

**EL CAMINO COLLEGE Planning & Budgeting Committee**  
**Minutes Date: July 23, 2020**

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

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

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

**Other Attendees:** A. Reyes, V. Palafox

The meeting was called to order at 1:03 p.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.

2. Approval of Minutes – June 16, 2020

After review and notation of corrections requested, the committee moved to approve the July 16<sup>th</sup> minutes with no objections.

3. Recommendations regarding budget reductions

I. Still pricing out the suggestions that were made from the last meeting about increasing our operating expenses, which prices out to about another \$200,000, so that bring it up to about \$430,000. On the list of vacancies, after cabinet met, some of positions are going to be removed from the list because they are critical. Once that is done, Iris will send the list out to the committee.

II. Correction: It was noted that the total identified saving did not add to \$9.4 million and was missing approximately \$3.3 million.

i. There was two dollar amounts (classified and Faculty furloughs) that was removed from previous version of the presentation, but was not deducted from the total savings. After recalculation, the total savings identified is around \$6M and cuts need to be, as close to \$14M as possible. Because, anything that we do not cover in cuts will have to come out of reserves.

III. It was noted that couple of Dean's had contacted Iris about their concerns on building closure occurring in August; they wanted to hold off until September, so the faculty can be notified and have time to get their belongings out. They also wanted to make sure, that certain building were not shut down due to critical equipment that needs power or animals that need to be moved to another location.

1. Some of the discussion points on the recommendations regarding budget reductions were as follows:

- a. Community choir classes.
- b. Increasing cuts to printing and postage.
- c. Printed schedules (not doing it this year) and catalog (has been stopped).
- d. Increase class size to increase productivity.
- e. Closure of Marsee auditorium (performing Arts). The classroom behind Marsee has storage of instruments that students borrow.

- f. Student ambassadors (it was noted that the ambassadors do give virtual tour and enrollment help to incoming students).
- g. Close down parking lot (not much cost associated with parking structure other than we need to have somebody patrol it occasionally).
- h. Camino Café (everything turned off there or do they need to have electricity for the refrigerators. It was noted that there is food being stored for the Warrior Pantry).
- i. Contracts for copiers (in progress).
- j. Athletic program (some of the program not going forward).
- k. Discontinue programs (list will need to go to Academic Senate for their approval).
- l. Standalone courses not linked with a degree or certificate.
- m. Graduation and all celebrations associated with end of year.
- n. Programs heavily staffed by adjunct faculty (reduce the roster of adjuncts, instructional faculty in the classroom, counselors or librarians because they are also faculty. We need to be aware that our faculty generates revenue and cutting should be done carefully).
- o. We could continue offering more online classes to save money. There are some savings, but it will take us some time to analyze what those savings are because there have been some increasing costs that we had not had to deal with in the past. Right now, the CARES Act money is offsetting some of those costs and it does not even cover all of our costs. It does not cover lost revenue from the bookstore or food services.

*Question: What about community education cuts?*

*Answer: They do generate their own revenue.*

*Question: Do we have contracts with outside vendors that we can bring in-house?*

*Answer: We have gone through and done an extensive review of all of our outside vendors, and have either reduced or eliminated costs. Work that is being done by contracts; we do not have many because there is a State law about contracting out work that current employees are doing. Therefore, when we have a contract with an outside vendor, it is because it is something that we cannot do, do not know how to do or do not have the staff to do it.*

*Question: So are there any sort of construction projects or anything like that can be pushed into the future?*

*Answer: We have a bond program and we have to meet a schedule in accordance with the bond program, which is funded separately, and we cannot cross contaminate bond money with general fund money. However, we do have a local capital program that is deferred maintenance. We move money out of that to the general operating expenses, as we need it but try to retain, a small amount in our local capital projects for repairs, such as, the elevator repair or a water pipe breaks.*

#### 4. Close 2020-21 Planning Process

- I. Update about trying to coordinate the planning process, and the budgeting process. In July all managers received an email where it was explained to them how we were going to do the closure of the 2020-2021 process.
- II. We need unit recommendations completed and have reached out to those individuals that have not completed their section. After completion, Cabinet will review recommendations

coming from Nuventive, and use, as a reference, the budget spreadsheets that each office has completed for Fiscal Services.

III. We will be bringing the items from Nuventive to PBC once it is finalized.

IV. The timeline for going forward in the fall, we are planning to bring the final adoption budget to the Board of Trustees in September at their September meeting. There will be a budget workshop meeting sometime during the week of August 31<sup>st</sup>. The final adoption budget will be coming to this committee in early to mid-August depending on when this committee meets again.

*Question: Was there any discussion at the Technology Committee on the implementation of computers to student in the fall?*

*Answer: This items was not discussed at the Technology Committee, however, it was discussed at the staff level about how we plan for fall. This week we are working out a plan on how we are going to process fall, winter and spring computer rentals and we will bring something back to the Technology Committee in August. It was noted that different departments (Library, Math and the Foundation) distributed computers. For the fall, we do not know that we can go out and buy the massive numbers of laptops like those that we did in spring, because that money is gone now. There is discussion with deans on how to let students know when there is a special requirement beyond a basic laptop. We would like to make recommendation to students that they have at least audio and video on whatever equipment they are using.*

5. Other Discussion

Next meeting will be on August 6<sup>th</sup>

6. Adjournment

It has been moved and seconded that we adjourn the July 23<sup>rd</sup> meeting. The meeting adjourned at 2:14 p.m.