

EL CAMINO COLLEGE Planning & Budgeting Committee
Minutes Date: October 15, 2020

√	Jose Anaya - Community Advancement	√	Haseeb Khan - ASO, Student Rep
√	Julie Bourlier – Administrative Services		Gary Robertson - Campus Police
√	Amy Grant - Academic Affairs	√	David Gonzales - Management/Supervisors
√	Iris Ingram – Chair (non-voting)	√	Greg Toya - Student Services
√	Kelsey Iino – ECCFT	√	Josh Troesh – Academic Senate
√	Roy Dietz – ECCE	√	Viviana Unda – Co-Chair (non-voting)

Alternate Members: A. Nasatir, J. Aramburo

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

Other Attendees: G. Ou, G. Perez

The meeting was called to order at 1:02p.m.

1. 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.

The committee welcomed David Gonzales and Julieta Aramburo; she is the alternate representative for Student Services.

2. Approval of Minutes – September 17, 2020

After review the minutes were accepted as written, the committee moved and seconded to approve the September 17th minutes with no objection.

3. PBC Goals for 2020-21

At the last meeting, discussion was started about the annual goals for the PBC and instead of investing a lot of time in the working groups, we thought it would be more efficient to use a little bit of time at today’s meeting with four breakout sessions for each goal. It was noted that, when looking at the goals, it should be considered that PBC is a collegial consultation committee and its role is reporting to the campus the recommendations about budget priorities, allocation process, and planning processes. There are certain things that this committee will be asked to weigh in on and then there are other more specific operational tasks where this committee will not be invited to weigh in on because we've got certain statutory requirements that we have to meet that we will certainly explain but not seek direct direction on. Below are some highlights from the breakout session:

- a. Make information less complex, because we felt that possibly one of the things that people struggled with is a complex presentation of numbers.
- b. We could survey PBC members and ask them how they feel about completing each of these goals at the end of the year. We could also ask the campus community about how they feel PBC members are communicating campus stakeholders’ concerns to the committee and bringing discussions back to campus constituencies.
- c. Continue staging town halls on campus, were the entire campus is invited to understand the state budget process, college budget process and updates on the Governor's budget.
- d. Have a series of shorter videos or blogs put on the campus YouTube channel. Topics such as: the annual operating budget, capital program (bond program), financial aspects of Fiscal Services, what we do, why we do it, what the laws are, what the rules are, the audit process, and just the nuts and bolts of funding and budgeting process Similar to a town hall, PBC committee members would ask questions to the VP-Administrative Services.

- e. Understand better the role that PBC has regarding Planning and Budget. Being more proactive rather than reactive for both areas and this would mean a little bit more of planning and knowing in advance.
- f. Guide in making sure that the money is being spent according to our priorities.

It was noted that there are some things by law we cannot do, or because it is governed by collective bargaining agreement that this committee cannot weigh in on. Because some things may not be able to be done, but this committee is certainly entitled to know what those things are and why XYZ did not happen or it happened in certain way.

Question: *Is there a way that a guide could be created, so we know which things we can ask about and which ones are not under the purview of this committee?*

Answer: *There really is not a list, but there is certain things that, for example, that we cannot unilaterally do because they are part of a collective bargaining agreement. Therefore, it has to be negotiated or something concerning program review and or program elimination, which is under the purview of Academic Senate. The issue is really the transparency and people understanding why things are done in a certain way or why decisions are made, there is not a problem with having those kinds of discussions, and that is what this committee is about.*

Dr. Unda will consolidate and organize the information from the notes from the breakout sessions and discuss it with Iris. It will be sent out prior to the next meeting so everyone will have the opportunity to read. At the next meeting, there will be a general vote on 2020-21 PBC annual goals.

4. Resource Allocation Decisions

The resource allocation decisions have been made and the VPs have been notified. We are in the process of notifying the various operating units what have been approved and to get in their requisitions into the system. We are also trying to figure out how to make the document that is about 35 pages long more readable, so it can be posted on the website. We hope to have resource allocation decisions published on the website by Monday.

5. 2021-22 Annual Planning & Budget Calendar

Dr. Unda discussed the 2021-22 Annual Planning and Budget Calendar for the different area on campus. An email was sent out to all managers last Friday. The email included all attachments related to the calendar.

- This [calendar](#), show all the entities that are involved in this process, it includes the [areas, divisions, programs](#), IRP, Fiscal Services, Executive Cabinet, PBC and the Board of Trustees.
- We also have individual documents for each area so staff do not get lost in that large calendar which IRP and Fiscal Services see.
- [For areas](#), [for divisions](#), [for programs](#), we have small documents where the dates are very clear. For the sake of transparency, we wanted to put this document together so everybody knows what is going on.

Question: *Just wanted to understand the budget procedure from past procedure to new procedure. In past we would get an Excel document from Fiscal Services, we made our changes and it would go to the Dean, then to VP to Fiscal Services. So, for 2021-22 Fiscal Services will provide us those same worksheets and also that information for the worksheets going into new Nuventive instead of moving it up to the dean. Is that, a good synopsis of where we are headed, because the Student Services is not in the pilot group? Is that a correct interpretation?*

Answer: *What we did was put those Excel sheets in Nuventive for you to access instead of sent them out by email or provided them on a thumb drive. All the tabs and all the*

information are still there. The idea was to house both the planning, (the annual planning process) and the budget workbooks in the same place (Nuventive).

IRP is planning to hold a Nuventive refresher training so you can be reminded of how Nuventive works and where to find the budget spreadsheets. So look for that on the calendar, where we will explain the entire process in more detail. Again, for those folks that are not part of the pilot, the process does not look that much different; still have the same budget spreadsheets just distributed in a different way, through online platform to have it centralized.

6. Other Discussion

A brief update as to where we are with both the State financial situation and our campus financial situation. The State budget was predicated on a federal bailout this fall of about \$790 million dollars. Well, if you have been following the news that bailout has not occurred and it probably will not occur. So therefore, the deferments that the state had planned for in this current fiscal year now will become budget cuts.

How does that affect us here at ECC: it does not really have that much of an effect because we budgeted as if the deferments were cuts. We had about a \$14 million budget shortfall, we presented a budget that covers all but about, \$3 or \$4 million, a gap that we have to cover and that will be reflected in many of the resource allocation decisions. In order to close the budget gap and make sure that we close the end of the fiscal year with a balanced budget, we have to go back to the table on some items.

Even with the deferrals, our credit rating is good with the bonds that we are issuing this week, they are being sold at a very good price because of the stellar credit rating that both Moody's and Standard and Poor's (S&P) have affirmed El Camino College. We have a AA+ rating, and it was due to the very secure financial footing that the college is currently on and that we need to maintain.

The deferments that the State promised for this fiscal year will not be coming through, particularly since the federal bailout has not come. Therefore, we are tightening our belt this year and we are going to have to tighten our belts even more next year, but we will deal with that when the governor's proposed budget is released in December or January.

7. Adjournment

It has been moved and seconded that we adjourn the October 15th meeting. The meeting adjourned at 2:21p.m.