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**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: June 4, 2013**

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**MEMBERS PRESENT**

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| <input type="checkbox"/> Michael DeSanto – Campus Police                   | <input type="checkbox"/> Dipte Patel – Academic Affairs                         |
| <input type="checkbox"/> Sean Donnell – ECCFT                              | <input checked="" 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"/> Derrick Moon – ASO                                | <input checked="" 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, William Garcia, Jo Ann Higdon, Jeanie Nishime

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

The agenda item for the tentative budget was moved to up in front of the planning item.

**Approval of May 16, 2013 Minutes**

The minutes reviewed and approved with the following corrections:

1. Under Planning, #3, **delete:** - and **replace with:** starting with.
2. Under Budget Updated, #1e, after current, **add:** state.  
Under f, after proposed, **add:** in the state budget.  
Under #2, second sentence, after July 1 is, **delete:** listed, **replace with:** estimated.

The minutes will be posted to the web page.

**Tentative Budget** - J. Higdon

A copy of the 2013-14 tentative budget was distributed.

- The workers' compensation account has been adjusted from \$1.5 million to \$1,303,880 million.
- There was a disclosure on funds 14/15 – several transfers still need to be made on the expenditure side. The ending balances for these two funds are still a little too high. When the final budget for 2013-14 is printed, it will reflect the more accurate ending balances.
- The ending balance of fund 14 as listed as \$1,185,657. It is estimated that the balance maybe go down to half of the amount listed. The same is expected for fund 15 which is showing \$3,187,030.
- The child development account is still showing it is underfunded. This issue will have to be addressed. Even with a significant transfer of \$225,000, they will still be short by \$40,000.
- It was hoped that capital outlay would receive some onetime funds which haven't materialized yet. If money is received for outlay from the state, most of the money may go to address an upgrade in our computer operating systems. The cost of the upgrade would substantially reduce the funds available for items identified in the annual unit plans.
- It was questioned if the Behavior and Social Science remodel has already completed. The account is still showing a high balance of \$800,000. It was noted that there are some claims that are still outstanding that have not been paid. The state holdbacks in the capital area are substantial and everything has not been paid yet.
- We have estimated \$3.5 million for deferred apportionment for June 30 of this year, which we will not receive until Feb. 2014.
- Noted correction to page 25: Tentative Budget title should say 2013/2014 not 12/13.

- It was noted that future repairs to the channel parking structure will be coming from bond funds.
- Post-retirement benefits have been consolidated on pg. 25. A rollover contribution of \$900,000 from fund 15 will be made for the 2013-14 budget. Previous actuarial identified approximately \$22.3 million as the target. Currently the account has \$17 million. Next actuarial is scheduled for spring 2014.
- The tentative budget should go to the board for June.
- It was reported the soonest we would get the revenue shortfall of \$4,138,069 would be February 2014.

**Motion:** A motion was made to send the recommended, tentative budget to the president and the board from the PBC.

In Favor: 3

No: 0

Abstentions: 3

The motion will be sent forward as stands.

**Planning** – I. Graff

1. A handout of the planning model revision was distributed to the committee. These results came from the planning summit held on May 10, 2013. Teams at the summit completed a planning model revision. These models were put forth to a vote with the top three results listed in the handout.
2. A small working group is being assimilated this summer to review the top planning models to ensure they represent all aspects of the planning process. The PBC was asked for their thoughts to be incorporated. The entire summary of the planning summit has been sent out to the PBC committee for their review and comments. Any feedback should be sent directly to Irene Graff. This topic will be brought back at the next meeting for the committee's thoughts and feedback. Irene asked for any volunteers who would like to serve on this committee for the planning model revision. The meeting will only entail one or two meetings. The final results should be ready to be presented early fall.

**Follow-Up**

1. For the committee's review, Rory will be sending out a listing of next year's committee meeting dates. He will also bring a copy of it to the next meeting. Meetings will still be held on the first and third Thursdays of the month at 1:00 p.m.

**Adjournment** – R. Natividad

The meeting adjourned at 1:46 p.m. The next meeting will be held **Thursday, June 20, 2013 at 1:00 p.m.**, in Library 202.

RKN/llmo