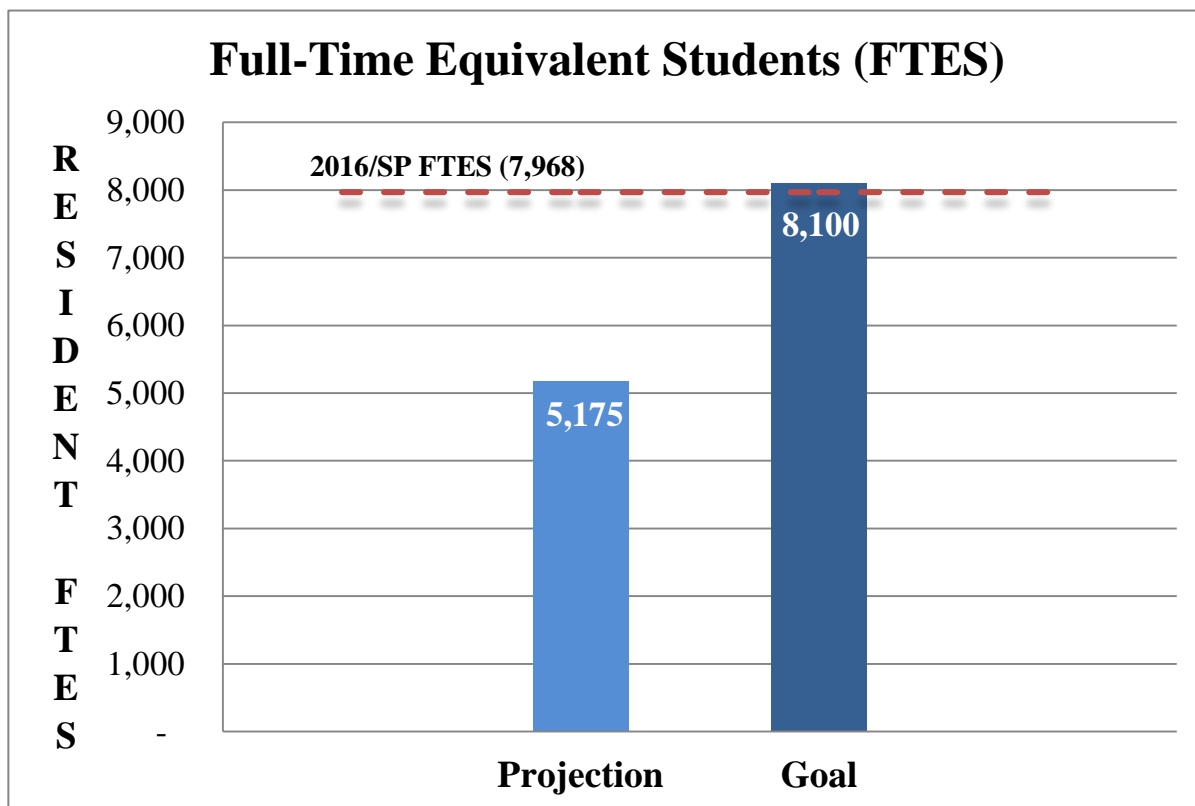
# Enrollment Goals Report

## Per-Term Enrollment Metrics by Site

**Term:** 2017/SP  
**Reporting Date:** 1/2/2017  
**Location:** El Camino College

### Enrollment to Date: Resident Students

55 days until census	Current	Goal	Difference
Sections	2,118	-	-
Seats Filled	35,862	-	-
Section Fill Rate	51%	90%	<b>-39%</b>
Projected FTES	5,175	8,100	<b>(2,925)</b>



\* The current projected nonresident FTES is 331.

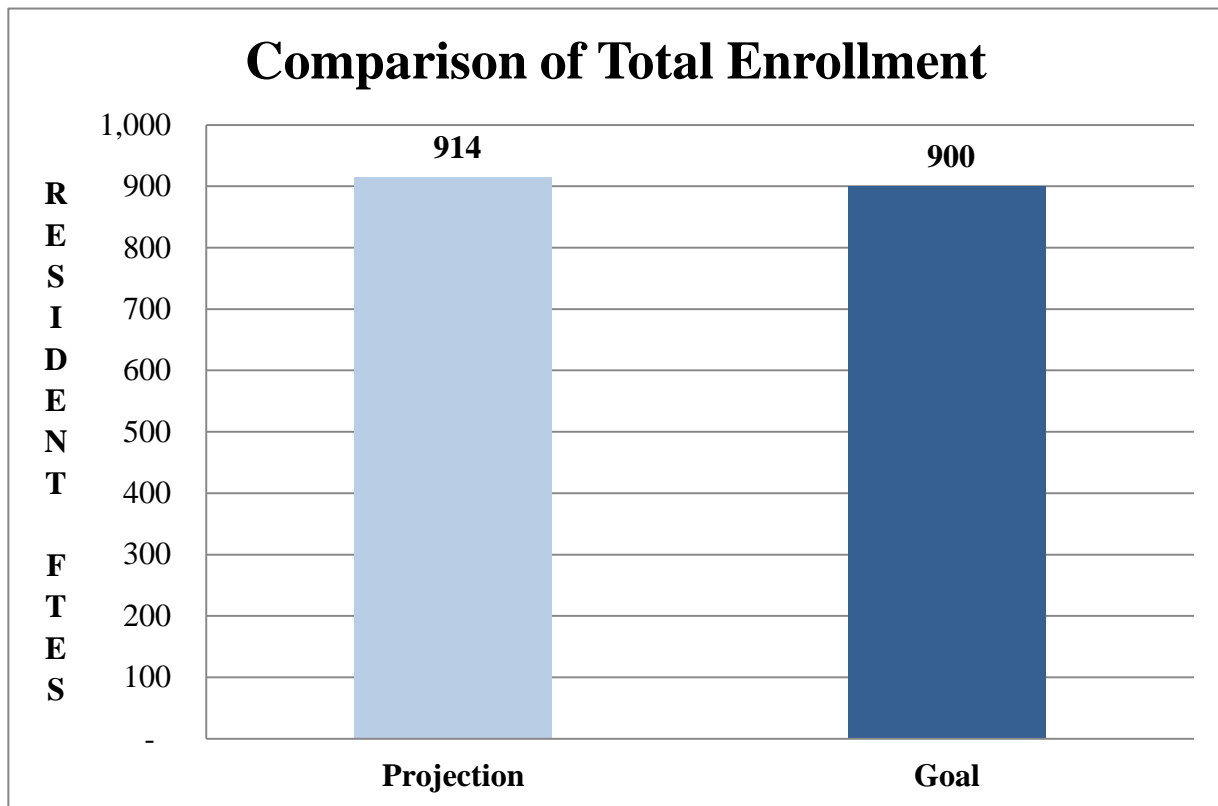
# Enrollment Goals Report

## Per-Term Enrollment Metrics by Site

**Term:** 2017/WI  
**Reporting Date:** 1/2/2017  
**Location:** El Camino College

### Enrollment to Date: Resident Students

8 days until census	Current	Goal	Difference
Sections	230	-	-
Seats Filled	7,342	-	-
Section Fill Rate	86%	90%	<b>-4%</b>
Projected FTES	914	900	<b>14</b>



\* The current projected nonresident FTES is 36.



# CalPERS to Lower Discount Rate to Seven Percent Over the Next Three Years

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December 21, 2016

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**SACRAMENTO, CA** – The California Public Employees' Retirement System (CalPERS) Board of Administration today voted to lower the discount rate from 7.5 percent to 7.0 percent over the next three years. This incremental lowering of the discount rate will give employers more time to prepare for the changes in contribution costs.

"This was a very difficult decision to make, but it is an important step to ensure the long-term sustainability of the Fund," said Rob Feckner, president of the CalPERS Board of Administration. "We know this will have an impact on the state, schools, and public agencies that partner with us, and we're committed to making sure the changes are implemented in a phased approach so our employers and affected members have time to plan their budgets responsibly."

The discount rate changes approved by the Board for the next three Fiscal Years (FY) are as follows:

- FY 2017-2018: 7.375%
- FY 2018-2019: 7.25%
- FY 2019-2020: 7.00%

In addition, the Board approved separate timelines for implementing the new rate for state, school, and public agencies. The new discount rate for the state would go into effect July 1, 2017. The new discount rate for the school districts and public agencies would take effect July 1, 2018. The difference allows schools and public agencies additional time to plan for rate increases.

Lowering the discount rate, also known as the assumed rate of return, means employers that contract with CalPERS to administer their pension plans will see increases in their normal costs and unfunded actuarial liabilities. Active members hired after January 1, 2013, under the Public Employees' Pension Reform Act will also see their contribution rates rise. Normal cost is the cost of pension benefits for one year.

"Employers have made commitments to their public servants to pay pensions and CalPERS is committed to fulfilling those commitments for generations to come," said Marcie Frost, CalPERS chief executive officer. "Today's action was a necessary step to ensure this happens."

The three-year reduction of the discount rate will result in average employer rate increases of about 1 percent to 3 percent of normal cost as a percent of payroll for most miscellaneous retirement plans, and a 2 percent to 5 percent increase for most safety plans.

Additionally, many CalPERS employers will see a 30 to 40 percent increase in their current unfunded accrued liability payments. These payments are made to amortize unfunded liabilities over 20 years to bring the Fund to a fully funded status over the long-term.

Beginning in 2017, the Board will start reviewing the Fund's asset allocation mix during the next Asset Liability Management process. The process, which includes a review of the discount rate, will conclude in February 2018.

Today's decision was made after an extensive review by the Board on the current funding status of the Fund, projected investment return rates over the next decade, an overview of CalPERS assets and liabilities, and discussions with stakeholders. The CalPERS Board last lowered the discount rate, from 7.75 percent to 7.5 percent, in 2012.

Over the past several years, the CalPERS Board of Administration has taken several

important steps to reduce risks to the Fund and ensure long-term stability:

- 2013: Changing amortization and smoothing policies that spread rate increases or decreases over a five-year period
- 2014: Adopting new demographic assumptions that show retirees are living longer
- 2015: Approving a new funding risk mitigation policy to incrementally lower the discount rate during good economic times

In making its decision, the Board reviewed recommendations from CalPERS staff, external pension and investment consultants, and input from employer and employee stakeholder groups.

For more than eight decades, CalPERS has built retirement and health security for state, school, and public agency members who invest their lifework in public service. Our pension fund serves more than 1.8 million members in the CalPERS retirement system and administers benefits for 1.4 million members and their families in our health program, making us the largest defined-benefit public pension in the U.S. CalPERS' total fund market value currently stands at approximately \$303 billion.