

**EL CAMINO COLLEGE Planning & Budgeting Committee**  
**Minutes Date: May 27, 2021**

√	Amy Grant - Management	√	Kelsey Iino – ECCFT
√	Greg Toya - Management	√	Breeanna Bond – Classified Staff
√	Darcie McClelland – Academic Senate		Sophie Dao – Classified Staff
√	Josh Troesh – Academic Senate		Gary Robertson - Campus Police
√	Iris Ingram – Chair (non-voting)		Vigneshwar Balaji - ASO, Student Rep
√	Viviana Unda – Co-Chair (non-voting)	√	Shobhana Warriar – Confidential
√	Roy Dietz – ECCE		

**Alternate Members:** K. Key, J. Bourlier, G. Patel, L. Marquez, J. Anaya

**Support:** J. Hinshaw, G. Ou, C. Pineda

**Other Attendees:** B. Giles

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.

2. Approval of Minutes – April 22, 2021

After review, the minutes were accepted as written. It was moved, seconded and passed to approve the April 22<sup>nd</sup> minutes with no objections.

3. Town Hall Feedback on Budget

The first half of the Town Hall was devoted to the return to work plan and the reopening of the campus. The second half was devoted to the May Revision on the FY2021-22 budget. Based on the information we received we have a preliminary draft of a tentative budget for fund 11.

- a. Preliminary draft of a tentative budget for Fund 11 based on our initial calculations of the SCFF and what we anticipate our revenue will be starting July 1<sup>st</sup>.
- b. The May Revision is not a done deal; it is negotiated through the State Legislature and the Governor. We will not know the final State budget until it is adopted by the State Legislature and signed by the Governor, sometime before June 30<sup>th</sup>. At the June 21<sup>st</sup> Board of Trustees meeting we will be presenting our budget assumptions that underlie the FY2021-22 budget in order to have a tentative budget passed before the end of June, because we are not legally allowed to expend funds after July 1<sup>st</sup> if a tentative budget is not passed by end of June. As it was mentioned at the Town Hall, the State is anticipating a significant amount of surplus for this coming fiscal year.

**Question** *How is the excess money allocated to education per GANN Limit and how much will education get?*

**Answer:** *We have not heard what the dollar amount will be for education. There is Federal and State GANN Limit. The State, when it has excess tax revenues above a certain amount, they have to split it in half; half goes back to taxpayers by an amount determined, through the Governor and the Department of Finance. The other half, which concerns us, is applied to Prop 98, which is what funds K-14 in the State. To date, we have not been told how that is going to happen or know how much that is going to be or know how it would be split between K-12 and the Community Colleges. We probably will not know until sometime in the fall. There is discussion between the Legislature and the Governor as to what the allocation methodology should be. There is a GANN Limit surplus for the current year, and there is anticipated to be a GANN Limit surplus for FY2022-23, so it could very well be mid-year sometime in December or January that we will know how they are going to handle those additional funds.*

- c. Iris shared the Unrestricted General Fund 11 budget and based upon what we know from May Revise we have included what we can expect from SCFF (base allocation + SCFF), it also includes what we've

- been told to date that we can expect for the COLA, which is tentatively 4.05% and 0.5% growth. Again, until the Governor signs the budget, it is still a proposal for both the COLA and growth.
- d. The tentative projection effective July 1<sup>st</sup>, is less than our projected actual revenue for the current year because we received one time money for this year. The additional money that we received is based upon the revenue we earned in FY2019-20. We earned some additional money through the SCFF, and it was paid to us in the current year FY2020-21, which is about \$8 million.
  - e. The expenditures are reflection of all of the budget allocation requests for FY2021-22. These expenditures also reflect the restoration of the 30% budget cuts in the three, four and five series of expense objects and reflects approved new positions. The VP's and Cabinet have vetted all the requests that have gone in through Nuventive; those requests are reflected in these numbers. These numbers are tentative they could still change.
  - f. Fund 12 is typically budgeted to 85% of what we know the allocation will be or what we believe the allocation will be in FY2021-22. It is budgeted this way because the State never releases those funds before early fall, so the rule of thumb is that we budget at 85% of the current year. Once the funds are actually transferred, we go back and adjust the different categorical programs and grants.
  - g. If you notice that we are projecting a \$2M change to our fund balance by the end of next fiscal, but still that leaves us with a very healthy fund balance. It is prudent to have at least two months cash on hand in your fund balance to make sure that you can cover any shortfalls, but luckily, the State is projecting a significant surplus this year. The State as part of the May Revise will be paying back the deferred apportionment in July or August that we should have received last year.

**Question:** *Our current projection of our fund balance is high, what makes up this money?*

**Answer:** *This money is what we did not spend because we got the infusion from the various COVID-19 related funds, which allowed us to transfer expenses to the HERRF one, two and three funds, plus savings that we realized because we took the 30% reductions in supplies. It also reflects the monies saved since there was less people on campus, decrease in utility bills and due to the offset of the Covid-19 or HERRF related funding. We are still charging expenses to the HERRF one, two and three funding for COVID testing we will be doing soon.*

**Question:** *Is there any talk of repaying the furlough days?*

**Answer:** *That is a decision that has been presented to the board, but we do not know when the Board will make its decision. We showed them how much it would be and they decide when they want to make a decision on it.*

**Question:** *It is just a follow up to the deferrals, so based off the May Revise there is no planned deferrals for next FY2022-23?*

**Answer:** *That is correct. There should not be because the State is expecting budgets surpluses. There are no planned deferrals, to our knowledge.*

**Question:** *This was Fund 11 and you have Fund 12, what does Fund 12 show?*

**Answer:** *Fund 12 is restricted funds for categorical funding like the Student Equity & Achievement and PELL Grants etc. These monies come from the State and they are restricted and has specific strings attached to it. Fund 12 has statement just like the other funds, depending on what the expense line items are some funds; do not charge any salaries so you would not see payroll expense, but everything else would be shown.*

#### 4. [FY 2021-22 Summary of Budget Request](#)

Dr. Unda presented an update of how the recommendation prioritization process is going. Currently cabinet is going through budget requests and Fiscal Services is entering draft budgets into colleague.

- 410 budget total budget recommendations were submitted. The number per area are below:
  - Academic Affairs                    269
  - Student Services                    96
  - Administrative Services            18
  - Human Resources                    3
  - President's Office                    24

- These recommendations fall into the following categories:
  - Need further review/prioritization
  - Forward to Fiscal Services to identify a funding source
  - Not approved to move forward
  - Other (under \$5,000 & faculty hiring)
- 410 recommendations were reviewed by the VPs & President and were then put into the following categories:
  - 22 recommendations related to a risk, security, liability, compliance issue where forwarded to Risk Management for review.
  - 77 were high priority recommendations from VPs/President rubric for Executive Cabinet review
  - 30 were self-funded or already funded recommendations
  - 74 fell under \$5,000 or for faculty hiring
  - 207 deemed moderate-low recommendations from VPs/President using the rubric
- Of the 22 recommendations related to risk, security, liability, compliance issues which were reviewed by Risk Management:
  - 17 recommendations were confirmed as high priority to address a critical risk, security, liability issues.
  - 3 recommendations addressed by Risk Management addressees more of an operational need, which will be reviewed by Executive Cabinet using the rubric.
  - 2 recommendations were deemed as operational need (instructional equipment) and will be paid by an insurance claim.
- The 77 recommendations initially reviewed by Executive Cabinet plus the 3 recommendation addressed by Risk Management as operational need this will total 80 recommendations that Executive Cabinet reviewed:
  - 16 were confirmed as high priority
  - 18 were confirmed as moderate-low priority
  - 46 recommendations will need further review/discussion by Executive Cabinet.
- The 80 recommendation will come out to an approximate cost of \$5.7M. This dollar amount is higher than what is shown in the presentation.
- We are currently looking at the source of funding; if it can be paid out of special funds then we use those funds before going to Fund 11. This is a long process and we will be working on it up until the adopted budget. We will send out the letter assuming the incoming President agrees with the process, post the results to the website, notify the individual requesting departments as to what was approved and to get them to submit their requisitions.

5. [Annual Approved Budget Requests/Recommendation Format](#)

This agenda item was brought back from the last meeting. After going through the current addition, the committee recommended a final change to the worksheet:

- a. Add a column between “Unit/Division” & “Expense Category”, column called “Program/Office”
- b. Fix typo on the Unit/Division

**Question:** *Now that we are in all of this district transition. How likely do things change, like the processes and procedures for all of this when we get our new President/Vice President?*

**Answer:** *We would expect they are not going to change, because these recommendations have come through the consultation process and not an individual decision on how it should work. We come together, we discuss things and we make determinations about what we want to see, and what we want to do. We would expect the same process would occur with the new President and new Vice President of Administrative Services. If the group decided this is the process we want then this is the process we have adopted and this is how it will be done.*

6. [PBC Charter Review and Approval](#)

This is only a first reading of the PBC Charter. The committee will review the document, make necessary changes and send them to Dr. Unda so it can be incorporated into the revised document, which will be brought back to the committee on June 9<sup>th</sup> for second reading and adoption. It was noted that the Mission Statement

and the Membership to this committee cannot be changed by PBC. Any changes needs to be forwarded to College Council for their consideration and approval. All other parts of this document can be changed.

**Question:** *What happened to all of the management members on this committee? We had then representing the different area. When was that decision made and who made that decision?*

**Answer:** *So the membership that you see here, it comes from the 2020-25 Making Decisions Guide but the same membership was in the previous document. The alternate members have not been included in this document, but there are alternates for each of members and there is no alternative for the co-chairs. The two alternates to management are Julie Bourlier and Jose Anaya. There was a workgroup comprised of the College Council members back in Fall 2019 that went through the 2020-25 Making Decisions Guide in great detail and made recommendations. This is the group that made the determination of who would be on what committee and how the membership would be distributed.*

**Question:** *We also used to have participation by more Vice Presidents and they had valuable insights and we they are no longer anywhere?*

**Answer:** *We are following the membership that is outlined in the 2020-25 Making Decisions Guide.*

**Question:** *The is our first reading if there's any changes, it will be done at the next meeting, and then it's going to the board after that, or if there's more changes we have another reading how's that work.*

**Answer:** *We do two readings here, and after the second reading, we decide to approve this document with whatever changes we have discussed. This document does not need to go to the board for their approval. At most, we might have to send it on to College Council as an information item but bear in mind that anything that is set by the Making Decisions document this committee cannot unilaterally change. The only thing that we would be doing is updating, something that College Council already sanctioned.*

**Question:** *The question was brought up as far as adding more management so that is something that we would not be discussing.*

**Answer:** *Yes, we can request that more management members be added to the committee, and it would have to go to College Council, but the 2020-25 Making Decisions Guide is not our document to change, it is the governing document for how committees operate on campus. Now, just to clarify, the only things from the 2020-25 Making Decisions Guide that is in the Charter document is the Mission Statement that we cannot change, and the Membership, nothing else is from the 2020-25 Making Decisions Guide. Therefore, this committee can change everything else in the Charter document.*

## 7. [2020-21 PBC Goals Report](#)

As a self-assessment to see how we have been doing with our goals and how we are, how we have been doing in terms of our effectiveness to function and to do our work right. These were the goals that we set up at the beginning of Fall last year.

a. Goal 1: Committee members review role and responsibilities of the PBC

- i. Accomplishment/Indicator: creating PBC charter
- ii. Target: Charter formulated
- iii. Goal Progress: was met

1. First reading at the May 27<sup>th</sup> meeting and 2<sup>nd</sup> reading and approval at the June 9<sup>th</sup> meeting.

b. Goal 2: Strengthen PBC members' level of understanding and engagement in the college planning and budgeting processes to help in their performance or their role.

1. Accomplishment/Indicator: The percentage of committee members trained in college planning processes, college budgeting processes and the number of sessions of training sessions, either for planning or for budget.
- ii. Target: were high to have everybody participated in at least one planning training session and one budgeting training session.
- iii. Goal Progress: was not met.
  1. Committee member have not participated in planning or budgeting sessions

2. Members have been exposed to multiple planning and budgeting topics.
3. No specific College planning training or State/College budgeting training sessions have been offered to PBC members.

c. Goal 3: Engage the campus community in discussions around funding priorities and available resources

- i. Accomplishment/Indicator: The level of dissemination of key points discussing PBC meetings and the number of PBC planning and budget town hall meetings.
- ii. Target: the idea was to have a monthly electronic one-page summary to be discussed at PBC and shared with everybody at the College and the two town hall meetings during fall and spring
- iii. Goal Progress: was met partially
  1. PBC decided not to produce a summary of key points, but instead end each meeting with a five-minute review of key points discussed at the meeting. We did have two town hall meetings; February and May of 2021 both were focused mainly on budget. Institutional Planning needs to be part of the town hall meetings as well.

8. 2020-21 Self-Evaluation Survey

The survey link for 2020-21 self-evaluation survey was sent out to the committee last week. Survey should be completed before June 11<sup>th</sup>.

9. Other Discussion

Iris asked the committee if there should be another meeting in early August before the August 26<sup>th</sup> meeting. Since the final adoption of the budget will be September 7<sup>th</sup> and a Board budget workshop will be at the end of August. The committee came to an agreement that August 12<sup>th</sup> should be the meeting to discuss the FY2021-22 final budget.

- The next meeting will be June 9<sup>th</sup>, then August 12<sup>th</sup> and August 26<sup>th</sup>.
- Shobhana will send out the calendar invite for the August 12<sup>th</sup> meeting later this afternoon.

a. Wrap Up

1. Iris answered some additional questions regarding the town hall budget presentation and what the numbers meant and also did a brief presentation on the draft of the tentative budget with the provision that those numbers could change and they're all proposal's up until the Legislature and the Governor agree in late June.
2. We showed an update of the member and amount of budget allocation requests for FY2021-22 and noted that cabinet is still reviewing those requests for prioritization and that Fiscal Services will be working through the list in terms of determining funding sources.
3. We also made an additional tweak to the approved budget request format by adding a column that shows program and or office.
4. We have achieved the first reading of the Charter review and approval and have not made any substantive changes. The second reading is when we will vote and approve any changes that are outside of the 2020-25 Making Decisions Guide, but if they come under the purview of the 2020-25 Making Decisions Guide, they have to be taken back through College Council, as they are the owners of that document.
5. We also reviewed the PBC goals for the current year and we will use the self-evaluation survey that is going out or has gone out to analyze whether or not the committee agrees we have met the goals and anything else, we need to do.
6. Finally, we have made a determination that we will have an extra meeting of the PBC August 12.

10. Adjournment

It was moved and seconded to adjourn the May 27<sup>th</sup> meeting. The meeting adjourned at 2:35p.m.