
EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: May 16, 2013

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> Jan Caldwell – Alt. Campus Police | <input checked="" type="checkbox"/> Dipte Patel – Academic Affairs |
| <input type="checkbox"/> Sean Donnell – ECCFT | <input type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Alice Grigsby – Mgmt./Supervisors | <input checked="" type="checkbox"/> Cheryl Shenefield – Administrative Services |
| <input type="checkbox"/> Michael Le – Alt. ASO | <input type="checkbox"/> Gary Turner – ECCE |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman – Academic Senate |

Other Attendees: Members – Irene Graff, Ken Key. **Support** - Linda Beam, Janice Ely, Jo Ann Higdon, Jeanie Nishime, John Wagstaff, Will Warren. **Guests** - None

The meeting was called to order at 1:05 p.m.

Approval of May 2, 2013 Minutes

The minutes reviewed and approved as presented. The minutes will be posted to the web page.

Planning – Irene Graff

Progress being made in the area of institutional effectiveness

1. It was noted planning is one of the three pillars of institutional effectiveness.
2. A new myecc portal site is being set up to store all internal dialogue and processes, templates and tools. There are additional breakouts for other areas on the site as well. Please send any feedback to Irene for further discussion.
3. A resource file is being built at this site by faculty. This area will house resources on it so they may be shared internally starting with ILO information.
4. This has no effect on the public site documents.

Planning Summit – J. Nishime

1. All should have received the survey on the planning model.
2. Information will be sent out in the next week or so regarding the student achievement goals, strategic initiative metric, and progress, as well as planning models.
3. People reported that they enjoyed the planning summit and felt it was productive. Many agenda items were achieved as a result of this campus wide event.

Budget Update - J. Higdon

1. Highlights were given from the Governor's May revision proposal:
 - a. The 90-unit cap proposal has been withdrawn.
 - b. The dual census reporting proposal was withdrawn. There are still discussions in the future years that we should be paid on what we produce (graduation, certificates, etc.).
 - c. On-line proposal has not changed.
 - d. Adult education has been withdrawn and will not be taken from the K-12s and given to the community colleges. Monies were set aside for regional consortiums to discuss ways to accomplish a successful adult education program. No direct immediate effect.
 - e. In the current state proposed budget, there will be funding for COLA at 1.57%.

- f. Restoration monies of \$84.9M or 1.63% have been proposed state budget. Sometimes identified as growth, we are reminded that this is giving back a small portion of what has been taken from us in past years.
 - g. Matriculation is being reinvented and the definition will change slightly. More money will be set aside for this. Some might affect the unrestricted general fund.
 - h. Deferral buy down – Governor proposes to pay down an additional \$179.9M. This will leave approximately \$621.2M remaining. Doesn't directly put money in our pocket - it does help us in the long run.
 - i. RDA – a commitment that the Department of Finance has agreed to backfill the amount. They further assure us that the full current year backfill will be provided by June 30.
 - j. Discussion about various areas followed.
 - a. Deferral is really cash flow and not revenue. Numbers in the tentative budget that the committee will see are already tried up and assumed to be all earned.
 - b. Overall this letter is really good news. Only unfortunate news is what isn't on this handout. Some expected to have some one time instructional equipment monies.
 - c. Be reminded that these are just proposals at this point. They still need to go through the legislative process.
2. Tentative Budget - A first draft of the 2013-2014 tentative budget was distributed to the committee for review. The tentative beginning balance as of July 1 is estimated at \$21,899,312.
- a. Not included in the tentative budget– COLA (1.57%), revenue associated with the restoring access (1.63%) - new items from the budget prioritization process in plan builder.
 - b. The tentative budget is projecting a \$17,126,428 reserve or 15.89%
 - c. The difference between beginning balance and our budgeted ending balance from last year was (15.5M) is 6.4M. That 6.4M is roughly the amount of the Proposition 30 money. Outcome of Proposition 30 was not known at that time last year.
 - d. The revenue shortfall number from 2012-13 of \$4.1M is being counted as revenue based on the dear colleague letter indicated by the Department of Finances statement. This is a slight risk.
 - e. The principle apportionment in 2013-14 of \$60.1M is primarily made up of the first three items under state revenue in 2012-13.
 - f. We are funded by the FTES that we earn. We are assuming that we will be below our FTES goal but plan on borrowing from the summer to make up the difference. Revenue from the summer can be shifted into either year. The exact number is approximately 300 to 400 FTES.
 - g. Approximately 250 courses have been added back into the schedule over the past months to assist in restoring access.
 - h. Item one under account number 8800, Administrative oversight, has changed from revenue of \$500,000 to \$50,000. This is the monies that we charge to the Compton Center.
 - i. Object code 1100 might change slightly as we go back and confirm that we have budgeted the correct amount for replacement of the retirees.
 - j. Object code 1300 represents a \$750,000 increase to fund the additional classes. This is for part-time faculty.
 - k. Object code 3400 – assumption being made that the prices of health care could go up about 10%.
 - l. Object code 5100 – Monies placed into get moved over to salary line later in the budget as these are personal service contracts and not really our district employees.
 - m. Under other outgo, an estimated savings of \$1.0M budget to actual is being assumed.
 - n. We are still in a structural deficit with an ending balance of just under 15.89% or \$17.1M.
 - o. Discussion –
 - i. Items in account code 7300 are found on page 58 in the actual budget.
 - ii. The new agreement with the Compton Center reduced the amount of money in the administrative oversight account. This practice could not be sustained because Compton was using their existing line of credit.

Updates

1. Technology plan will be on the agenda for July.

Adjournment – R. Natividad

The meeting adjourned at 1:50 p.m. The next meeting will be held **Tuesday, June 4, 2013 at 1:00 p.m.**, in Library 202.

RKN/lmo

Draft