



PLANNING & BUDGETING COMMITTEE

October 5, 2017

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 planning and budgeting are integrated and evaluated while 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"/> Amy Grant - Academic Affairs | <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"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Greg Toya - Student & Community Adv. |
| <input type="checkbox"/> Alex Ostrega – ASO, Student Rep. | <input type="checkbox"/> Josh Troesh - Academic Senate |

Alternate Members / Support

- | | |
|--|--|
| <input type="checkbox"/> Babs Atane – Support | <input type="checkbox"/> Jane Miyashiro – Support |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Ross Miyashiro – Support |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Jean Shankweiler – Support |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Luukia Smith – Alt. ECCE |
| <input type="checkbox"/> Jennifer Gutierrez - Alt. ASO | <input type="checkbox"/> Michael Trevis – Alt. Adm. |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Steve Waterhouse-Alt. Mgmt/Sup |
| <input type="checkbox"/> Kelsey Iino– Alt. SCA | <input type="checkbox"/> Carolee Jessop-Vakil – Alt. ECCFT |
| <input type="checkbox"/> Art Leible – Support | <input type="checkbox"/> Vacant - Alt., Ac. Affairs |
| <input type="checkbox"/> Ruben Lopez - Alt. Police | <input type="checkbox"/> Vacant – Alt. Ac. Sen |

AGENDA

- | | | |
|---------------------------------|--------------|-----------|
| 1. Minutes 9/21/17 | R. Natividad | 1:00 P.M. |
| 2. PBC Purpose and Goals | R. Natividad | 1:10 P.M. |
| 3. Financial Aid Update / BOGFW | M. Guess | 1:20 P.M. |
| 4. ITS Update | A. Leible | 1:30 P.M. |

Next meeting –October 19, 2017

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
STRS/PERS	Fund 16
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 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.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 21, 2017

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Greg Toya – Student Services |
| <input type="checkbox"/> Alex Ostrega – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |

Other Attendees:

Alternate Members: K. Iino

Support: B. Atane, J. Ely, B. Fahnestock, I. Graff, J. Miyashiro, R. Miyashiro, J. Shankweiler

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

Approval of the September 7, 2017 Minutes

1. The minutes of September 7 were presented to the committee for approval.
2. Under Enrollment Update, #1, add a space at the end of the third sentence, before 19,500. In the fifth sentence, **change:** base **to:** based.
3. The minutes were approved with the two minor corrections.
4. The minutes will be posted to the website

PBC Evaluation Preparation – R. Natividad (handout)

1. The evaluation of the PBC has been standard for many years with few changes. I. Graff's had made a recommendation to follow what all other collegial consultation groups on campus are doing by using a standard template for the evaluation process. It was noted that with accreditation (three years out) at this time, it would be a good starting point to devise a new template.
2. An example of a new template was included in the committee's handout for them to review. Area (F) specifies a section for committee specific questions. I. Graff and R. Natividad will examine the information for this section and once they have a chance to debrief, they will bring the information back to the committee for discussion. It was noted Area F could also be an area that could include questions from the prior evaluations if the committee wanted.
3. The committee was asked to review the questions from the prior evaluations and see if they would like to utilize any of them in the future. Any suggestions should be sent to R. Natividad or I. Graff so sample questions can be looked at and reviewed for the next meeting. The evaluation is set to be sent out in October.

PBC Mission and Goals Review – R. Natividad

1. It was noted our Statement of Purpose is listed at the top of all of the committee's agendas. The listing of the strategic initiative was then included about a year ago. The statement is reviewed on an annual basis to ensure any new changes are incorporated. Any suggested changes or options on the statement can be forwarded to R. Natividad.
2. It was pointed out that under the area of Members and Alternate Members on the agenda, there should be a correction regarding Student and Community Advancement. This should now be

corrected to Student Services. Membership is also going to be looked at, especially with the changes happening with new personnel and the areas they represent.

College Plan Review – Group

1. The first page and a half of the plan shows requests from Facilities. As a follow up T. Brown and J. Shankweiler did meet regarding verifying if the requests listed could be accomplished. Some of the anticipated costs are being revised. There was a brief review on the listed items.
2. Accounting has been working on providing account codes for the listed purchases (instructional equipment) so people can begin making their purchases and update their plans so they can show they have received their funding.
3. It was noted we were notified late last week from the Chancellor's Office that in order to fund the scholarship for undocumented students to apply for DACA (Deferred Action for Childhood Arrivals) they have reduced our instructional equipment funds. This would be a loss of an estimated \$100,000.

Faculty Hiring Process – J. Shankweiler

1. Highlights were given on the status and timeline of the faculty hiring process. Tomorrow is the deadline for the dean's to forward their data proposal for position requests to D. Mussaw. The dean's will still need to work on their texts and justifications which will need to be forwarded to J. Shankweiler's office by October 6.
2. There will be a meeting to review the division requests and discuss each of the division's proposals on October 17. Each area will have one dean and one faculty member at the meeting. Each division will have two votes. The deans and faculty representatives must forward their ballots to the office of J. Shankweiler (VP/Academic Affairs) by 1 p.m. on October 20. The ballots will be counted by her office staff. There is a final meeting to review the priority list on November 2. Hopefully the FON allocation will be out by this date so it can be decided on how many positions to approve. A recommendation will then be made to the President who has the discretion to change the priority listing if needed.

Accreditation – J. Shankweiler

1. The vice presidents have identified an overall chairperson from management. The Academic Senate will be making their recommendations for faculty co-chairs soon for the needed areas. This information will be released when all is said and done.
2. It was announced there is the ACCJC Conference in conjunction with Academic Senate at the end of February.
3. It was noted that Compton has bi-monthly transition meetings. They currently are working on their ERP and the curriculum process. The goal for Compton is to be independently registering students for summer 2019. It was recognized this was a very aggressive timeline. R. Natividad informed the committee if anyone would like to review minutes of the transition group, they can contact him. Concern was expressed that possibly there should be a contingency plan in case this timeline is not met.
4. As a follow up, it was noted it was time to make new goals. The committee was asked if they felt there were any additional goals they would like to look at this coming year. It was recognized the communication between the constituent groups has improved. R. Natividad asked D. Mussaw (classified representative) to inform him how classified staff members who are not part of the union informed of what happens at PBC. Usually at the classified union meetings there is an update given for that group.

Adjournment – R. Natividad

1. The meeting adjourned at 1:35 p.m. The next meeting will be held on **October 5, 2017** at 1:00 p.m. in the Accounting Conference Room.

Loss of BOGFW

Break down of FANBG PERC holds by start date:

8/27/16	314
2/11/17	626
8/26/17	931
2/10/18	<u>251</u>
Total	2122

What do these numbers represent?

- These numbers represent ALL students, not just students who had received the fee waiver. Keep in mind that about 50% of ECC students receive the fee waiver. I do not know if there is any correlation between academic performance and BOGFW recipients. For example, do students who qualify for the fee waiver do better or worse academically than the entire ECC population?
- The 314 students who lost BOGFW effective 8/27/16 enrolled after losing the fee waiver. Of these 314 that lost the fee waiver 8/27/17, ninety-nine of these students have not attended since the fall 2016 or winter 2017 session and will regain BOGFW eligibility if they do not enroll in late start classes for the fall 2017 term. Students that did not attend fall 2016 to current are not included in this number as they already regained eligibility by sitting out 2 terms.
- The 251 students who are set to lose the fee waiver on 2/10/18 are students who enrolled in fall 2017 classes prior to the spring 2017 notification. Some students will regain eligibility by improving their academic standing fall term 2017.
- These numbers do not include students who had appeals approved.

The Board of Governor's Fee Waiver is being renamed to the California College Promise Grant

Full Time Student Success Grant and Completers Grant

- The Full Time Student Success Grant (FTSSG) is awarded to Cal Grant recipients who are enrolled full time (12 units). Students receive \$500 per term (1,000 for the award year). This was a new program in 2016-17. The award amount in 2016-17 was \$300 per term.
- A new Completers Grant is currently being rolled out and implemented for 2016-17. This grant will be awarded to students receiving the FTSSG who are on target to complete their degree program on time. The award amount is \$750 per term (1,500 for the award year).
 - 3 definitions for full time related to Completers Grant.
 - 15 units per term.
 - 30 units per semester year.
 - At least 12 units/term or 30 units/semester year if the students pace allows them to complete within the scheduled timeframe.
 - Comprehensive Education Plan:
 - Cover the duration of the published time frame of the program.
 - Identifies courses, sequence of courses, key progress milestones, and other requirements the student must complete.
 - Must maintain a cumulative GPA of 2.0 at all times (permanent loss, no appeal is possible – statutory).
 - Student must maintain pace as specified in the comprehensive ed plan.
 - Pace will be measured at the end of each term. Will be manual review and tracking process for now.
- We have identified 200 students with the Cal Grant award enrolled in 15 units for the fall 2017 term and an additional 877 enrolled in 12 to 14 units.
- These are stackable grants. Must have Cal Grant to receive FTSSG. Must receive FTSSG to receive Completers Grant.

El Camino College and El Camino College Compton Center

2017-2018 AWARD YEAR - CHANGES TO FINANCIAL AID REGULATIONS AND PROCESSES

Early Financial Aid Application Availability

Students will be able to submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application (CADAA) beginning on October 1, 2017, for the 2017-2018 Award Year, three months earlier compared to past award years. Online application submission is recommended however paper applications are also available by contacting the Financial Aid Office. The earlier application availability date is a permanent change announced the U.S. Department of Education and California Student Aid Commission (CSAC), respectively.

Prior-Prior Year Income

The U.S. Department of Education announced that beginning with the 2017-2018 Award Year, students (and their parents, if dependents) will be able to report income information from an earlier tax year rather than just the immediate past tax year. For the 2017-2018 Award Year, information from tax year 2015 will be reported rather than their tax year 2016 income information. This means that for both the 2016-2017 and 2017-2018 Award Years, financial aid applicants will utilize tax year 2015 income information.

C-Code 399

Students will report 2015 year income and tax information on both the 2016-2017 and 2017-2018 FAFSA applications. This creates the possibility of conflicting information between the two FAFSAs. The U.S. Department of Education will flag student FAFSA applications with a C-Code 399 if there are significant discrepancies on reported tax information between the two FAFSA applications since both FAFSAs should be using the same tax and income information. Students will be required to correct their FAFSA applications using the correct tax and income information and will be ineligible to receive any future financial aid disbursements until the conflicting information is resolved. Students who are unable to resolve their tax and income discrepancy will be considered ineligible for federal student aid for both the 2016-2017 and 2017-2018 Award Years, which may result in an over award with the U.S. Department of Education.

Federal Pell Grant

The U.S. Department of Education announced that the maximum Federal Pell Grant award will increase to \$5,920 for the 2017-2018 Award Year – an increase of \$105 from the previous award year.

Federal Pell Grant Disbursement Change

Effective fall 2017, there will be a modification to the Federal Pell Grant disbursement schedule. Approximately 12% of Federal Pell Grant awards will be disbursed to eligible students by the seventh day of instruction per federal regulations. This disbursement will be followed by a subsequent 13% of the Federal Pell Grant award immediately following census date. A subsequent 25% Federal Pell Grant disbursement will be made following the 60% point of the semester. In past award years, 25% of the Federal Pell Grant award was disbursed by the seventh day of instruction followed by an additional 25% Federal Pell Grant award disbursement after the 60% point of the semester. This change will help reduce the financial liability of the college district which is responsible for returning funds for students who do not show for the first day of instruction or drop all of their units prior to census date.

Verification

Students that are selected for financial aid review process called "Verification" must submit requested income and tax documentation to the Financial Aid Office. As part of the new verification process for the 2017-2018 Award Year, it is required that students (and their parents, if dependents) who do not file taxes must submit an Internal Revenue Service (IRS) Verification of Non-Filing Letter to the Financial Aid Office. The IRS Verification of Non-Filing Letter is obtained through the IRS. Instructions on how to request an IRS Verification of Non-Filing Letter are included on the Financial Aid Office webpage. Additional verification changes for the 2017-2018 Award Year include: (1) students will no longer be selected for V6 Verification; and (2) students will no longer be required to verify "Other Untaxed Income and Benefits," "Child Support Paid," and "Receipt of Supplemental Nutrition Assistance Program (SNAP) Benefits."

El Camino College and El Camino College Compton Center

2017-2018 AWARD YEAR - CHANGES TO FINANCIAL AID REGULATIONS AND PROCESSES

On-Campus ATMs

BankMobile customers will no longer have ATM fees waived at the on-campus SchoolsFirst Federal Credit Union ATMs. BankMobile will continue to provide students with access to the Allpoint Network which includes over 55,000 ATMs worldwide. Allpoint Network ATM machines may be located by visiting www.allpointnetwork.com.

Board of Governors Fee Waiver (BOGFW)

In accordance with the Student Success Act of 2012 (California Senate Bill 1456) students will need to meet academic and progress standards in addition to income criterion to receive the BOGFW effective fall 2016. Students will need to sustain a cumulative grade point average (GPA) of at least 2.0 and will need to maintain a cumulative satisfactory completion rate of more than 50% of attempted units. Students who lose their BOGFW eligibility may appeal directly with the Admissions & Records Office.

Financial Literacy

The Financial Aid Office offers students a free suite of money management and financial literacy titled, Cash Course. More information is available on the Financial Aid Office webpage. The Financial Aid Office is also available to provide Financial Literacy Workshops on and off-campus.

Freeze Date Implementation

The freeze date will lock units as of the census date for fall and spring semesters to determine financial aid eligibility for the term. This means that any changes to unit load following the census date (e.g., registration in late start classes, course withdrawals, etc.) will not result in changes to financial aid awards unless a student drops from all units. Students need to register early for classes in order to receive the maximum financial aid award.

BankMobile

The U.S. Department of Education announced changes to how colleges will work with third party vendors for the disbursement of federal student aid - this includes BankMobile (formerly known as Higher One).

1. Disbursement Options - Students will be given three disbursement options: (1) Direct Deposit into an existing bank account; and (2) the BankMobile Vibe Account, (3) a paper check mailed to the student. Students who do not select a disbursement option will automatically default to a paper check 14-days from the date of disbursement to be sent via U.S. mail.
2. Students will no longer automatically receive their ECC Debit Cards upfront. Students will need to choose the BankMobile Vibe Account disbursement option in order to receive a card.

More information, please contact the Financial Aid Offices at El Camino College or El Camino College Compton Center

***El Camino College
Financial Aid Office
Communications Building, Basement
Tel: (310) 660-3493
E-mail: eccfaid@elcamino.edu
School Code: 001197***

***El Camino College Compton Center
Financial Aid Office
Building E, Room E-17
Tel: (310) 900-1600 ext. 2935
E-mail: comfinancialaid@elcamino.edu
School Code: 001188***

PBC, October 5, 2017

Information Technology Services – Projects Update (FY 17/18 Fund 15)

A. Wireless Campus system – 95% completed 650 new units installed	\$1,060,000
B. Next Generation Firewall – In Purchasing, 1BG to 10GB,	\$1,000,000
a. improved perimeter,	
b. multilayered hybrid tool sets	
c. enhanced endpoint tools	
C. Enterprise Document Management System – paperless college	\$1,000,000
D. Document Archiving – continuing throughout campus	\$500,000
E. Self Service for FIN, A&R, and FINAID	\$40,000
F. Canvas to Colleague Integration (ILP)	\$49,000
G. CRM Recruit – prospective student outreach management software	\$71,000
H. TracDat/PowerBI upgrades	\$15,000
	Estimated total \$3,735,000
Campus network switching upgrades/replacements (other funds)	\$744,000
Computer Lifecycle/refresh (other funds)	\$500,000

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.

This the newly reformed Strategic Planning Committee (SPC) will be taking on this goal in the future
4. Review and improve upon the yearly activity calendar.

Accomplished – Information is shared with the committee and posted for all the campus community to review.
5. Provide a professional development opportunity for faculty and classified.

Did not accomplish
6. Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

Partially accomplished through constituent group communications and emails provided by the member to the group represented. Continued progress should take place on this with the classified professionals and police officers association.

El Camino Community College

Planning and Budgeting Committee Fact Sheet

STATEMENT OF PURPOSE

The Planning and Budgeting Committee (PBC) serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that planning and budgeting are integrated and evaluated while 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.

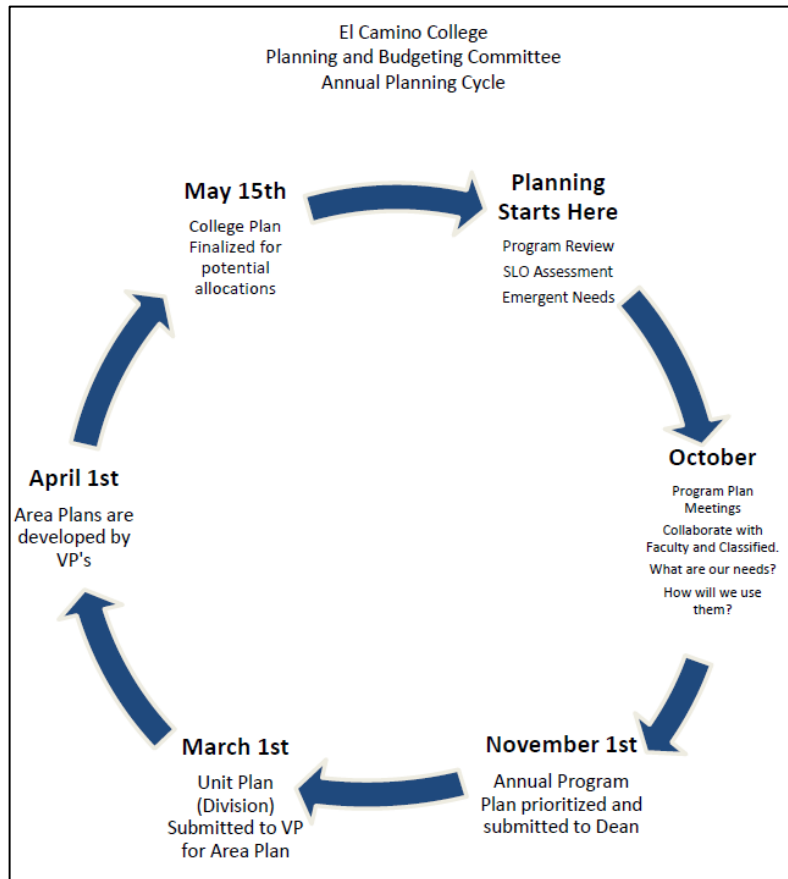
Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Reporting Structure: President/Superintendent
Committee Chair: Rory K. Natividad
Representation: Consists of one member and an alternate: Academic Affairs, Academic Senate, Administrative Services, Classified Union, Faculty Association, Police Officers Association, Student Organization, Student Services

Goals: Annual goals are developed in collaboration with members and awareness of the educational master plan and strategic initiatives.

Accomplishments: Annual goals, comprehensive activity calendar, consistent and collaborative communication, integrated planning, website, unanimous approval of final budget,



Annual Topics:

- Annual Planning
- Enrollment
- Evaluation
- Final Budget
- Fiscal Accountability
- Goal setting and measuring
- Institutional effectiveness
- Integrated planning
- Planning Summit
- Tentative Budget

Committee Reports

- Educational Master Plan
- ECC Foundation
- Financial Aid
- Facility Steering
- Hiring
- Legislative updates
- SSSP / Equity
- VP Areas reports and highlights