

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: June 4, 2020

√	Jose Anaya - Community Advancement		Ruben Sagastume - ASO, Student Rep
√	Amy Grant - Academic Affairs		Gary Robertson - Campus Police
√	Iris Ingram – Co-Chair (non-voting)	√	Jackie Sims - Management/Supervisors
√	Ken Key – ECCFT	√	Greg Toya - Student Services
√	David Mussaw – ECCE	√	Josh Troesh – Academic Senate
√	Julie Bourlier – Administrative Services	√	Viviana Unda – Co-Chair (non-voting)

Alternate Members: K. Iino, A. Nasatir, W. Cox, D. McClelland,

Support: J. Hinshaw, J. Shankweiler, R. Miyashiro, J. Miyashiro, A. O’Brien, B. Atane

Other Attendees: B. Delahunt, C. Martin

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

Agenda Review

The committee moved and seconded the approval of the agenda for today’s meeting. The committee accepted the agenda as presented with no objections.

1. Approval of Minutes – May 28, 2020

After review and notation of corrections requested, the committee moved to approve the May 28th minutes with no objections.

2. Distance Education Plan 2019-2022

Dr. Crystal Martin presented the Distance Education Plan 2019-2022 to the committee. This plan is referenced in Technology Plan and the Educational Master Plan. The plan itself has both SWOT analysis and shows the status of distance education on campus. At the end of this document are goals we hope to accomplish over the next three years. There has been significant process on the goals this year due to change in circumstances and the rapid move to online education. After this committee review the plan, it will be taken back to College Council for a second reading and then to the board. If you have any feedback or comments, please send them to Dr. Martin.

3. Budget Reduction Criteria Discussion

- A. Iris discussed the process/theoretical model of the solar systems (budget reduction criteria). This model shows the programs and services we offer closest to core mission of the college. The programs and services that support the core mission will be least vulnerable to cuts and those that are future away from the core mission are more vulnerable to cuts.
- B. We need to look at what are our highest priority in getting through the next year and the year after, because we need present a balance budget in June to the Board of Trustees. A new updated State Legislative Budget was issued yesterday. Iris passed it out to the committee before the meeting. To summarize the only thing the State Legislature updated budget has done is push the cuts further down by six months. If you look at the document, it shows that the legislature is dependent upon whether or not the federal government bails us out or not with the HEROES Act.
 - 1. If the feds come through with additional money for higher education then a number of those cuts will not go into effect: It depends on two very big ‘if’s’’:
 - i. If the feds pass the HEROES Act at all, there is no guarantee
 - ii. If the feds do pass, the HEROES Act, and it might not be at the level we expect. Which will lead us back to where we are now.
 - iii. The federal budget process does not begin until summer, so we need to figure out how to survive with what we have until the process is completed. Which will not be for another two to three months after. Therefore, the first six months of the

fiscal year we have to have a budget in place by which we operate until the money comes in.

- C. We are the first step, since we are planning and budget, we need is to take the lead in telling the campus these are the highest level of priority, which should receive the highest consideration in terms of resource allocation, and these are things we think are the lowest priority and need to be cut or decreased in funding.
- D. Dr. Unda briefly [shared](#) the document that was sent to PBC members earlier this week. The document on the rational on offering Non-Credit Career Development and Career Preparation (CDCP) Courses to our students.
1. Non-credit CDCP is paid at the same rate as credit-FTES.
 2. State is not paying us for any growth and no changes will be made to the SCFF.
 3. This information is the when the SCFF starts to actually work; it would be an opportunity to get more funding when it happens.
 4. It was noted that Associate Dean Scott Kushigemachi currently chairs a Non-Credit Work Group to look at possible offerings.
 5. There is legislation, which says approval of courses does not need to go to the Chancellor's office, it can be approved locally.
- E. Iris shared a document with the committee on FY 2019-20 stats on [budget & staffing](#).
- Number of Full time Faculty = 339FTEF
 - Number of Part Time Faculty = 536
 - Certificated Step/Column increase = \$1,034,459
 - Classified Step/Column increase = \$380,545
 - Health & Welfare cost (district contribution only) = \$8.5M
 - No open positions, eliminated all unfilled positon (monies have been pulled back into the budget), unless it was recently vacated.
 - No COLA
 - Fund 11 revenue FY2020-21 (\$127,951,153) and expenditure (\$145,159,405)
 - Change in fund balance for FY2020-21 (\$17,208,252), drop in balance we will have to cover from reserve.
 - Fund balance is a portion of our reserves (some of our fund balance goes off to pay our bills: CalSTRS, PERS contribution, OPEB (post-retirement benefits) and what we have left is our reserve).
- F. Various discussion on what should be included in the guiding principle. The following items was brought to the forefront of the discussion:
1. Academic Program (elements required for degree conferred ranked by - degrees conferred; conferred class enrollment; job placement and other elements of SCFF (vision for success).
 2. Required by law (health & safety) or accreditation
 3. Academic support programs (what program support student success and what programs support impacted students)
 - i. Directly support SCFF matrix such as closing the equity gap; completing Math & English in the first year and other elements of SCFF
 - ii. Highest impact and efficiency for dollar spent per student
 - iii. Need to look at areas that do not offer classes but still contribute to student success, such as keeping the restroom clean, in this environment of COVID-19.
 - a) We also need to keep in mind the COVID-19 impact on our students and the social revolution occurring currently.

Question: do we have time for getting all this information done before the tentative budget is submitted to the board on June 15th?

Answer: There is enough time to come up with guiding principles, which then go to College Council at the same time circulating to Cabinet. There is a lot of data we already have in

Cabinet which we can pull together as the response to the guiding principle and we can put together a tentative budget for the board by mid-month. We are going to have to do a revision in August for the final adopted budget.

Question: why not do a across the board reduction?

Answer: This would run counter the notion of equity and to the guiding principle that we are trying to move forward. This would hurt some areas more than other areas. It could eliminate some programs that are crucial and not touch some programs that are less crucial.

Question: COLA 3.26% past year. How much money was that?

Answer: Iris said she does not know what the lump sum was, because COLA is designated to the entire budget, it does not go to a particular line item. It is folded into our base money. The dollar amount would have to be drawn out of the base allocation separate from the SCFF. COLA is the recognition from the state that everything cost more (ex: paper, pencil, utilities etc.). It was noted that it would take time to get the information.

Question: Is budget mandated by June 15?

Answer: We are by law required to pass a budget in June (ECC BOT meets on June 15, 2020) by LA County. The Chancellor's office gave an order to various district in the state and extended their submittal date until August to pass their tentative budget. However, this order is outside the jurisdiction of the Chancellor's Office, the expenditure/continuing appropriation authority lies with the County Offices of Education. Los Angeles County Office of Education has a rule that we cannot expend funds beyond June 30th unless we have adopted a tentative balanced budget. Furthermore, delaying it to later in the summer does not help us; we will still be in the same situation. We are not going to know what the state revenue is until August and the State is not going to put a revised budget until later in August.

Question: Deferred payment is where all our reserve monies comes.

Answer: No, our deferred payment has an impact on our reserve, because in order to pay our bills we have to dig deeper into our reserve to make up for the apportionment payment that we are not going to get.

Question: If apportionment are deferred then our reserve will help us survive two to three months.

Answer: if we had no income coming in at all, we would have to survive at least 2 to 3 months on our reserves (example: it is like your savings account) that is the worst-case scenario (it happened in the last recession in 2008-09; 2009-10 and in 2010-11). This recession is deeper than the one in 2008-09. The tentative budget is a temporary spending authority. As we get more information from the state in late July or August, we will put together our adopted budget.

4. Other Discussion

5. Adjournment

The meeting adjourned at 2:20p.m.