

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes Date: March 21, 2019

	Jose Anaya - Community Advancement	Y	Chinua Taylor-Pearce - ASO, Student Rep
	Jim Buysse - Chair (non-voting)		Gary Robertson - Campus Police
Y	Amy Grant - Academic Affairs	Y	Jackie Sims - Management/Supervisors
Y	Jeffrey Hinshaw - Administrative Services	Y	Greg Toya - Student Services
Y	Ken Key – ECCFT	Y	Josh Troesh – Academic Senate
Y	David Mussaw – ECCE		

Alternate Members: W. Cox, K. Iino, S. Porter, R. Sagastume

Support: A. Leible, B. Atane, J. Miyashiro, C. Pineda, J. Shankweiler, R. Miyashiro

Other Attendees:

The meeting was called to order at 1:00p.m.

1. Approval of [Minutes](#) – February 21, 2019
Minutes approved.

2. [Quality Focused Essay](#)
 Accreditation teach will be on campus in Fall of 2020. The team is working on the self-evaluation of the standards. We are on the lookout for areas to improve. Some of the ideas:
 - a. Standard II: Organizing the campus positions/structure to meet the service needs of students
 - b. Assessment of DE delivery methods (how the funding formula will effect planning and budget cycle).
 The above ideas/topics could be mentioned under the umbrella topic of Planning or Integrated Planning. In other words, the focus of the Quality essay would be on improving the Planning processes at El Camino College, and examples could be (for instance) how we plan to organize the campus positions/structures to meet student service needs, and how we plan to address funding formula impacts. If anyone has any other ideas or thoughts, you can email Jean Shankweiler.

3. [ECC Sustainability Plan](#)
 Last fall ECC had two-stakeholder presentation, in September and November; the whole campus was invited to give their feedback on sustainability at ECC. We started by identifying the sustainable activities already underway at El Camino College. Then we developed strategic, measurable goals that will further our vision of being a sustainable, resilient campus with minimal environmental impact.

This plan identifies short and long-term goals that will help us reduce ongoing operational costs by investing in transportation, waste and water reduction, energy efficiency, and campus operations.

 1. Transportation – Benchmark - 36% of campus population commutes sustainably (we have the Rideshare program through campus police. We need to advertise it better to the campus community).
 2. Waste – Benchmark - 82% total campus waste diversion. We have the stickers on the trashcans letting everyone know that our trash is recycled off site by the company.
 3. Water – Benchmark - 20,118,857 gallons of water consumed (July 2017-February 2018). We are looking into using more recycled water to the East side of the campus. We are also planting more drought tolerant plants (native plants to this area).

4. Energy –Benchmark - Energy Utilization Index (EUI) of 3,664 (June 2016 - July 2017). Newer building are more energy efficient than the older buildings. The older buildings need improvements put in place for energy efficiency. With the newer building constructed, maybe put signs up showing the features of energy efficiency.

This plan represents a collaborative exchange of ideas and opportunities for the entire campus community to be engaged, supportive, and become sustainable. The sustainability plan needs to be part of the campus planning. It is a living and evolving document.

4. Budget Development/Assumptions

A. Steps to budget development

1. Revenue
 - a. 3.46% COLA
 - b. Hold harmless
 - c. 70/20/10 funding formula for 2019-20
2. Expenditures 2019-20 needs to be more measured
 - a. Document sections offered and office hours for adjunct faculty to more accurately cost out staffing needs
 - b. Tailor TNC staffing needs more closely to actual usage
 - c. Salaries are 83% of General Fund expenditures and growing
 - i. 1.75% (approx. \$1m) Certificated and 1.32% (approx. \$450k) Classified Step and column advancement (plus \$350 approx. fringe increase)
 - ii. PERS and STRS increases (approx. \$1.7m)
 - iii. Increase of net 12 FTE Full-time Faculty
 - d. Utility Increases (5% or \$140k)

B. Assumptions:

1. No Growth
2. Our Base FTES remains static over the next few years (based on 2018-19 off a three-year average)
3. Borrowing FTES is no longer an option with the three year averaging
4. We lose allocation for Compton after 2018-19 (Approximately \$5.1 million)
5. The metrics as prepared by Institutional Research for 2017-18 for Supplemental and Student Success Allocations remain static over the multi-year period

5. Mid-Year Analysis (P1)

Latest revenue estimates

1. State has a \$69 million shortfall for the Community College funding in 2018-19. Chancellor's office is applying a 5.04% deficit factor.
2. This would reduce our revenue to \$113.3 in 2018-19, however we would have the hold harmless this year under this scenario.
3. The funding formula is calculated as a three-year average for 2018-19 based on the lowest each year of highest applied FTES for averaging for reported FTES.
4. For 2018-19 projection shows we are in deficit spending:
 - a. Revenues exceed expenditures
 - b. We are using our fund balance
5. Two ways out of deficit
 - a. Increase revenue (more FTES)
 - b. Reduce expenditures
 - i. Process is under way for current year
6. May revise is critical, because it will show if the state is still at a shortfall.

6. [BP 1200 Review](#) (Strategic Plan 2015-2022)

Some things were removed from this document and moved into the planning document. There will be discussion at the Planning summit. Our strategic plan has details that tie into the vision for success (Chancellor's Office). The planning summit is the circle of planning and evaluation for the educational master plan, strategic plan and budget planning. Planning should be a continuous renewal process and not static.

Note: It was pointed out the April 18th meeting will be held at the same time the Town Hall meeting. It was also noted, the tentative budget will go to board in June and PBC needs to have scheduled meetings to review.

President Maloney mentioned that Dr. James Buysse, who is the interim VP Administrative Services, had to go to the Southern CA CBO meeting in Riverside. Dr. Buysse has an extensive background in community college administration, including 20 years of service as Vice Chancellor of Administration and Finance at the Riverside Community College District. He has also served as Chief Administrative Officer at De Anza College, Interim Chancellor of the Riverside Community College District, Interim Vice Chancellor of Administrative Services for the South Orange Community College District, and Interim President of Saddleback College.

7. Adjournment

The meeting adjourned at 2:10 p.m.