

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 4, 2014

MEMBERS PRESENT

Members

- | | |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Alice Grigsby - Management/Supervisors | <input checked="" type="checkbox"/> Dawn Reid - Student & Community Adv. |
| <input type="checkbox"/> Saima Fariz – ASO | <input checked="" type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input checked="" type="checkbox"/> Gary Turner - ECCE |
| <input checked="" type="checkbox"/> Dipte Patel - Academic Affairs | <input checked="" type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: David Brown, William Garcia, Irene Graff, Emily Rader **Support** – Francisco Arce, Janice Ely, Irene Graff, Jo Ann Higdon, Jeanie Nishime, Michael Trevis **Guest:** Will Warren, Kay Ragan

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

Approval of August 7, 2014 Minutes

1. Page 2, Final Budget Presentation, #6, in the first line, **delete:** were, **replace with:** was.
2. The minutes were approved and will be posted to the website.

Committee Representation Updates

1. Irene Graff will be moving from being an alternate for Alice Grigsby (Management/Supervisors) to a support position on the committee. Jacquelyn Sims will serve as the new alternate for Alice Grigsby (Management/Supervisors).

Budget Review – Part 2 – J. Higdon

1. The committee reviewed the final budget for a second time. It was noted the Child Development Funds on page 15 was still listed in the budget so as to have a trail showing this item has officially been closed out. The fund was closed June 30 by the final transfer of \$291,726 from the unrestricted general fund (2013/14).
2. It was brought to the committee's attention that under the local capital outlay project fund, Position 39 will be bringing in over a half million dollars this year. It was noted the HVAC system in the science area will be able to be changed out over the Christmas holidays. A complete listing of scheduled maintenance will hopefully be available by September 16 in order to be submitted to the Chancellor's office. This final listing should be finalized and available to be brought to the committee by October.
3. The General Obligation Bond Funds projects will be reviewed and reordered by the Facilities Steering Committee sometime during the fall. It was recommended the result of this review be brought back to the PBC for their review in greater detail.
4. It was noted the OPEB liability has been fully funded
5. The Associated Students Fund and Auxiliary Services Fund could both change. They are both finalized as best as they can at this point.
6. It was suggested there be a follow-up to try and get the subject of the planning and budgeting criteria back on the PBC agenda.

7. The analysis of the revenue and expenditures ending balance has been going down each year since 2010/11. A detail analysis will be done on budget versus actual from last year and will be completed and reviewed for presentation to this committee sometime in October.
8. It was noted that all the association membership may not be reflected on the budget listing. If something is incorrectly reflected, it is advised they send a note to Janice Ely.
9. The summary of allocations (fund 15) for special programs (Compton Center Partnership Fund) had its total for enrollment management and marketing plans increased by \$50,000.
10. It was moved by Cheryl Shenefield to approve the final budget/2014-2015 for the El Camino Community College District as presented. It was seconded by Alice Grigsby.

PBC Evaluation – R. Natividad (handout)

1. A handout was given listing the questions used in the evaluation process of the PBC last year. The committee was asked to note if they would like to add to or change any question on the listing. This item will be brought back up next week for discussion. The whole document will be sent out to the committee so the document can be reviewed as a whole.

PBC Goals Review and Discussion – R. Natividad (handout)

1. The goals from 2013/14 were handed out to the committee. In the next month the subject of possible new goals will be discussed.
2. A welcome and introduction was given to Dr. Kay Ragan, the interim Dean of Counseling, for fall 2014 semester.

Adjournment – R. Natividad

1. The meeting adjourned at 2:03 p.m. The next meeting will be **September 18, 2014 at 1:00 p.m.**, in Library 202.

RKN/lmo