

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: August 21, 2014**

---

**MEMBERS PRESENT**

Members

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dawn Reid - Student & Community Adv.                   |
| <input type="checkbox"/> Saima Fariz – ASO                                 | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Dean Starkey – Campus Police                           |
| <input checked="" type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input checked="" type="checkbox"/> Gary Turner - ECCE                          |
| <input checked="" type="checkbox"/> Dipte Patel - Academic Affairs         | <input checked="" type="checkbox"/> Lance Widman - Academic Senate              |

**Other Attendees: Members:** David Brown, William Garcia, Irene Graff, Emily Rader **Support** – Francisco Arce, Babs Atane, Linda Beam, Janice Ely, Jo Ann Higdon, Chris Jeffries, Jeanie Nishime, Claudia Striepe, Will Warren  
**Guest:** Jean Shankwiler

---

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

**Approval of August 7, 2014 Minutes**

1. Page 1, under Budget Update, listing 1(h), first sentence after planning purposes, **add: for AB 86.**
2. **Delete:** Emily Rader from attendance.
3. The minutes were approved with the corrections as noted..

**Budget Presentation – Follow Up** – J. Higdon (handout)

1. It was clarified that the subject of cap funds on local reserves (slides 24 and 25) referred to K-12s. It was also noted community colleges do not have the protection of continuing apportionment like the K-12s. A supposed added protection for the K-12s the “Rainy Day Fund” is being set up by the state. We do not have these two protection levels like the K’12s.

**Budget Update** – J. Higdon

1. A copy of the unrestricted general fund (version 3) in draft form was presented to the committee. The budget was reviewed as follows:
  - a. The beginning balance for 2014-2015 is being projected as \$17,897,296. Once the fund 12s have been closed out, the projected balance will be reduce a bit. The total federal revenue was projected to stay about the same. The state revenue is expected to increase slightly because of last year’s growth.
  - b. Under area of local revenue it is expected that enrollment fees monies from the state will increase by \$300,000 over last year’s allocation. The student fill rates are doing well and have improved. Miscellaneous income was up to \$527,845 in 2013/14 but dropped to \$150,000 for 2014/15 due to money being moved over from the Foundation. Some refinement will be done on the rentals and leases to make sure the amount of \$180,000 will be reasonable.
  - c. All of the recent salary increases passed by the board are all reflected in the salary area of the draft as well as all of the increases for STRS and PERS. It was noted the health care costs should remain the same. Unemployment insurance shows a huge expenditure for 2012/13 due it being an adjustment year charge (\$684,686). It is believed the unemployment charges of 2013/14 (\$38,130) and 2014/15 (38,511) are charged at too low of an amount.

- d. The ending balance/reserves is expected to go down from \$17,897,296 for 2013/14 to \$14,551,956 for 2014/15 plus whatever we earn in growth.
- e. The PACE program has moved into the previous Child Development Center.

**Enrollment Update** – F. Arce (handout)

1. The enrollment trends report for El Camino College and Compton Center was distributed to the committee. The funded FTES cap for El Camino College was noted as actually being 19,000 once the 2.75 growth for the year is factored in. It was increased by 1% to try and make up for the deficit we had from the previous year. The previous year had a 421 FTES deficit. This year we are starting the year with a 291 FTES deficit. The deficit has been carried over year to year because it has been difficult to grow enrollment even though sections have been added to the schedule. This year 277 sections will be added to the schedule. The goal for this academic year is to earn 19,500 FTES but it is projected we will have a 300-400 FTES deficit at the end of the year. The reason for this is we have added additional sections and the seat fills are down approximately 5%. In order to achieve the 19,500 FTES, we would have to enroll 25,500 students. It was noted we should take a harder look at acquiring out-of-state, international, and Veteran students.
2. Compton's situation is more severe with a downturn in enrollment. Conversations are taking place on what the next step will be for this situation in order to stabilize things.

**Accreditation** –J. Nishime / J. Shankweiler

1. J. Nishime provided an update on the upcoming accreditation visit and report. J. Shankwiler was thanked for her leadership in editing the accreditation report. The accreditation report has been slimmed down by providing links to provide direction to more detailed information. The report has been loaded and is available on line on the accreditation page. Members of the accreditation team will eventually be meeting the PBC. A special meeting may have to be called.

**Institutional Planning AP/BP** – I. Graff (handout)

1. A draft on board policy 3250 on institutional planning was distributed to the committee. The only thing that has really changed is the addition of the basic skills action plan which is also intended to be integrated into all of our planning. The longer document which was reviewed will eventually be loaded onto the website. This document shows the integration of all of the plans and who is responsible for the plans. Any edits or input should be directed to I. Graff.

**PBC Website** – R. Natividad

1. The new website for PBC was unveiled to the committee. It is located on the website under Community and Visitors, under the President's Committees. The 2014 sessions have all been put on the site. The agendas from all the way back to 2012 will eventually be posted on the site. Any suggestions/corrections should be sent to R. Natividad.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:16 p.m. The next meeting will be **August 28, 2014 at 1:00 p.m.**, in Library 202.