



**PLANNING & BUDGETING COMMITTEE**

**February 2, 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 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. Budget update                             | J. Higdon      | 1:10 P.M. |
| 3. Foundation Update                         | A. Sala        | 1:25 P.M. |
| 4. Enrollment report                         | J. Shankweiler | 1:35 P.M. |
| 5. Strong Workforce Budget                   | J. Shankweiler | 1:45 P.M. |
| 6. PBC Responsibilities/Budget Criteria      | R. Natividad   | 1:55 P.M. |

**Next meeting – February 16, 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: January 19, 2017**

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**MEMBERS PRESENT**

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

**Other Attendees: Members:** R. Russell  
**Support:** I. Graff, A. Leible, J. Nishime, J. Shankweiler

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

**Announcements** – R. Natividad

1. The membership for PBC has been updated. When the spring semester begins, the student representatives should then be attending the meetings. The Academic Senate will also be choosing an alternate for the committee whose name will be forthcoming.

**Approval of the January 5, 2017 Minutes**

1. Page 1, Enrollment Update, **delete:** 914, **insert:** 830.
2. The minutes were approved with the one correction and will be posted to the website.
3. The PBC website has been updated in regards to the agendas and the minutes. The newly approved Statement of Purpose has also been updated. Any corrections to the website should be sent to R. Natividad.

**PBC Responsibilities** – R. Natividad (handout)

1. Spring 2015 was the last time the responsibilities were reviewed. This can be reviewed in the budget book, page 32. The new Statement of Purpose will be forwarded to J. Ely so it will be inserted in the budget book.
2. Page 32 of the budget book was reviewed by the committee which dealt with the responsibilities of planning, budgeting and communication. I. Graff was asked to review the area under planning to ensure the wording matches with the functions the committee will be undertaking. J. Higdon was asked to critique and review the area under budgeting. The committee as a whole was asked to review the area under communications. Any suggestions for improvement before the next meeting should be forwarded to R. Natividad.

**PBC Communication Check Up** – R. Natividad

1. It was asked how the college community is regularly informed of the information the PBC discusses. It was noted the representations on the committee are supposed to communicate with their constituency groups to keep them up-to-date. Communication is the one area the committee has worked on and has strived to improve upon. It was noted the one area the committee wants to strengthen is the area of communication with the classified staff. It was recognized the classified representative also represents their union. A follow-up is needed with the classified staff to inquire if there is a reporting mechanism where the information is being relayed to them other

than the monthly membership meetings as some staff are not union members. It was noted L. Smith shares information with everyone. This area is being addressed because the PBC evaluation has consistently received low marks in the area of the flow of the communication. One of the goals this year is to ensure these lines of communications are taking place in all areas. It was suggested a more attractive form of communication could be devised such as a listing of the talking points and/or action items of a meeting. This would be a quick and more enticing way for the information to be received as opposed to reading a lot of minutes. It was suggested since the PBC meets twice a month, the committee could consolidate the information from the two meetings and have minutes on a monthly basis listing only the key topics and the action items.

2. It was noted enhancements can be reviewed as to keep consistent communication flowing as faculty returns for the spring semester.

#### **Budget Development Criteria** – R. Natividad for J. Higdon (handout)

1. The criteria was reviewed by the committee. J. Higdon will be present at the next meeting for discussion on this topic. It was noted that under number (1) that I.E. and FTES should be spelled out for clarity.
2. A question was posed as to if we are still using the following guidelines when funding something or has the college plan changed or added to the guidelines.

#### **Budget Workshop Update** – R. Natividad for J. Higdon (handout)

1. The first page is the CalPERS numbers. These numbers are not updated as of yet but are scheduled to be released next week. The committee was asked to read through the handout and J. Higdon will be ready to discuss the information at the next meeting.
2. It was pointed out on page 9, under In Closing, the information in the first paragraph is new. It stated the Governor's 2017-18 State Budget proposal provides a 10.87% share of Proposition 98 funding, which is lower than the traditional 10.93%. This funding is between the K-12 and the community colleges. The share that is given is consistently around the 10.93%. The projection of this figure falling to 10.87% is about a \$45 million dollar reduction to the community colleges. Of this figure, \$775,000 is El Camino's share. The committee was encouraged to email J. Higdon if they had any questions before the next meeting.

#### **Common Assessment Initiative** – W. Garcia (handout)

1. It was noted part of the Student Success Act called for a state-wide testing instrument to be used in all California community colleges for those who did not want to rely on other ways to assess their students for English, English as a second language and math. Unfortunately the timeline for implementing this timeline has been postponed. Spring would have been the time of implementation of this initiative at El Camino for fall placement of the students. The Chancellor's office is reconvening concerning the validation of this new test. Eventually we will be getting rid of the common application that students can use at other California community colleges. Locally we will get to decide the competency mapping.
2. Representatives from the Chancellor's office have been invited to El Camino College to present information to faculty, staff, administrators, and other regional colleagues on Friday, March 3 from 10:00 a.m. to 3:30 p.m. in the East Dining room. Various break-out sessions will be held in the Stadium and Decathlon rooms. The faculty has been approved to receive 4.75 hours of flex-credit for attending this information session.

#### **Financial Aid** – W. Garcia

1. With the reintroduction of the winter session the Financial Aid office will be operating differently. Students enrolled in the winter will be disbursed their first Federal Pell Grant funds in spring since both of these terms will be combined for the awarding of federal student aid given

federal financial aid methodology. Students who are enrolled in winter and spring will have their units combined for determining federal financial aid eligibility.

2. Students who were eligible for the Board of Governors Fee Waiver for the fall semester will be automatically eligible for the spring semester.
3. It was noted that numerous students are getting confused on the various deadlines pertaining to the appeals process for financial aid. This has led to students losing their aid. In late February representatives from both campuses (Compton & El Camino) will be meeting to work out communication regarding the appeals process. The committee was urged to contact W. Garcia if they had any further questions.

**Future Agenda Items** – R. Natividad

1. Future agenda items were noted as listed:
  - A. Sala and W. Garcia will be attending a future meeting and presenting on the “South Bay Promise”.
  - Enrollment
  - Accreditation / Compton Center

**Adjournment** – R. Natividad

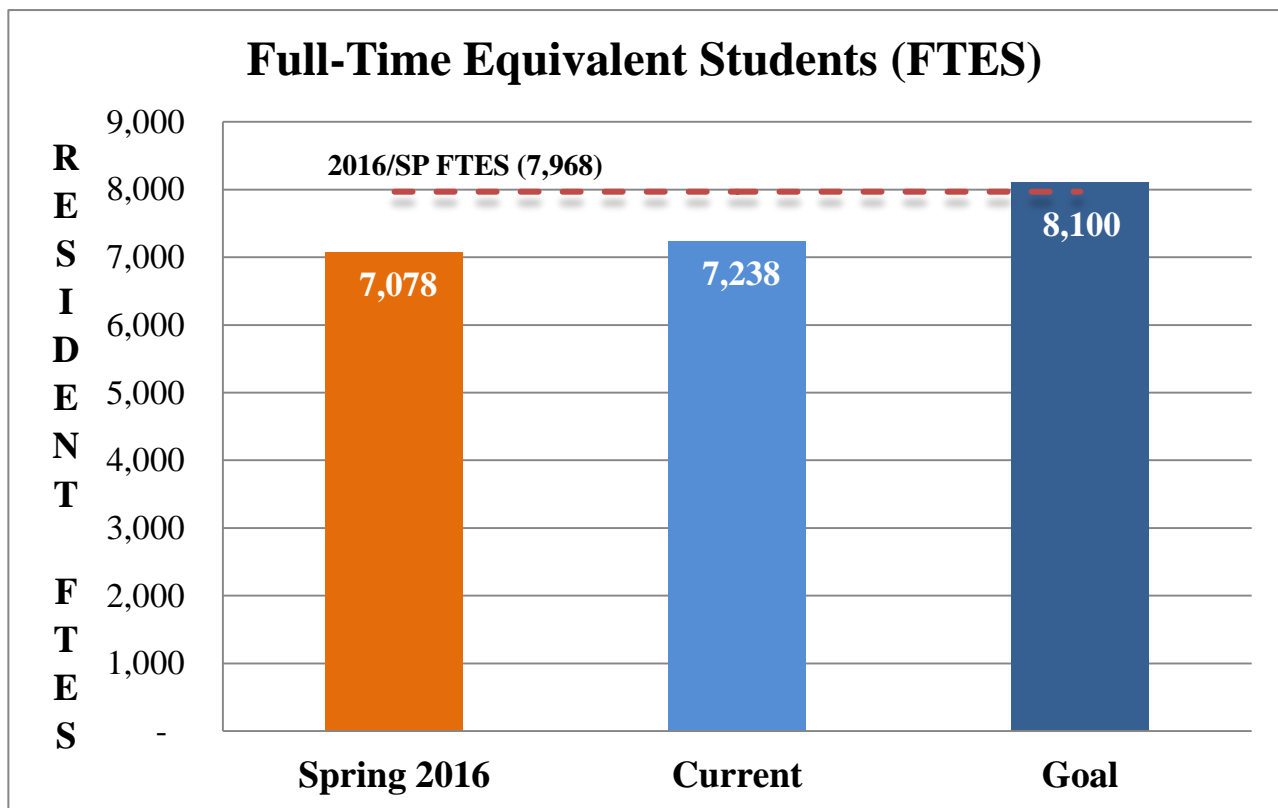
1. The meeting adjourned at 1:58 p.m. The next meeting will be held on **February 2, 2017** in Library 202.

RKN/lmo

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

**Enrollment to Date: Resident Students**

25 days until census	Spring 2016 (01/06/16)	Current	Goal	Current away from goal
Sections	2,097	2,075	-	-
Seats Filled	50,261	51,257	-	-
Sections Fill Rate	72%	75%	90%	<b>-15%</b>
Projected FTES	7,078	7,238	8,100	<b>(862)</b>



The current projected nonresident FTES figure is 457.

## Planning and Budgeting Committee

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### Strategic Initiative – C- Collaboration

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

## Responsibilities

### General

- Annually discuss, develop and review the purpose, goals, responsibilities, and membership of the committee.

### Planning

- Annually review and discuss the current strategic plan and comprehensive master plan, and monitor their implementation.
- Review and discuss prioritized ~~area plan~~ college plan requests for funding, and other aspects of annual planning, ensuring that requests for funding are linked with program review, master planning, or other planning processes.
- Participate in the development and review of the five-year cycle of strategic and master planning.
- Participate, review and make recommendations on the college strategic initiatives.

### Budgeting

- Review and discuss annual preliminary, tentative and final District budget proposals and assumptions, ensuring they support the college's mission and strategic initiatives.
- Review and discuss college revenues and expenditures.
- Review and discuss long-range financial forecasting.

### Communication

- Provide recommendations to the Superintendent/President regarding college planning and budgeting activities.
- Regularly inform the college community of the results of the planning and budgeting process.
- Periodically review and evaluate the effectiveness of PBC communications to the college community.
- Inform the college community of committee goals and responsibilities.

## Budget Development Criteria

The 2016-17 budget will reflect the goals identified in the El Camino College ~~2016-21~~2015-20 Strategic Plan.

Costs for operational necessities such as utilities, insurance, regular payroll (including step and ~~column~~in-calm advancement and other negotiable items) will be budgeted and funded prior to identifying monies for priorities developed through the planning process.

Requests are based on needs assessments and/or program review. An augmentation is a one-time addition to the current year budget. Enhancement is an increase to the base budget. Priorities may also be accomplished by redirecting existing funds.

~~Budget augmentations~~Requests will be funded using one or more of the following guidelines:

1. Maintain current level of revenue produced for the District, e.g., achieving FTES target, outreach activities, grant development.
2. ~~Directly~~Positively Impacting institutional effectiveness outcomes.
3. Maintain the integrity of the program.
4. Fulfill legal mandate requirements.
5. Recognize district employees as valued professionals.

Discussion item: Increasing student and community access to courses and convenience in completing their educational goals.