

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 3, 2015

MEMBERS PRESENT

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

Other Attendees: Members: A. Grant, E. Rader, **Support:** L. Beam, J. Ely, I. Graff, J. Higdon, J. Nishime, J. Shankweiler, W. Warren

The meeting was called to order at 1:02 p.m.

Approval of the August 27, 2015 Minutes

1. Under Final Budget Presentation, item 2, clarification was asked for what the \$600 million and \$266 million allocations were for. It was noted a clarification would be obtained and noted in the minutes.
2. Under item 5, change termor to term. A clarification will also be made to the closing of the school between the fall and spring break. There will be a reference noting this time as a six-week break. An explanation was asked for the term “growth-cult state.” It was noted the term refers to “someone always chasing FTES- always trying to grow”. A budgetary recommendation was added stating if winter is offered, the decision should be made prior to rolling spring semester over for schedule development. Otherwise money will have to be spent on overtime to correct the situation. This timing is very important.
3. Under item 7, clarification was asked for what the percentages referenced. The 21% referenced the sales tax revenue and the 79% referenced the income tax revenue.
4. Under item 8, more detail and a better clarification was requested for the notations listed.
5. A revision of these areas will be done and will be reflected in the final copy of the minutes.

Final Budget Presentation Second Reading – J. Higdon (Handouts)

1. The 2015/16 final budget was presented to the committee for any questions or clarifications.
2. It was verified there would be no election expense for this fiscal year. The funding information for this is contained under fund 11 (5700), Legal, Elections, and Audit Expense, \$722,200.
3. Funding for faculty conferences and staff development was noted under fund 11@ 349,192 for Travel Conference and Training.
4. It was noted the amount of \$14,955,242 for total reserves was unexpected. The total ending balance listed (\$14,500,762) is minus the reserve. The total ending balance would total \$29,456,004.
5. Starting spring 2015 a fund was derived for the ASB which is funded from a charge to the students. This income is noted in the budget under Auxiliary Services Fund 79 under income (photo ID sticker sales). This money is all based on sales. This fund, paid by the students, goes to the Auxiliary Services Fund. A portion of this money is kept to fund student activities, athletics, the newspaper, and fine arts activities. In turn they give a portion of their funds to the Associated Student Government. In

the past the Bookstore used their profits to subsidize the Auxiliary Services Fund. This year the Bookstore has allocated a zero balance. The sales of the activity stickers to students are now replacing the money which came from the Bookstore. It was noted the Bookstore could still possibly contribute some funds at the end of the year, depending on their financial situation. It was asked how much money should be in reserve for fund 79 because of the noted significance of the current reserves. A part of this reserve is to ensure enough money is held aside in case unforeseen emergencies were to occur.

6. It was noted towards the end of the year, there may be some discussions heard regarding a bond sale.
7. It was questioned if the Puente Project funds would be receiving any allocation of funds as the funding is listed as zero under General Fund Restricted (fund 12 – 8650). It was noted many of the categorical funds have not received their award letters yet. These funding amounts will change dramatically as the year goes on.
8. Concern was expressed for the Information Technology Department (IT) in terms of the money allocated for maintenance and available assistance. It was asked in terms of budgeting and planning if this subject of the funding for this matter is being addressed. It was pointed out under fun 15 (Campus Technology Plan), \$3 million has been set aside. It was pointed out in some of the newer buildings, the current classroom and student WiFi needs are not being met. These issues are being addressed and hopefully will be resolved. Two different WiFi systems are currently being run on the campus. One on the older buildings and a different one on the newer buildings. One of the issues will be weather we have money to bring them under one umbrella.
9. It was noted that \$125,000 has been allocated for recruitment and marketing. This amount is in addition as to what was already budgeted in the base budget.
10. A motion was made to approve the final budget by C. Shenefield. The motion was seconded by Will Warren. The motion was approved unanimously by the committee. The budget will now move to the President.

VP Annual Planning Priorities – J. Nishime (Handouts)

1. A cover page was distributed showing how the categories were broke down. Ongoing enhancements were listed for supply budgets at \$500,000 which will be broken down at a later date.
2. What was found from the prioritizations from the units were a lot of small items. This complicates the prioritization because it is hard to say whether a small item enhances our strategic initiatives or academic standards that we are trying to achieve. It was decided if some of the smaller supplies were replenished which were cut during the recession, these smaller items could be replaced.
3. The biggest expense is instructional equipment which a big portion is the block grant for Academic Affairs – \$667,000. Requests came up from the divisions to the departments and then to the area vice-president.
4. It was noted page 31 will need to be updated. A prior up-dated plan on the 2015-2020 Strategic Plan, revising the guidelines was approved at the August 6 meeting.
5. Under classroom repair and furniture, several requests were received for computer labs which will be looked at as a whole and not individually.
6. There were numerous requests for different kinds of staffing. The staffing listed on the prioritization is only for new full-time classified positions.
7. The sick-leave mandate also had to be considered. This mandate was effective July 1, 2015. California law implanted a mandate stating sick leave must be provided to all employees. Students who are federal work study employees are not allowed to be paid for hours not worked under Federal law, but under the new mandate California law says we do have to provide sick leave to these employees. This creates a gap in what Federal law allows us to do and what California law requires. There is a maximum of three days of sick leave a year the employee has a right to utilize. A time-keeping software system has been requested to help in tracking the hours of these student/casual employees (temporary employees, student workers, or any employee who has not had the provision of having sick leave). For now since we do not have a system in place to track hours, we are front

- loading these three days. This will be done for this year only until we get the software in place. In the future the formula will be the employee is allowed one hour of sick leave for every 30 hours worked.
8. Number 3 under Staffing was clarified that they are not upgrading the Computer Lab Technician. The position is being reallocated to the IT area. It was recommended all the Computer Lab Specialists are now to be housed in the IT Department. IT will be receiving a new position to help support the lab in the Library basement.
 9. It was noted priority number 5 will be updated to show the strategic initiative it is tied to.
 10. Under Software the new ticketing software was mentioned. It will be used not only for the Campus Theatre but also across campus for various other events such as athletics, planetarium shows, etc. There will also be on-going costs associated with this project. Student discipline software is also on the horizon. Currently the campus is utilizing manila folders and a spread sheet to keep track on discipline issues on both campuses – this system is not working. There is worry we might not be in compliance with the Cleary Act and various other acts. A software system is crucial to make sure we can monitor and record discipline issues.
 11. The area listed as Other is mostly equipment that does not fall under the instructional has a few items listed. The first two items deal with safety issues and will not be coming out of the budget but from our insurance JPA. Fume hoods in the chemistry labs will also be purchased. Also emergency items need to be changed out along with the active shooter training kits.
 12. It was noted the replacement of Campus Police vehicles is sometimes relied through donations of various communities around us.
 13. Any questions were asked to be sent to the vice presidents. These items will be uploaded into TracDat.

Accreditation Follow Up Report – J. Nishime

1. The accreditation follow up report will be moving forward. There are three recommendations to which we must respond. The first recommendation had to do with institutional effectiveness, leadership and governance. This targets our integrated planning cycle and providing evidence for opportunities for purposeful dialogue.
2. Recommendation two is strictly the financial integrity and sound fiscal plans for the Compton Center.
3. Recommendation three deals with planning and decision making – implementation of the Making Decisions Document at El Camino.
4. A complete response has been done to answer all three of these areas. We will have until September 18 to review the document. This will go to the Board next Tuesday for their receipt and then will be mailed out at the end of the month. It is anticipated we will have a visiting team of two people at the end of October or the beginning of November.

Adjournment – R. Natividad

1. The meeting adjourned at 2:23 p.m. The next meeting is scheduled for **September 17, 2015, at 1:00 p.m.**, in Library 202.