



PLANNING & BUDGETING COMMITTEE

**July 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

- | | |
|--|--|
| <input type="checkbox"/> Connie Fitzsimons - Academic Affairs | <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) |
| <input type="checkbox"/> William Garcia - Student & Community Adv. | <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 __ – ASO, Student Rep. | <input type="checkbox"/> Lance Widman - Academic Senate |

Alternate Members / Support

- | | | |
|---|---|---|
| <input type="checkbox"/> Linda Beam – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Steve. Waterhouse-
Alt.Mgmt/Sup |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Josh Troesh – Alt. Ac. Sen. | <input type="checkbox"/> Alt. ASO, Student |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Andrea Sala – Alt. SCA | <input type="checkbox"/> Vacant – Alt. ECCE |
| <input type="checkbox"/> Amy Grant - Alt., Ac. Affairs | <input type="checkbox"/> Jean Shankweiler – Support | <input type="checkbox"/> Susana Prieto – Alt. ECCFT |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Ericka Solarzano - Alt. Police | |
| <input type="checkbox"/> Kristie Daniel-DiGregorio –
Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. | |

AGENDA

- | | | |
|--|-----------------|-----------|
| 1. Draft Minutes Approval – June 8, 2016 | R. Natividad | 1:00 P.M. |
| 2. Enrollment Management Handbook | | 1:10 P.M. |
| 3. Summer Enrollment Update | Dr. Shankweiler | 1:20 P.M. |
| 4. PBC Annual Planning Calendar | R. Natividad | 1:30 P.M. |
| 5. PBC Annual Activity Calendar | R. Natividad | 1:35 P.M. |
| 6. Review Committee Appointments | R. Natividad | 1:45 P.M. |
| 7. PBC Goals 2016-17 | R. Natividad | 1:55 P.M. |

Next meeting – July 21, 2016 (tentative, chair on vacation)

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 2015-16 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: June 8, 2016 (Special Session)

MEMBERS PRESENT

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

Other Attendees: Members: R. Dreizler, J. Troesh, A. Sala, S. Prieto, M. Trevis, S. Waterhouse
Support: J. Ely, I. Graff, J. Higdon, J. Nishime, J. Shankweiler
Guests: B. Atane, A. Leible, A. Garten

The meeting was called to order at 2:03 p.m.

Announcements

1. Robin Dreizler was welcomed as the new alternate for William Garcia.
2. Josh Troesh is the new representative for the Academic Senate.

Approval of the June 2 Minutes

1. Budget Update, #2, second sentence, **delete:** \$1,275 million **change to:** \$1.2 million. Third sentence, **delete:** 5/10 **change to:** .05 percent.
2. Budget Update, #1, **after:** 120 **add:** resident.
3. Budget Update, #5 (at the end), **add:** The Proposition 30 sales tax is coming to an end.
4. VP Area Priorities, next to J. Shankweiler, **add:** J. Nishime
5. The minutes were approved with corrections as noted and will be posted to the portal.

Tentative Budget 2016/2017– J. Higdon (handout)

1. A new handout of the tentative budget was provided to the committee for their review. One major change has been made to the unrestricted general fund under State Revenue (8610), Education Protection Account Funds. This was noted as being the Proposition 30 funds. The original amount listed for the tentative budget has been reduced by \$1.6 million due to the phasing out of the Proposition 30 State sales tax increase. The only other adjustment which may be made will be a figure on how many FTES we may be short.
2. It was stated it is too early to have concrete numbers for the restricted funds. Some of the categorical funds will also be coming in late.
3. The committee was directed to page 14. It was noted on the summary of allocations (Fund 14 – Compton Center) the accreditation support funding has increased. The Compton Marketing Campaign also increased from \$120,000 to \$125,000. The ECC Admissions and Records Supervisor decreased from 50 percent to 25 percent (\$20,520).
4. Fund 15 (Special Programs – Compton Center Partnership Fund) was discussed. The appropriate funds have been put in for the student retention programs. All other areas were noted as listed on page 16.
5. It was noted no major changes for the workers’ compensation fund.

6. The Capital Outlay Projects Fund (Fund 41) is likely to change. The numbers noted as possibly fluctuating the most would be the schedule maintenance program and instructional equipment.
7. The numbers for the property and liability self-insurance fund will be close to where they were last year.
8. It was noted additional money may have to be put aside for the dental self-insurance fund as the expenses are coming in a little on the high side.
9. The bookstore fund was reviewed and may need some help because of the special reordering of merchandise which was lost in the fire. It may be six months from now before it is known how this situation will resolve itself.
10. The term “one-time expenditure” was clarified as a non-reoccurring expenditure. The committee was reminded the revised pension liability grid will be brought back for review. Some of the percentages have been adjusted upwards slightly. It was suggested the minutes be sent back out to the committee from last August 27, 2015 in order to refresh everyone’s mind on the monies reserved for the pension liability and one-time expenditures.
11. It was asked if any money left over from the inter fund transfer goes back to the general fund or if it stays where it is. It was clarified the money stays where it is.
12. It was questioned where the money goes when the Foundation reimburses students for tuitions and fees. It was clarified the money goes into the scholarship fund and then goes into the student’s account (enrollment fees).
13. It was announced Dr. Maloney is scheduled to join the PBC at the August 18 meeting. Other meeting dates will be tentatively scheduled pertaining to when we may have the final budget figures. It was noted we may have to be flexible with our meetings as we need to get the final budget approved in a timely fashion. The board meeting this year will be a little earlier this September so we may need to have another “special session” PBC meeting.
14. It was stressed we have been advocating for the Strong Workforce Development Program and are requesting the 75/25 split rather than the 60/40 that is outlined in the governor’s proposed budget.
15. A motion was made to recommend the tentative budget for 2016/2017 to the President for approval. The motion passed unanimously (6-0, three voting constituents not present).

Adjournment – R. Natividad

1. The meeting adjourned at 3:06 p.m. The next meeting will be held on - **July 7, 2016 at 1:00 p.m.** in Library 202.

RKN/lmo

El Camino College			
Summer 2016 Resident FTES Forecasted			
Description	Section Count	FTES	Fill Rate %
1st 6 Weeks	226	714.70	70%
2nd 6 Weeks	187	666.82	80%
8 Weeks	175	724.57	82%
Total	588	2,106.09	76%

Summer 2016

Total FTES (1st 6 Weeks & 8 Weeks):	1,439.27
Less Projected Borrow FTES (P2 04/20/16):	1,510.67
Difference	(71.40)

Summer 2015 Resident FTES Actuals			
Description	Section Count	FTES	Fill Rate %
1st 6 Weeks	221	719.15	80%
2nd 6 Weeks	164	587.15	83%
8 Weeks	149	677.06	91%
Total	534	1,983.36	85%

Summer 2015

Total FTES (1st 6 Weeks & 8 Weeks):	1,396.21
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Compton Center			
Summer 2016 Resident FTES Forecasted			
Description	Section Count	FTES	Fill Rate %
1st 6 Weeks	64	184.56	67%
2nd 6 Weeks	75	205.81	64%
8 Weeks	96	361.33	69%
Total	235	751.70	67%

Summer 2016

Total FTES (1st 6 Weeks & 8 Weeks):	545.89
Less Projected Borrow FTES (P2 04/20/16):	613.81
Difference	(67.92)

Summer 2015 Resident FTES Actuals			
Description	Section Count	FTES	Fill Rate %
1st 6 Weeks	62	184.43	67%
2nd 6 Weeks	67	187.75	65%
8 Weeks	97	386.46	75%
Total	226	758.65	70%

Summer 2015

Total FTES (1st 6 Weeks & 8 Weeks):	570.90
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Group Representations	Member	Alternate
Management/Supervisors	Sim, Jackie	Waterhouse, Steve
Academic Affairs	Fitzsimons, Connie	Grant, Amy
ECCFT	Key, Ken	Prieto, Susana
Student/Comm. Adv.	Garcia, William	Sala, Andrea
Admin Services	Shenefield, Cheryl	Trevis, Micheal
ASO	Rodrequez, Araceli	
ECCE	Mussaw, David	Vacant
Academic Senate	Widman, Lance	Troesh, Josh
Campus Police	Starkey, Dean	Solarzano, Ericka

7/15/2015

9/30/2015

1/7/2016

5/10/2016

6/2/2016

7/7/2016

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR

Dates	Activities	Responsible
September – November	Review and revise planning priorities. Identify budget development assumptions.	PBC Cabinet
November 15th	Submit Program plans for the next fiscal year.	Program faculty and managers
January - February	Determine preliminary revenue estimates Begin assessment of key budget issues— including the funding of high priority planning initiatives	Vice President of Administrative Services PBC
January 31st	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
February 15th	Submit Unit plans for the next fiscal year.	Deans/Directors
March - April	Determine enrollment targets, sections to be taught, and full-and part-time FTEF. Vice presidents jointly determine ongoing operational costs including: <ol style="list-style-type: none"> 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.	VP Academic Affairs with Cabinet approval Vice President of Administrative Services and Cabinet for full-time positions Vice Presidents
March 31st	Vice President submittal of Area plans	Vice Presidents
April	Tentative budget information completed for PBC review.	Vice Presidents

Planning and Budgeting Committee (PBC)
PLANNING and BUDGETING CALENDAR

Dates	Activities	Responsible
April – second meeting	<p>Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet.</p> <p>Proposed tentative budget reviewed and discussed for recommendation.</p> <p>Initial planning and budget assumptions finalized.</p>	<p>Vice Presidents</p> <p>PBC</p> <p>Cabinet</p>
May	PBC submits recommended funding request to the President.	PBC
June	Tentative Budget is presented to the Board.	President
July 1st	Tentative Budget is rolled into active status (purchasing can begin).	Accounting
July 31st	Final evaluation of current year objectives entered into plans.	Program faculty, staff, and managers
July/August	Final revenue and expenditure adjustments made to budget.	PBC and Cabinet
August	<p>Review and discussion of the final budget assumptions by the President with the PBC</p> <p>Final Budget line item review with PBC.</p>	<p>President and PBC</p> <p>Vice President Administrative Services</p>
September	<p>Final Budget submitted to Board.</p> <p>PBC conducts annual evaluation.</p>	<p>President</p> <p>PBC</p>



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| <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Vacant – Alt. ECCE |
| <input type="checkbox"/> Emily Rader – Alt. Ac. Sen. | <input type="checkbox"/> Vacant – Alt. ECCFT |

Meeting Schedule 2016

- July 7, 2016
- July 21, 2016
- August 4, 2016
- August 18, 2016 (Presidents presentation)
- August 24, 2016 (special session)
- September 1, 2016
- September 15, 2016
- October 6, 2016
- October 20, 2016
- November 3, 2016
- November 17, 2016
- December 1, 2016
- December 15, 2016

Meeting Schedule 2017

- January 5, 2017
- January 19, 2017
- February 2, 2017
- February 16, 2017
- March 2, 2017
- March 16, 2017
- April 6, 2017
- April 20, 2017
- May 4, 2017
- May 18, 2017
- June 1, 2017
- June 15, 2017

Planning and Budgeting Committee (PBC) Annual Activity Calendar

Dates	Committee Activity	Responsible
July	Prepare annual calendar for discussion Review Committee Appointments College Mission and Initiatives review	Chair Chair / Constituent Groups IR
August	Final Budget Review and Recommendation for approval Review Yearly Accomplishments Title IX Compliance Update	VP, Admin Services Chair / IR Office of Staff and Student Diversity
September	PBC Annual Evaluation Budget Recommendation and Review Develop Annual Committee Goals Financial Aid / BOGFW update Fall Enrollment Update	Chair / IR Committee Dean of Student Support Services Academic Affairs
October	Review Annual Evaluation Results Make recommendations for improvement Accreditation Update SSSP Update Faculty Hiring	VP, Administrative Services VP, SCA Dean of Counseling and Student Success
November	Review of Purpose Statement Strategic Planning and Master Plan review Annual Planning update	Chair Irene Graff Irene Graff
December	Student Equity Update Sound Fiscal Management Accountability Planning Process Calendar review	

**Planning and Budgeting Committee (PBC)
Annual Activity Calendar**

Dates	Committee Activities	Responsible
January	Annual Planning Discussions PBC Roles/Responsibilities review Governor's Budget Highlights	
February	Facilities Steering Update Enrollment Management report Technology committee report Spring Enrollment Update	VP Higdon VPAA, VPSCA Director IT
March	Foundation report Research and Planning update VP report, Student and Community Advancement update	Director Sala Irene Graff VP Nishime
April	Budget Dartboard / 5 year review Legislative Update VP report, Academic Affairs update Compton Center Update	VP Higdon VP Shankweiler
May	VP Priorities Discussion Annual Review Tentative Budget Governor's May Budget Revise Strategic Plan update Planning Summit recap Enrollment Update	
June	Tentative Budget Review/Recommendation VP report, Administrative Services update	VP Higdon

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.