

**EL CAMINO COLLEGE**  
 Planning & Budget Committee  
 Minutes Date: November 18, 2021

Function	Amount	Constituency	Name	Attendance
Member	2	Academic Senate	Darcie McClelland Josh Troesh	√ √
Member	2	Management	Amy Grant Debra Breckheimer	√
Member	2	Classified Staff	Lissette Marquez David Mussaw	√
Member	1	ECC Federation of Teachers	Brizset Giles	√
Member	1	ECC Classified Employees/ECCE	Roy Dietz	√
Member	1	Confidential employees	Shobhana Warriar	√
Member	1	Police Officers Association/POA	Gary Robertson	
Member	1	Associated Student Organization/ASO	Grace Clendenin	√
Co-chair	1	Administrative Services	Ann Tomlinson	√
Co-chair	1	Institutional Research and Planning	Viviana Unda	√

**Alternate Members:** J. Bourlier, K. Iino  
**Support:** J. Hinshaw, G. Ou, C. Pineda  
**Other Attendees:** B. Thames, J. Sims, D. Villanueva, J. Sims

The meeting was called to order at 1:00p.m.

1. Agenda Review  
 The committee moved, and seconded the approval of the agenda for today’s meeting. The committee accepted the agenda as presented with no objections.
2. Approval of Minutes –October 21, 2021  
 After review, the minutes were accepted as written. It was moved, seconded and passed to approve the October 21<sup>st</sup> minutes with no objections.
3. Review of PBC Webpage  
 We have posted in the PBC webpage the approved PBC Charter. The webpage also has a drop down menu with agendas and minutes; a link to Institutional Research & Planning, and the approved budget allocation for 2021-22. It was mentioned to the committee that starting January of 2022 all meeting agenda & minutes would be moving to BoardDocs.
4. 2021-22 PBC goals  
 This item was tabled at the last meeting to add a sixth goal for the linkage between budget and planning as noted in the Accreditation Report. In preparing for this meeting, we looked at the three last Accreditation reports. In the 2020 report, there is no clear mention of better alignment between budgeting and planning. There is only one specific mention in regards resource allocation and how it should be informed by student subpopulations disaggregated data analysis. The clear mention of recommendations regarding aligning planning and budgeting are in previous ACCJC reports (2008 and 2015). Goal #6 read as such, “Make recommendations to the Superintendent/President about resource allocation based on student subpopulations disaggregated data analysis (standard I.B.6, recommendation 1)”.
  - Some comments
    - It was noted this goal has “recommendation to Superintendent/President” as the other five goals did not.
    - Change in the wording to say, “Use student subpopulation disaggregated data analysis when considering recommendations to the Superintendent/President about resource allocations” or

“Use student subpopulation disaggregated data analysis when considering PBC decisions and recommendations for budgeting and planning”.

- It was also noted that goal #6, as it currently reads, does not seem to align with the other goals.
- Also noted was that we need little more clarity on goal six.

It was suggested that a motion be made for approving the first five goals and tabling goal six for the next meeting.

- Motion was made and seconded that the Planning and Budget Committee has reviewed and approved the first five annual goals for 2021-22 for the Planning and Budget Committee.

#### 5. Operating Budget vs Augmentation

An operating budget is basically what you receive from the general fund, it is what you need in your budget to implement your program (i.e. Ongoing expenses). An augmentation is one-time money you need in addition to your budget for a special project. If this project works, then you might decide to operationalize it later on; or it could be just a one-time ask (for example, a piece of equipment). In all equipment, there is a life cycle for replacement, which should be planned and budgeted in each departmental budget. Equipment replacement should be in each department operational budget and not an augmentation.

***Question:** Problems seen across campuses is that a grant is awarded and one-time funds are used to make purchases or pay individuals. Then the grant runs its course, and there is an expectation that the College is just going to find the money to keep funding this grant. We need to have a clear message or guidelines about the expectations that something that was once grant funded is not going to be rolled into the budget and if it is worthwhile and is helping student success, which was funded by a grant, then we find the money*

***Answer:** If the College accepts a grant, it should be clear in that acceptance that if, during the process of implementing the grant, we see qualitative substantial improvement to student success or whatever we're doing, we want to keep it. We've got time to plan to move back on to the general fund, but the time to do that it's not in the last month of the grant, when the final report is due. The time to do that is during the assessment of benchmarks and milestones in year two and year three, and then we decide if we are going to move 25% to the general fund, 30%, whatever it's going to take to institutionalize.*

***Question:** Tutors have not had an upgrade on their salary when the minimum wage has gone up.*

***Answer:** If there is any increase in minimum pay, it should be automatic that the College anticipates across the board. It was noted that Dean Breckheimer, VP Sims, and Jeff would be talking offline.*

It was noted that there needs to be a clear understanding on how the augmentation process works since the annual planning training is commencing. President Thames wanted to make it clear that we have got to build a FY2022-23 budget in time to have a tentative budget to the Board in June and a final budget to the Board in September, so she is looking for required requests and projections to help build that FY2022-23 budget in a timely manner. We need to see what we will be funding and build it into the budget so that we can address any structural deficits that might occur and take to the board a balanced budget.

#### 6. Other Discussion

Faculty were told that ALMA Strategies was working on the Facilities Master Plan Update, and would be talking to the faculty and now it is end of November and nothing has been scheduled. They have met with some of the Deans, but faculty were not included. President Thames has asked VP Sims for consistency purposes to make sure everyone is included in the divisional meetings. VP Sims will go ahead and reschedule the division meetings so that the faculty are invited. She will work with VP

Tomlinson's office and ALMA Strategies to get them scheduled. Preparation are being made to have focus groups and town halls in Spring 2022.

a. Wrap Up

1. Reviewed the PBC webpage and went over each section to make committee member aware of the site.
2. Went through 2021-22 PBC goals and approved one to five, and we tabled goal number six in order to wordsmith that goal and we will bring it back next time.
3. The operating budget versus the augmentation and how that process takes place, specifically, the life cycle of planning and program review on equipment.

7. Adjournment

It was moved and seconded to adjourn the November 18<sup>th</sup> meeting adjourned at 2:10 p.m.