

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: January 7, 2016**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> William Garcia– Student & Comm Adv.  | <input type="checkbox"/> Cheryl Shenefield–Administrative Services         |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                      | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors    |
| <input type="checkbox"/> Nicole Mardesich – ASO, Student Rep.            | <input type="checkbox"/> Dean Starkey – Campus Police                      |
| <input checked="" type="checkbox"/> David Mussaw – ECCE                  | <input checked="" type="checkbox"/> Lance Widman - Academic Senate         |

**Other Attendees: Members:** A. Grant, E. Rader **Support:** J. Anaya (for J. Nishime), L. Beam, I. Graff, J. Higdon, J. Shankweiler **Guest:** D. Patel (presenter), L. Ternes

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The meeting was called to order at 1:04 p.m.

**Opening Remarks**

1. The annual planning update regarding the TracDat refresher will be tabled until the next meeting because of audio visual issues with the projector.
2. David Mussaw was introduced and welcomed by the committee as the new committee representative for ECCE (Classified). The new associate dean for the Division of Math, Linda Ternes, was also introduced and given a warm welcome.

**Student Success & Support Program (SSSP)** – D. Patel (Presenter/Handouts)

1. An overview was given on the updates of the SSSP. It was noted the goal of the SSSP is to provide students comprehensive and integrated services to increase retention and provide the foundation necessary for success in college. SSSP replaced the Matriculation Program and refocused its funding and services. Some key objectives have been placed into the plan as follows:
  - a. Implementation of a new educational planning system
  - b. Implementation of a new early alert system and intervention services
  - c. Development of a new retention center
  - d. Participation in the online educational initiative to reintroduce online counseling
  - e. Expansion of on and off campus delivery of core services
  - f. Evaluation and improvement to the new student orientation and workshops
  - g. Increase marketing of core services
  - h. Expansion of New Student Welcome Day
  - i. Expansion of research support for the evaluation of plan objectives
  - j. Expansion of First-Year Experience program
2. This year's SSSP allocation was noted as \$4,084,629. It was noted next year's budget should be similar to what we have this year. This money should be sustainable money.

**Approval of the December 3 – Minutes**

1. Student Equity Plan, 1a) **add:** targeted before Categorical. Under 2. **delete:** the second is an put parentheses around the 2.1 million dollars.
2. The minutes were approved with corrections and will be posted on-line.

**Annual Planning Update** – I. Graff

1. It was mentioned that our previous system of Plan Builder no longer functions. Everyone at the unit level was asked to archive the last plan (2014-2015) to Word or a pdf file. There will be no need to keep any other of the information pertaining to Plan Builder. The deadline for this is January 31, 2016.
2. The unit plan deadline for TracDat is February 15 followed by the area plan deadline which is the end of March. It was reported there was a big training session done for unit plan leaders last November. This training was only partially effective. The session encompassed too much so additional training will be offered sometime in February for the unit plan leaders or anyone who has not done their plan yet.
3. It was noted the company who created TracDat did a massive overhaul of the program. The new system does not allow you to copy customized fields from plan to unit to area. This problem is being worked on but it has not been corrected as of yet. It was suggested if they cannot fix this problem we need to look for a new system.
4. It was pointed out when Plan Builder was utilized, everyone was asked to review their plans and update them twice a year, but currently with TracDat people are only doing their updating once a year. Currently the planning calendar specifies to do mid-year updates by January 31. This needs to be corrected for clarity on the planning calendar. Officially we are updating once a year.

#### **Chancellor's Budget Update**– J. Higdon (Handout)

1. A brief overview was given on the handout distributed regarding the Governor's budget proposal for the 2016-2017 fiscal year. It was noted the Governor stated we have to be careful about using one-time monies which come from the capital gains taxes to fund on-going expenditures. This kind of money fluctuates and cannot be depended upon.
2. Proposition 98 minimum guarantee is estimated to grow to \$71.6 billion in 2016 – 2017, which is increased from the \$68.4 billion assumed as part of the 2015 – 2016 budget agreement. It was noted that under Proposition 98 you always want to be in a Test 3 mode. A Test 3 mode is a positive and means everything is going along fine financially. Another item the committee was reminded to keep in mind was we share the Proposition 98 money with the K-12s. Our portion of this money is not fixed in law. Historically our portion of this money is right under 11 percent.
3. It was reported under header Access/growth there will be enough money for a 2 percent growth state wide. This would be sufficient to expand access by close to 50,000 students.
4. The COLA is less than anticipated - \$29.3 million for .47 percent.
5. Under Workforce \$200 million was added to the EWD item to improve and expand efforts for workforce, consistent with recommendations made by the Task Force on workforce, job creation and strong economy. These funds will be distributed on a formula basis in the initial year, but may shift to a regional allocation where funding for colleges will be determined based on certain accountability measures.
6. The CTE (Career Technical Education) has \$48 million funded for this program on an ongoing basis. The Governor's intent is to repeal the sunset date for this program to make it permanent.
7. Basic skills has a \$30 million increase to the existing Basic Skills categorical to incentivize and support colleges that implement research-based practices that transition students from basic skills to college-level programs.
8. Maintenance and instructional equipment will see a large chunk of money (\$289 million). Approximately \$255 million of these funds are from ongoing resources – SMSR – Scheduled Maintenance and Special Repairs.
9. For data security \$3 million will be added for the purpose of enhancements.
10. It was noted \$10 million will be added to the Institutional Effectiveness program to augment support of technical assistance to colleges.

11. It was announced the monies received from Proposition 39 are funds which we need to compete for. Funding of \$45 million will be provided for energy efficiency projects and workforce development.
12. Under apprenticeship \$1.8 million will be provided for the purpose of providing parity to apprenticeship rates relating to various general purpose funding.
13. Under the area of Cal Grants, \$39 million will be continued for the Full-Time Student Success Grant, which provides supplemental financial assistance to Cal Grant B recipients taking 12 units or more.
14. For the Innovation Awards, \$25 million is proposed for grants related to innovative practices in community colleges.
15. For zero textbook cost degree, there will be \$5 million provided to incentivize programs that have no costs to students for the use of textbooks.
16. It was announced there will be no fee increases for the students at this time.
17. The budget workshop will be held on January 20. More information will be available at this time.
18. The mandate reimbursement is listed as \$76 million in one-time funding which is provided on a per-FTES basis to retire outstanding mandate claims.
19. Caution was expressed concerning the increases for STRS and PERS over the next few years.
20. It was noted the release of the January proposal is only the first step in the final budget process. Revenues will be revised in May before a final budget is passed in June.
21. It was announced that we are preparing to sell another round of bonds. We will be refinancing \$98 million dollars for the older bonds.
22. The audit report will be presented to the board at their next meeting.

**Adjournment** – R. Natividad

1. The meeting adjourned at 1:54 p.m. The next meeting is scheduled for **January 21, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo