



PLANNING & BUDGETING COMMITTEE

July 16, 2015

12:30 - 1:15 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 all committee activities to the campus community.

Members

- David Brown – ECCE
- Connie Fitzsimons - Academic Affairs
- Alice Grigsby - Management/Supervisors
- Ken Key - ECCFT
- Rory K. Natividad - Chair (non-voting)

- Dawn Reid - Student & Community Adv.
- Cheryl Shenefield - Administrative Services
- Dean Starkey – Campus Police
- Jessica Siripat – ASO, Student Rep.
- Lance Widman - Academic Senate

Alternate Members / Support

- Linda Beam – Support
- Janice Ely – Support
- Vacant - Alt., Ac. Affairs
- William Garcia – Alt. SCA
- Irene Graff – Support
- Jo Ann Higdon – Support

- Chris Jeffries – Support
- Jeanie Nishime – Support
- Emily Rader – Alt. Ac. Sen.
- Jean Shankweiler – Support
- Jackie Sims – Alt.Mgmt./Sup.
- Ericka Solarzano - Alt. Police

- Claudia Striepe - Support
- Michael Trevis – Alt. Adm. Serv.
- Gary Turner - ECCE
- Vacant – Alt. ECCFT
- Vacant – Alt. ASO

AGENDA

- | | | |
|---|--------------|------------|
| 1. Draft Minutes Approval – June 18, 2015 | R. Natividad | 12:30 P.M. |
| 2. PBC annual activity calendar | R. Natividad | 12:40 P.M. |
| 3. PBC annual meeting calendar | R. Natividad | 12:50 P.M. |
| 4. Adjournment | | 1:10 P.M. |

* Limited timeline due to interview schedule conflicts.

Future topics: Title IX Compliance and Updates.

Next meeting – August 6, 2015

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: June 18, 2015

MEMBERS PRESENT

- | | |
|--|--|
| <input checked="" type="checkbox"/> David Brown - ECCE | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input type="checkbox"/> Cheryl Shenefield–Administrative Services |
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| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Emily Rader, Jackie Sims, Ericka Solarzano **Support:** Jo Ann Higdon, Jean Shankweiler

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

Approval of the June 6, 2015 Minutes

1. Page 2, Full-Time Hiring Obligation: Correct 51% rule to 50%.
2. The minutes will be posted after the meeting.

Full-Time Hiring Obligation – L. Widman / R. Natividad

1. The full-time hiring obligation was brought back as an informational item for discussion. Previously there had been a discussion regarding the 50 percent rule as it relates to full-time faculty hiring. It was queried how our figures would fit together if we chose not to hire more full-time but hired more part time faculty. It was noted there were other factors to be considered and nothing would preclude the hiring.
2. It was asked if there was anything noted on the age distribution of faculty. Fiscal services has provided a listing for the budget committee to review to develop an estimate (based on age and service to the district) if employees were to retire. This estimate would target what would be the over-all effect with these eligible retirees and what is anticipated with this figure. It was noted having these figures on retirement for classified and administrators could be beneficial.
3. It was noted as of yet we do not have an updated Faculty Obligation Number (FON). Last year's obligation was 306.2. The budget does appear statewide to have the amount of \$75 million dollars for the purposes of hiring full-time faculty. This is an effort of AFT or CTA . It has not been explained how this amount will actually be distributed. The distribution will not be totally based on FTES.
4. The Chancellors budget workshop that is attended by VP Higdon is scheduled tentatively for July 30. More concrete information will be known after this date. It appears they are going to make a small adjustment to the base which may flip the adjustment on the FON obligation thus making the figure go higher.
5. It was noted the information on the aging of our workforce could be obtained through our state-wide database. Disciplines which offer certain certification require a certain amount of full-time faculty for their programs.

6. The most challenging issue for this year's budget will be one-time monies and how they will be utilized. Information on the staff data could be accumulated for the second meeting in July for informational purposes. It was suggested information on the FON should not be reviewed until more precise data is acquired. This needs to be an agenda item for the second meeting in August so the committee can decipher what the new information on the FON really means.
7. The committee discussed making other committees aware of the FON and the fiscal impact it has in the budget. It was decided this subject would be brought back in mid-July for further discussion.

Student Access and Student Fee Drops – L. Widman

1. The student drop policy was discussed. Problems were noted when students are on the wait list and then get moved onto the roster. Sometimes the student gets dropped because they are not aware they have been moved to the roster and need to pay for that class. It was noted students do receive an email when they are moved onto the class roster. It was recognized an alternative option would be to have the student pay when they are put on the wait list. It was noted the computer system is part of the problem. If a student has applied for financial aid is eligible for a fee waiver, the student is automatically protected from the drop once their application is certified and complete.
2. In fall 2016 the academic criteria is being added to the income criteria for the Board of Governor's fee waiver. It was requested we revisit this issue in the fall.
3. The FTES which is lost for non-payment was reviewed. It was noted this amount did not appear to be significant. Students do tend to reenroll in other classes.
4. A suggestion was made to possibly offer students the option of a payment plan. This has been done with a small group and it did not work.
5. Another issue which has arisen is when students return home from an out-of-state college to take summer classes – they are flagged as non-resident students. It was noted that Bill Mulrooney could speak to this issue at a future meeting.
6. More discussions will be scheduled on this issue.

PBC Annual Meeting Calendar – R. Natividad (Handout)

1. A handout was distributed to the committee. The first and third Thursday of every month at 1:00 p.m. will still be the standard time for the PBC meetings. Two meetings will take place for the following twelve months, excluding August. August addresses the budget and sometimes an extra meeting is needed.
2. It was noted it would be helpful if the president of the college could attend the PBC meeting on flex day, August 20. August 20 and 27 will be the two meeting times the PBC will be meeting to discuss the budget. The president's office will be contacted to schedule these dates on his calendar.

PBC Annual Activity Calendar – R. Natividad (Handout)

1. A handout was distributed. The Technology Committee and Enrollment Management Committee were added to the calendar. This will be an outline of what will be discussed throughout the year. This calendar is still under development so if anyone has any items they wish to cover, please forward them for consideration. It was asked if everyone would review the calendar and forward any comments to Rory.
2. A minor correction was noted for August. The final budget review should be listed.

PBC Budget Cycle Diagram – R. Natividad (Handout)

1. A handout was distributed to the committee. This diagram shows the budget cycle and the key points of the year the budget will be discussed. This will be brought back in a more complete form for further discussion.

2. Two changes were made to the budget on page 23. One was for the disbursements for the post-retirement benefits irrevocable trust are not at the correct levels and will be adjusted. The second for change was for the Police Department.

Closing Announcements – R. Natividad

1. Alice Grigsby who will be retiring on July 29 was thanked for her service to the PBC.
2. The committee will be looking for a replacement for the Academic Affairs representative, student representative, and an alternate for the faculty.

Adjournment – R. Natividad

The meeting adjourned at 2:17 p.m. The next meeting is scheduled for **July 2, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED



PLANNING & BUDGETING COMMITTEE

June 18, 2015

1:00 - 2:30 P.M.

Library 202

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

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Meeting Schedule 2015

- July 2, 2015
- July 16, 2015
- August 6, 2015
- August 20, 2015 (flex day)
- August 27, 2015 *
- September 3, 2015
- September 17, 2015
- October 1, 2015
- October 15, 2015
- November 5, 2015
- November 19, 2015
- December 3, 2015
- December 17, 2015

Meeting Schedule 2016

- January 7, 2016
- January 21, 2016
- February 4, 2016
- February 18, 2016
- March 3, 2016
- March 17, 2016
- April 7, 2016
- April 21, 2016
- May 5, 2016
- May 19, 2016
- June 2, 2016
- June 16, 2016

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

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 Fall Enrollment Update	VP, Administrative Services Chair / IR Academic Affairs
September	PBC Annual Evaluation Budget Recommendation and Review Develop Annual Committee Goals Financial Aid / BOGFW update	Chair / IR W. Garcia
October	Review Annual Evaluation Results Make recommendations for improvement Accreditation Update SSSP Update	VP, Administrative Services
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	
January	Annual Planning Discussions Spring Enrollment Update PBC Roles/Responsibilities review Governor's Budget Highlights	

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

Dates	Activities	Responsible
February	Facilities Steering Update Enrollment Management report Technology committee report	VP Higdon TBD 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	
June	Tentative Budget Review/Recommendation VP report, Administrative Services update	VP Higdon