

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: May 7, 2015**

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**MEMBERS PRESENT**

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| <input checked="" type="checkbox"/> David Brown - ECCE                     | <input type="checkbox"/> Dawn Reid – Student & Community Adv.                 |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs   | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input checked="" type="checkbox"/> Alice Grigsby -Management/Supervisors  | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep.                  |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input checked="" type="checkbox"/> Lance Widman - Academic Senate            |

**Other Attendees: Members:** Emily Rader, Ericka Solarzano **Support:** Janice Ely, Irene Graff, Jean Shankweiler

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The meeting was called to order at 1:05 p.m.

**Welcome and Committee Membership** – R. Natividad

A welcome was extended to Jean Shankweiler, the new vice president of Academic Affairs.

**Approval of the April 7, 2015 Minutes**

1. Page 1, Making Decisions Document, 2, last sentence **delete:** seven, **change to:** six.
2. Page 2, Making Decisions Document, 10, clarification is needed for the statement “this area”. R. Natividad will check with J. Nishime to clarify the reference.
3. The minutes will be amended and posted on the website.

**Development Process Budget Book** – J. Higdon / R. Natividad (handouts)

1. The PBC roles and responsibilities which were decided on March 5, 2015 will now be updated and reflected in the budget book (page 32). A handout was distributed showing the track changes for the new statement of purpose and the new committee responsibilities.
2. The top portion of the budget development process will be brought back and be reviewed at another time.

**Tentative Budget** – J. Ely (handout)

1. The tentative budget first draft was distributed and reviewed. This draft will be forwarded to the board for review at the May meeting. Projected expenditures and revenues are listed on each page.
2. The projected revenue for the year up about \$3 million dollars in state revenue from last year. This is only if we receive the money under footnote (c) potential revenue shortfall (\$1,611,441). There is a possibility we may not receive the revenue shortfall. These figures are based on the April apportionment from the state.
3. The funds budgeted for next year is based on the assumption of the FTES being the same as this budget year (19,163). A COLA increase has been factored in at 1.02% which would give us another \$985,000 over the year. It was noted we get base funding based on the size of our college. In the past we have always received the maximum base funding of \$8.8 million), but this year

since our FTES dropped we are now considered a medium size college. This caused us to lose \$1 million in apportionment.

4. The only change in local revenue will be in item J (Compton Police Salaries). The revenue is a little higher this year because of the retroactive pay increases. Next year the projected total will be lower.
5. A new item in the budget is the lease contract for the old Child Development Center. The revenue is listed as \$80,000.
6. A correction was made to the bottom of page 4. The notes to revenue should read a-h & i-k.
7. The salaries show an increase because of the retroactive increases. Footnote (o) shows an increase for the tentative budget because of the addition of ten new full-time faculty.
8. The PERS employer contribution has been raised from 11.771 to 11.847 for next year. STRS is at 8.88.
9. It was recognized we are now fully funded in our post-employment benefits account so we will no longer be paying the retiree benefits out of the general fund. Because of this there will be savings in our general fund.
10. Under contracts and other operating expenses it was noted insurance costs are rising resulting in an increased cost of almost \$100,000.
11. Election expenses will increase due to forthcoming election for three board members.
12. This will be the first draft reading of the budget to the Board of Trustees for May. It will be resubmitted with further refinements to in June and then in September it will reflect the final budget.

#### **Planning Summit Debrief** – I. Graff (handout)

1. The following was discussed at the planning summit. The summary of the ACCJC recommendations were distributed for review and discussion. It was noted there were 11 recommendations for institutional improvement. These recommendations are being addressed. Three have been completed.
2. The new strategic plan was discussed and one of the recommendations for institutional improvements was to have measurable objectives associated with the strategic initiatives. These have been established and are in place.
3. Institutional effectiveness framework was discussed. This is not outcomes that we set for ourselves but the Chancellor's office setting institutional effectiveness outcomes related to student academic performance, fiscal viability, and accreditation status.
4. All objectives must be met by June 30, 2015.
5. The Making Decisions Document was reviewed and discussed. The revisions of this document were finalized and a printout will be available soon.
6. The theme of the Planning Summit was communication, collaboration and decision making. Group discussions were had which were summarized and included verbatim responses. This summary will be available next week and will be sent out to all attendees and consultation committees.
7. For the recommendation involving the decision-making process, a consultation survey a survey was distributed for the present PBC members to fill out and return. The committee was asked to write any comments on the back. This survey is to collect the consultation committee members feedback on the consultation process as it is today.

#### **Annual Planning Calendar** – R. Natividad (handout)

1. As a goal the PBC will now try to review the planning and budgeting calendar every six months. The committee was asked to review the planning and budgeting calendar before the next planning cycle (July 1). Any comments or suggestions should be sent to R. Natividad. The goal is to make the planning and budgeting calendar clearer to the constituents.

**Enrollment Report** – R. Natividad

1. The enrollment report for summer and fall was distributed. This report will be forwarded to the committee. Currently it shows enrollment is a little down. Summer is six percent down from last year and fall is down nine percent from the prior fall. This report will also show what the enrollment target was for spring.

**Adjournment** – R. Natividad

1. The meeting adjourned at 2 p.m. The next meeting will be scheduled for **May 21, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

Approved