

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: August 22, 2018

MEMBERS PRESENT

- | | |
|--|--|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Jeff Hinshaw–Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Ruben Lopez – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Greg Toya – Student Services |
| <input type="checkbox"/> Chinua Taylor-Pearce – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |
| <input type="checkbox"/> Jose Anaya – Community Advancement | |

Alternate Members: S. Porter, S. Waterhouse, S. Van Buren

Support: B. Fahnestock, A. Leible, R. Miyashiro, A. O'Brien, C. Pineda

Other Attendees: D. Maloney, C. Jimenez

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

Approval of the August 2 and 16, 2018 Minutes

1. The minutes of August 2 and 16 were presented to the committee for approval. Both sets of minutes were approved as presented. Rory will post the minutes to the website.

Final Budget Second Review – D. Maloney / B. Fahnestock

1. It was recognized this was the first year the new team in Fiscal Services has assimilated the new budget. This budget reflects new processes which were used in its creation. More preciseness was utilized in determining positions (vacant, filled, funded, etc.). D. Maloney expressed her appreciation to B. Fahnestock, J. Hinshaw, and the entire team in Fiscal Services for all their hard work in bringing us to this point.
2. Some adjusted changes to the budget were highlighted for the committee. The committee will receive a new, updated copy of the budget later this afternoon. The unrestricted general fund, fund 11, is the area where a lot of changes have been done. In the past there was a method of budgeting where an anticipated savings of \$3 million was carried over from the prior year. This style of budgeting is not favored but it needs to be done again. We need to minus the \$3 million from this budget and then spend the next few months figuring out how to actually reduce the budget by the \$3 million. The budget is more accurate than it has been in the past so there is more of a likelihood that everyone will actually spend what they have in their budgets.
3. It is realized at the end of this year we will be losing roughly \$5 million. This is why it will be important to forge ahead to work on the \$3 million reduction now so we can be on our way to accomplishing our reduction goal.
4. Over the next few months, there will be meetings with everyone to see how we can best arrive at savings to reach a \$3 million reduction. It was noted that last year there was \$2 million in savings as some areas did not utilize all of their funds. The departments were asked if they still needed the unspent funds for this year and they confirmed they did. This leads to the belief there is still some cushion in some of those budgets which could be reduced in order to assist in reaching our \$3 million reduction without any real hard cutting.
5. The activities associated with the funds 14 and 15 (Compton) will end with the termination of the partnership between Compton and El Camino (roughly \$4.7 million). This is the first step in analyzing

what funding sources are left to continue those projects if they are an important priority. Fund 15 is where a lot of funding is being used for technology. Fund 14 is being used for a lot of salaries which raises the thought of are the people leaving or are they staying thus making it an increased cost to us. One area of savings will be the stipends used to pay current employees for assisting with work associated with Compton.

6. In the past we use to try to budget for all the construction in the future (fund 42). The budget will now be more reflective of what is being done in the current year as opposed to a lump sum over a period of time.
7. The committee was given another review of the new financial reporting application (Simpler Systems). A question came up dealing with budget transfers. It was asked if money needed to be moved around between accounts within a manager's control, what would be the guidelines for making this a board item. You can move money typically between items within the major object category in your department. To move money between major objects has to go to the board. It was noted this is an area there will be some training on to assist with more control and understanding.
8. **Motion:** A motion was made by J. Troesh recommending approval of the 2018/2019 final budget to the President. The motion was seconded by A. Grant.

7 approved

0 opposed

0 abstentions

Motion Approved.

The final budget will be forwarded to President Maloney with the approval of the PBC. The budget will be presented for approval of the Board of Trustees on September 4.

PBC Update – D. Maloney / B. Fahnestock

1. D. Maloney announced R. Natividad is co-chairing the Accreditation Committee. This committee will take a tremendous amount of time and responsibility. Moving forward R. Natividad will be giving up chairing the PBC in order to focus on his work on the Accreditation Committee. R. Natividad was applauded for his 6 1/2 years he spent chairing and coordinating the committee. D. Maloney has now designated B. Fahnestock to chair the PBC which he will begin doing on the next meeting on September 6, 2018. R. Natividad was then presented with an award recognizing his valuable leadership on the Planning and Budgeting Committee. The committee gathered for a group picture.

Adjournment

1. The meeting adjourned at 2:04 p.m. The next meeting is scheduled for **September 6, 2018** at 1:00 p.m. Location to be determined later.

RKN/lmo