

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: March 1, 2018

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input type="checkbox"/> Jeff Hinshaw–Administrative Services |
| <input checked="" type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Ruben Lopez – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Greg Toya – Student Services |
| <input type="checkbox"/> Alex Ostrega – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate |
| <input type="checkbox"/> Jose Anaya – Community Advancement | |

Alternate Members: K. Iino, J. Gutierrez

Support: B. Fahnestock, I. Graff, A. Leible, J. Miyashiro, R. Miyashiro, J. Shankweiler

Other Attendees: A. O'Brien, A. Sala

The meeting was called to order at 1:06 p.m.

Approval of the February 15, 2018 Minutes

1. The minutes of February 15 were presented to the committee for approval.
2. The minutes were approved and will be posted on line.

Foundation Report– A. Sala

1. A brief overview was presented on the Foundation's 2016/2017 year. Some of the highlights of the year were reported as follows:
 - The Foundation has awarded 541 scholarships through the Scholarship Program totaling \$600,000 as well as awarding \$150,000 in external scholarships.
 - Over \$1.3 million has been distributed to campus programs.
 - Managed over 75 division accounts.
 - Controlled 103 annual scholarship accounts.
 - Invested and administered 45 endowed scholarship funds.
 - Provided emergency book and tuition funding to students.
 - Worked with local businesses, alumni and individuals to support our students.
2. The total fundraising for the year ending June 30, 2017 was reported as \$1,315,890. The Gift-in-Kind donations (tangible goods and services) totaled \$90,629. These included donations of video production services, an insect collection, books, machinery, supplies and a vehicle for the Automotive Technology programs all totaling \$1,298,555. The total operational expense for the fiscal year 2016/2017 was \$404,972, which was 90% of the Foundation's budgeted operational expenses.
3. The financial overview for the fiscal year 2017/2018 was presented. Year-to-date fundraising is listed at \$1.3 million versus \$742,000 at this time last year. Net assets are currently at \$14 million, an increase from \$12 million last year at this time. It was noted we received a couple of large estate gifts which assisted in contributing to this endeavor.
4. There are a couple of ways unrestricted funds are obtained for the Foundation: 1) The President's Circle – Individuals who donate an unrestricted gift of \$1,000 or more, 2) Community Partners –

Businesses who donate an unrestricted gift of \$2,500 or more. Community Partners receive recognition at Foundation events, in the newspaper, emails and the ECCF newsletter. The Foundation also does direct mail. This process is the most profitable way to reach constituents including alumni, retired faculty/staff, and community supporters. The mailings are sent to about 5,000 constituents in the fall and spring with a newsletter and direct appeal included.

5. The Foundation's restricted funds include the following fundraising programs:
 - The Scholarship Program – This is the most popular form of donation to the ECC Foundation. To date, 14 new scholarships have been created this year and will be awarded this spring for fall 2018.
 - The South Bay Promise – For 2017/2018 a maximum of 90 students from Inglewood, Centinela Valley and Torrance unified school districts will benefit. Outreach and meetings for the newly expanded South Bay Promise for fall 2018 are taking place and fundraising has already begun. Next year the South Bay Promise will expand to include 500 students. The annual cost to support the South Bay Promise is \$250,000. It is in hopes that in the future, an endowment will be created so these funds can be earned annually.
 - STEM Programs – Many donors designate their donation to STEM programs. Funds have been used for the summer START robotics program and the summer UCLA research program.
 - Warrior Pantry – The ECC Warrior Pantry is for students with food insecurities. This program has become very popular. It was recognized Chicken of the Sea just gave a generous donation of 100 lbs. of tuna for the pantry.
6. The Foundation puts on a few events during the year.
 - The President's Dinner is an annual dinner for the ECCF Board and President's Circle members which is usually held in December.
 - The Scholarship Awards Ceremony – This is a donor relations event to recognize and award scholarship recipients and create good will with the donors. This year's event will take place in the East Dining Room on May 10.
 - South Bay Promise Signing Ceremony – There will be a MOU signing ceremony for all seven school districts that are in the ECC District, along with the Superintendents and President Maloney. Elected officials, local businesses, supporters and the media will attend this event on May 11.
 - Distinguished Alumni Dinner (biennial event) - This event recognizes distinguished alumni who have made a difference and represent El Camino College in a positive light. Usually four honorees are honored at the event. This year the dinner will be held on October 18. Nominations are being asked for at this time.
 - The Foundation has a volunteer board of directors. They ensure we spend our money fiscally and responsibly.

Bond Update – B. Fahnestock (presentation)

1. It was reported that currently there are four construction projects that are taking place on campus. These projects are the Student Services Building, the North/South Gyms, the Pool Classroom Building, and the Administration Building. These projects are contained on the campus perimeters. The next projects will be the Student Services, Student Activities and the Art Building (middle of campus).
2. The Student Services Building is going well. The gym project is moving at a slower pace. It is estimated to be finished in January 2019, but it is doubtful at this stage. The Administration Building is nicely progressing. The Pool Classroom Building is just beginning. Demolition for the area will begin soon. It hopefully the pool complex will be done by June 2020.
3. The committee was encouraged to go to the college website to view the virtual tours of the forthcoming new buildings (click on the arrows to navigate through the buildings).

4. The Warrior Walk will be an area between the gym and the pool complex. This area will consist of five sections that will be made up of 200 bricks per section. These bricks will be sold to alumni. Naming opportunities will also be available in the plaza area.
5. It was noted every six months for the next five years a new campus map will be devised because of all the on-going construction.

Institutional Research Update – I. Graff

1. The committee was given a short orientation on how to access the site for the Institutional Research data. Various areas on the site were reviewed. Compton will soon be receiving their own Institutional Research (IR) web page soon. The information on the IR site provides information on the student body demographics. Information will be visually available so you can see by division, department, and class where we are in terms of our college goal. The committee was invited to subscribe to the IRP blog. This will assist in keeping them updated with items for institutional research.
2. An area on the page was shown where specific data can be request if needed by just filling out a form. Once the information is received, the assigned researcher will reach out to the person requesting the information right away.
3. The area of planning was noted and reviewed.
4. The committee was reminded today is the due date for the unit plans.

Adjournment – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting will be held on **March 1, 2018** at 1:00 p.m. in Library 202.

RKN/lmo