

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: March 6, 2014**

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**MEMBERS PRESENT**

Members

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|--|---|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input type="checkbox"/> Dawn Reid - Student & Community Adv.                   |
| <input type="checkbox"/> Ken Key - ECCFT                                   | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Liliana Lopez – ASO                               | <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, Emily Rader **Support** – Francisco Arce, Linda Beam, Jo Ann Higdon, Jeanie Nishime, Katie Gleason

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The meeting was called to order at 1:06 p.m.

**Approval of February 20, 2014 Minutes**

The minutes were reviewed and approved as submitted. The minutes will be posted.

- William Garcia was complimented for the excellent report he gave on BOGFW at the last meeting. It was suggested we might want to have this presentation offered at flex day this coming fall.

**Budget Updates** – J. Higdon (handout)

1. The figure given for the recalculation at the last meeting has been corrected from \$534,483 to \$580,000.
2. The current PI reflected that workload restoration is projected to be 1.06 across the board.
3. It was noted San Francisco CC has a parcel and sales tax which funds their colleges at a higher rate. The way they calculate FTES can impact the whole state and other districts. The money is more generous than what Compton has received.
4. The revenue shortfall was listed as .956. This means we are facing a deficit of 4.4% (4 million). Indications are we will be made whole again somewhere along the line. It was noted this is not cash flow, it is lost revenue. A clearer perspective should be anticipated at the May revise.
5. It was noted base funding is the funds which we were actually funded on last year. The base funding is the adjusted amount we were receiving per FTES - 4,564. The figure that will actually be used is 4,636 - marginal.

**El Camino College Foundation** – K. Gleason (handouts)

1. Handouts on the annual and audit reports were distributed to the committee. A brief overview was given on the Foundation's make up and activities. The Foundation is a charitable organization recognized by the IRS that raises money only for El Camino College. They cover their operational costs through two sources. One is the use of a stewardship fee which is assessed off investment assets once a year as well as any unrestricted contributions that they raise. Anything which other funds raise comes with restrictions and can only be used for certain purposes.
2. As reflected in the annual report, each year the Foundation identifies strategic objectives, updates the progress they have made and then identifies what they will be working on the next year. A review was given on how

much money the Foundation raises. Money raised by the Foundation has been charted going as far back as 2004/05.

3. Identification of the three categories of funds raised was noted. Unrestricted funds are funds with no restrictions which is the smallest and hardest to raise. Restricted funds are for a particular purpose and are expected to be spent. Permanent restricted are restricted forever with time and use. They are held in investment and the earnings are what generate the purpose for the gift.
4. Different investment strategies are utilized for the monies raised. Endowed monies are long term and are put into higher risk accounts. Short-term and temporarily restricted use a different investment strategy.
5. Attention was drawn to the listed board of directors that manages the foundation. It was acknowledged they are an outstanding and committed working board. They have a faculty, staff, and student representative on their board as well as a representative from the El Camino Board of Trustees.
6. As of June 30, 2013, the audit report listed the Foundation's assets at \$11,818,725. On average they raise over a million dollars every year and have done so for the past four or five years. Tracked investment earnings for 2013 were listed at \$624,000.
7. The Foundation's main support for the college has been scholarships-\$1.4 million will be awarded in scholarships this year for students.
8. It was mentioned that a potentially sustainable and lucrative source of local income in the future could be international students. The Foundations support in the area of housing for international students could help expand that program by providing safe and secure housing. It was pointed out with the closure of the Child Development Center, this could be a prime opportunity to utilize the current facility for the beginning of structuring housing to help attract the international student market. It was suggested if the state could change the method in how we calculate international students, it would be a more lucrative venture. The formula only allows us to collect 60% of the money from the state for these students. It is based on credit hour, not contact hour.

#### **PBC Goals Update**– R. Natividad

1. The development of a PBC website is in the works. The website update will be presented next session with a rough draft. Minutes will still be posted on the president's website along with the PBC website.

#### **Adjournment** – R. Natividad

1. The meeting adjourned at 1:51 p.m. The next meeting will be **March 20<sup>th</sup> (Tentative due to spring break) at 1:00 p.m.**, in Library 202.

RKN/lmo