



PLANNING & BUDGETING COMMITTEE

January 7, 2016

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 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

- David Mussaw – ECCE
- Connie Fitzsimons - Academic Affairs
- Jackie Sims- Management/Supervisors
- Ken Key - ECCFT
- Rory K. Natividad - Chair (non-voting)

- William Garcia - Student & Community Adv.
- Cheryl Shenefield - Administrative Services
- Dean Starkey – Campus Police
- Nicole Mardesich – ASO, Student Rep.
- Lance Widman - Academic Senate

Alternate Members / Support

- Linda Beam – Support
- Janice Ely – Support
- Amy Grant - Alt., Ac. Affairs
- Andrea Sala – Alt. SCA
- Irene Graff – Support
- Jo Ann Higdon – Support

- Chris Jeffries – Support
- Jeanie Nishime – Support
- Emily Rader – Alt. Ac. Sen.
- Jean Shankweiler – Support
- Vacant –Alt.Mgmt./Sup.
- Ericka Solarzano - Alt. Police

- Claudia Striepe - Support
- Michael Trevis – Alt. Adm. Serv.
- Vacant - ECCE
- Vacant – Alt. ECCFT
- Chris Vazquez – Alt. ASO

AGENDA

- | | | |
|--|-------------------------|-----------|
| 1. Draft Minutes Approval – December 3, 2015 | R. Natividad | 1:00 P.M. |
| 2. SSSP | D. Patel | 1:10 P.M. |
| 3. Planning Process Calendar Review | R. Natividad / I. Graff | 1:30 P.M. |
| 4. Annual Planning Update / Discussion | I. Graff | 1:45 P.M. |
| 5. Chancellor’s Budget Update | J. Higdon | 1:55 P.M. |

Next meeting –January 21, 2016

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 2015 Goals

1. Conduct a college wide evaluation of the planning and budgeting process. [last conducted in Spring 2011
 - a. Measure: Evaluation, discussion and action plan completed.
2. Review and endorse the Comprehensive Master Plan and sub plans 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 progress on the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Develop an informational packet to orient new members
5. Work to develop a common template for various constituent groups use on the website.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: December 3, 2015

MEMBERS PRESENT

- | | |
|--|---|
| <input type="checkbox"/> Vacant - ECCE | <input type="checkbox"/> William Garcia– Student & Comm Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: A. Sala, E. Rader **Support:** I. Graff, J. Nishime, J. Shankweiler
Guest: Josh Troesh

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

Approval of the November 19 – Minutes

1. Board of Governors Fee Waiver, #3, change the first sentence to read as follows: A three-year study conducted by I. Graff and her team was included in the handout showing the potential impact if this criteria would have taken affect in Fall 2011 for El Camino College and the Compton Center.
2. Strategic Plan, #2, second sentence, **delete: who, change to: how.**
3. The minutes were approved as corrected and will be posted to the website.

Student Equity Plan – J. Shankweiler

1. It was reported the activities have been organized in a variety of ways as follows:
 - a) Targeted Student Programs, such as First-Year Experience, Project Success, Puente Project, Asian American Pacific Islander groups.
 - b) Direct student services, such as Reading Success Center, SI Tutoring and mentoring for students.
 - c) Professional Development for faculty, staff, and students.
2. The 2015-16 budget is at 2.1 million dollars and for an 18-month period of time.
3. Clarification was asked for the definition of “underserved” which was given in the template of the Student Equity Plan. The term “underserved” was noted as a term which identifies a gap in the performances of the racial and ethnic minorities. It was agreed a better word to use would be “target groups”.
4. Institutional Research collected data to find out where there were gaps in the equity. It was realized we need to make sure an effort is being made to get the underperforming students to the services they need. The goal is to remedy the fact that these students are not taking advantage of the programs being offered to help assist them. A suggestion made was having the students do a survey to give input to see if we understand their needs.
5. The Student Equity Plan will be going through all the different review bodies and will then be forwarded to the board. It will be due to the Chancellor’s Office on December 18, 2015. The link will be forwarded to the committee and the committee was encouraged to forward any questions or input to I. Reyes or J. Shankweiler.

BP/AP 3250 – Institutional Planning (Review) – I. Graff

1. The Institutional Planning Procedure which was endorsed by PBC and adopted last year described everything involved in annual planning, budgeting, long-term strategic planning, and master planning. Following one of the planning summits, a task force built the model using the mission and strategic initiatives as its foundation.
2. It was noted the master plan which will be expiring soon is going through the process of being updated. It will be made into an implementable action plan. It was also recognized that institutional effectiveness is the ultimate goal in this process in order to improve the institution.
3. Currently a flow chart is being developed in order to present this process in a more understandable way. This will be brought back to the committee in January 2016 for their input.
4. This presentation is a review and reminder to show that this procedure exists. This procedure does not have to be approved again as it was approved last fall. It was recommended to bring this procedure back in a year for review and revision to make sure it remains updated.

Strategic Plan Implementation Review – I. Graff

1. The Strategic Plan Implementation was presented to the committee for a second review. The goal of board policy 1200 was to have measurable objectives which have now been achieved. The plan was briefly reviewed by the committee. The objective is to get the word out informing people we do have a strategic plan. This will serve as the foundation of our master planning which will occur this spring once the new president is installed.
2. One of the areas we were weak on in the accreditation self-evaluation was in the measurement and evaluation of our processes.
3. It was noted every year this committee will be measuring and evaluating our initiatives. It has been proposed that for each strategic initiative, a specific body would be responsible for reviewing the progress that is made.
4. This body would be evaluating progress on institutional effectiveness with consultation from program review and assessment of committee chairs.
5. This document will be a living document which can be revised as needed for the life of the plan. This strategic plan is good through 2019/2020. It was noted in a few years the committee will be working on developing a new strategic plan.
6. The committee was informed this document is the proposed implementation and was asked if anyone had any questions or input regarding the plan.
7. The committee voted and approved to endorse this plan.

PBC Informational Packet – R. Natividad

1. The committee was asked to review the information packet one last time and before it is presented for approval. This document will be for our current and new members and will also be posted on the web site. The committee was informed that if there are areas they would like to add or develop, please contact R. Natividad.
2. It was recognized G. Turner is no longer on the committee and the classified staff has been contacted in hopes of acquiring a new representative for the PBC. Campus Police will be another area which will be contacted to see if they can assign a new representative. A recommendation will also have to be made for an alternate for the management representative.
3. Some recommendations were noted for inclusion for the informational packet. It was suggested to include Board Policies 1200 and 3250 along with the planning calendar.

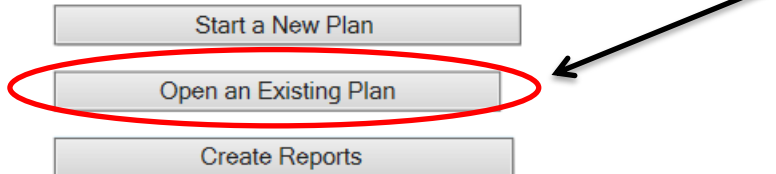
Archiving Plans in Plan Builder

Open Plan Builder: <https://eccplan.elcamino.edu/> (regular ECC/Compton login)

Under the Welcome banner, click on **Open an Existing Plan** (not “create reports”).

Welcome to Online Planning

What would you like to do?



At left, select **Year 2014-15** or earlier.

Open Existing Plan

Make selections below to reduce the size of the list, then click on a plan on the right side of the screen



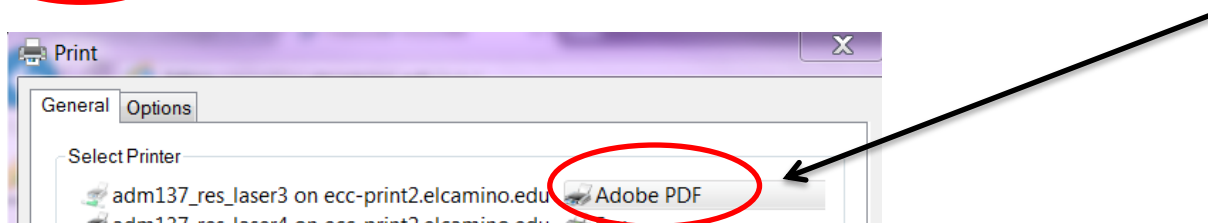
Select your plan Type (Area, Unit, Program), and further refine your search by Area, Unit and Program. **When you find your plan at the right, click on it.** Your Plan is now open at the right.

STEP 1: Saving Your Plan as a PDF

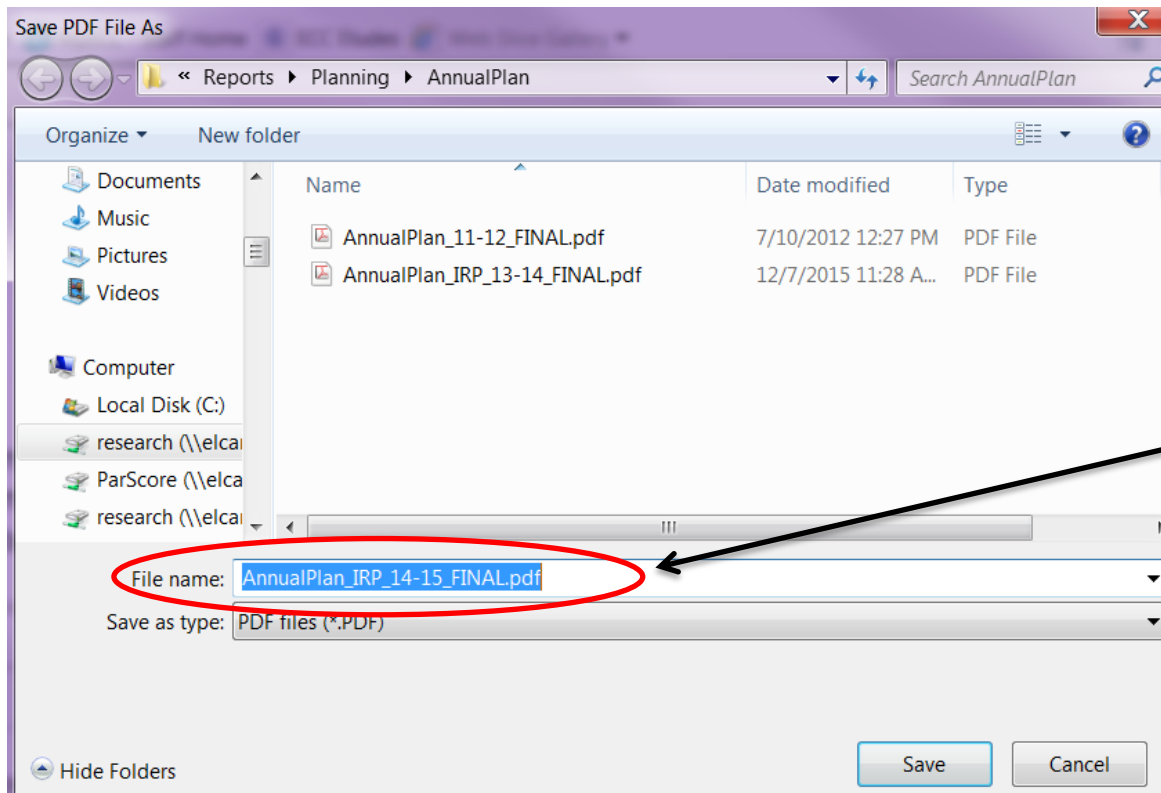
At top left, click on the drop down **Menu-Click here for choices**.



Select **Print**. From the Pinter menu, select **Adobe PDF**. Click Print.



Select a location to save your plan and name it: “AnnualPlan_YOURUNIT_2014-15_FINAL.pdf.”



(Optional) Copying Your Plan into a Word Doc

If you would like to use the text in the 2014-15 Annual Plan for future use (such as pasting into TracDat), you can also save it as a Word doc:

1. Open your plan.
2. Click once in your plan (right side)—note: nothing will happen. Do not click on “edit mode”.
3. Hold down the Ctrl plus the A key (All the text should be highlighted).
4. Hold down the Ctrl key plus the C key (Copy the text).
5. Open Microsoft Word.
6. Hold down the Ctrl key plus the V key (Paste the text).
7. Save the document as normal: “AnnualPlan_YOURUNIT_2014-15_FINAL.docx.”

STEP 2: Upload your Plan Builder Plan into TracDat

Login into TracDat.

On the left menu bar, Select **Documents**, then **Document Repository**.

At the far right, click on the **green ‘+’ sign**.



Select “**Click to browse for files.**” (no need to enter any other information here)

Click **Save**.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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Colleagues,

This morning the Governor released his initial budget proposal for the 2016-17 fiscal year. According to the Department of Finance, the outlook for K-14 education is positive, if not to the degree seen in the 2015-16 fiscal year. While we will receive more detailed information in the coming days and weeks, I thought it important to communicate the key highlights of the Governor's initial budget proposal with a particular focus on the California Community Colleges.

The Big Picture

As in recent years, the state's revenue outlook continues to improve. The total General Fund revenues for 2016-17 are estimated at \$124.2 billion, up from a revised base of \$120.2 billion budgeted for 2015-16. Governor Brown remains cautious about overextending expenditures in light of the state's history of boom and bust cycles. To that end, the Executive Summary places an emphasis on the extent to which the increase in revenues is attributable to the volatile source of capital gains. Broadly, the Governor's proposal for the state puts a focus on paying down debts, addressing poverty, and climate change.

Proposition 98

The Proposition 98 minimum guarantee is estimated to grow to \$71.6 billion in 2016-17, up from the \$68.4 billion assumed as part of the 2015-16 budget agreement. The Department of Finance estimates that 2016-17 will be a Test 3 year, and it is our understanding that the colleges receive the traditional 10.93% share of the total Prop 98 pot. Additionally, the minimum guarantee increased significantly for the 2015-16 fiscal year (from \$68.4 billion to \$69.2 billion) and to a lesser extent for the 2014-15 fiscal year. This results in additional one-time funding for colleges which will be addressed below.

Community Colleges

The Higher Education section of the Executive Summary focuses attention on some key priorities of the Governor, specifically student success and program completion, the use of technology to improve efficiency and student outcomes, and improving time to degree. As you will see below, these priorities are reflected in many of the funding proposals.

The highlights of the budget for the colleges are as follows:

- **Access** - \$114.7 million for increased access. This is an increase of roughly 2 percent, sufficient to expand access by close to 50,000 students (headcount).

- **COLA** - \$29.3 million for a COLA of 0.47 percent. Note that this represents a significant difference from the 1.99 percent the LAO had estimated in November. Certain categorical programs also receive a COLA, including EOPS, DSPS, CalWORKs and the Child Care Tax Bailout.
- **Workforce** - \$200 million added to the EWD item to improve and expand efforts for workforce, consistent with recommendations made by the Task Force on Workforce, Job Creation and Strong Economy. These funds will likely be distributed on a formula basis in the initial year, but may shift to a regional allocation where colleges funding will be determined based on certain accountability measures. More details on allocations will be known when the trailer bill language is released at the end of January.
- **CTE Pathways (SB 1070)** - \$48 million is funded for this program on an ongoing basis. The Governor's intent is to repeal the sunset date for this program to make it permanent.
- **Basic Skills** - \$30 million increase to the existing Basic Skills categorical to incentivize and support colleges that successfully implement research-based practices that transition students from basic skills to college-level programs. More details on program criteria and the funding allocation model will be known when the trailer bill language is released at the end of January, but we are told that the increase is ongoing and the allocation model will include a hold harmless provision so that no college will receive less in the future than they currently receive, despite changes to the allocation methodology.
- **Maintenance and Instructional Equipment** - \$289 million is provided for SMSR. Similar to the funding provided in 2015-16, districts will have the flexibility to distribute funds among maintenance, instructional equipment, and drought response activities. No local match is required. We understand approximately \$255 million of these funds are from ongoing resources.
- **Data Security** - \$3 million is added to the TTIP program for the purpose of enhancing data security.
- **Institutional Effectiveness** - \$10 million is added to the Institutional Effectiveness program, in part, to augment support of technical assistance to the colleges.
- **Proposition 39** - \$45 million is provided for energy efficiency projects and workforce development consistent with the intent of Proposition 39.
- **Apprenticeship** - \$1.8 million is provided for the purpose of providing parity to apprenticeship rates relating to various general purpose funding augmentations received by colleges in 2015-16 (e.g., the general operating expense funds, funds for full-time faculty hiring).
- **Cal Grant** - \$39 million is continued for the Full-Time Student Success Grant, which provides supplemental financial assistance to Cal Grant B recipients taking 12 units or more.
- **Innovation Awards** - \$25 million is proposed for grants related to innovative practices in community colleges. More details on criteria will be released with the trailer bill. This item is proposed on a one-time basis, though the funding comes from ongoing resources.
- **Zero Textbook Cost Degree** - \$5 million is provided to incentivize programs that have no costs to students for the use of textbooks. More details on these grants are expected when the trailer bill is released later this month. This item is proposed on a one-time basis, though the funding comes from ongoing resources.
- **Fees** - No fee increases are proposed at this time.

One-time Funding

- **Mandate Reimbursements** - \$76 million in one-time funding is provided on a per-FTES basis to retire outstanding mandate claims.

As mentioned above, Governor Brown is very concerned about the extent to which capital gains are fueling the state's revenue increases. To this end, the amount of ongoing funding proposed for maintenance and equipment is noteworthy, as these funds provide something of a cushion in the event this year's revenues are not sustainable. Between this and the one-time funding provided for mandate reimbursement, the Governor's proposal continues a long-term focus on paying down debt.

Notes of Caution

While the 2016-17 fiscal year appears to be a strong one for the California Community Colleges, we need to remember that districts will face substantial challenges in the coming years due to increases in the STRS and PERS employer contribution rates. Further, these increases will need to be addressed by colleges at the same time that Proposition 30 revenues phase out (the sales tax provision expires on December 31 of this year and the income tax provision expires at the end of 2018). Moreover, many districts also face large OPEB liabilities.

The 2015-16 budget provided an augmentation of \$266.7 million for general operating expenses, in part, to help districts manage those pressing issues. No such discretionary increases are proposed at this time for 2016-17. When planning expenditures for the 2016-17 year, districts need to look carefully ahead to the growing retirement obligations and potential slowdown in revenues as Proposition 30 phases out. Overcommitting to ongoing obligations in the short term may lead to budget difficulties in the near future if districts do not plan appropriately.

Next Steps

The release of the January proposal is a big step, but only the first step on the road to a final budget. Next steps include an analysis of the budget proposal by the Legislative Analyst's Office, and a review by legislative committees. Revenues will be revised in May before a final budget is likely passed in June. We will keep you updated on important developments throughout the process.

Included with this memo are two attachments, one detailing the scheduled rate employer contribution rate changes for PERS and STRS and the other detailing total CCC expenditure adjustments per the Governor's initial proposal.

Regards,
Dan Troy

Vice Chancellor, College Finance and Facilities Planning
California Community Colleges Chancellor's Office

2015-16
El Camino CCD
El Camino College
Credit

Funding

2015-2016 SSSP Allocation \$4,084,629
1:1.3* Required Match \$5,310,017

Planned Credit SSSP Expenditures

Classification	Orientation	Assessment	Counseling/ Advising/Other Ed Planning	Follow-up	SSSP Research/ Coordination	Total
Academic Salaries	\$ 95,000	\$ 46,000	\$ 1,036,167	\$ 433,000	\$ 107,568	\$ 1,717,735
Classified and Nonacademic Salaries	\$130,030	\$135,726	\$359,160	\$43,000	\$270,190	\$ 938,106
Employee Benefits	\$58,800	\$38,906	\$380,326	\$119,766	\$79,490	\$ 677,288
Supplies & Materials	\$35,000	\$95,000	\$69,000	\$25,000	\$21,000	\$ 245,000
Other Operating Expenses and Services	\$87,500	\$42,500	\$117,500	\$106,500	\$17,500	\$ 371,500
Capital Outlay	\$25,000		\$30,000	\$80,000		\$ 135,000
Grand Total	\$ 431,330	\$ 358,132	\$ 1,992,153	\$ 807,266	\$ 495,748	\$ 4,084,629

Planned District Match

Classification	Orientation	Assessment	Counseling/ Advising/ Other Ed Planning	Follow-up	Other Match Services ** (see below)	Total
Academic Salaries	\$ 49,422	\$ -	\$ 1,855,263	\$ 206,122	\$ 525,634	\$ 2,636,441
Classified and Nonacademic Salaries	\$ -	\$ -	\$ 171,498	\$ -	\$ 1,806,346	\$ 1,977,844
Employee Benefits	\$ 9,472	\$ -	\$ 461,605	\$ 51,531	\$ 678,547	\$ 1,201,155
Supplies & Materials	\$ -	\$ -	\$ 11,001	\$ -	\$ 5,347	\$ 16,303
Other Operating Expenses and Services	\$ -	\$ -		\$ -	\$ 4,302	\$ 4,302
Capital Outlay	\$ -	\$ -		\$ -	\$ -	
Grand Total	\$ 58,894	\$ -	\$ 2,499,367	\$ 257,653	\$ 3,020,176	\$ 5,836,045

* Match was reduced to 1:1 after the SSSP plan and budget was submitted

** Other Match - Admissions and Records, Transfer and Articulation Services, Career Services, Institutional Research, Institutionally Funded Tutoring and Supplemental Instruction Costs for At-Risk Students.

El Camino College

Student Success & Support Program (SSSP)

2015-2016

Summary

The Seymour-Campbell Student Success Act of 2012 (California Education Code, Sections 78210-78219) established the Student Success & Support Program (SSSP) with the goal of providing students comprehensive and integrated services to increase retention and provide the foundation necessary for success in college. SSSP replaced the Matriculation Program and refocused its funding and services. SSSP supports well-coordinated and effective core matriculation services to include orientation, assessment, and educational planning, in addition to other counseling and follow-up services for those considered at-risk. SSSP defines at-risk students as those who are enrolled in basic skills courses, have not identified an educational goal or on academic/progress probation.

Following various planning meetings and retreats, the 2015-2016 SSSP Plan was drafted and reviewed by the El Camino College Student Success Advisory Committee. It was submitted to the California Community Colleges Chancellor's Office on November 2, 2015.

SSSP at El Camino College represents partnerships between many areas across the college to include:

- Student Equity Program
- Assessment and Placement
- First Year Experience
- Institutional Research
- Basic Skills Initiative
- English Department
- Industry and Technology
- Professional Development
- Outreach and School Relations

Program Objectives

The SSSP Plan includes the following program objectives which are aligned with the intent of the state legislation:

1. Implementation of a new educational planning system
2. Implementation of a new early alert system and intervention services
3. Development of a new retention center
4. Participation in the online educational initiative to reintroduce online counseling
5. Expansion of on and off campus delivery of core services
6. Evaluation and improvement to the new student orientation and workshops
7. Increase marketing of core services
8. Expansion of professional development for personnel
9. Expansion of New Student Welcome Day
10. Expansion of research support for the evaluation of plan objectives
11. Expansion of First Year Experience program