

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 19, 2015

MEMBERS PRESENT

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

Other Attendees: Members: Emily Rader, Jackie Sims, G. Turner **Support:** Francisco Arce, Linda Beam, Irene Graff, Jo Ann Higdon **Guest:** Jean Shankweiler

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

Approval of the February 5, 2015 Minutes

1. A quorum was not present so the minutes will be tabled. Two noted corrections were under members present **add:** I. Graff as present and **delete:** J. Higdon.
2. The minutes will be tabled until the next meeting.

Accreditation Update – F. Arce & J. Shankweiler (handout)

1. The Accreditation report was received last week. It was reported we have been reaffirmed and a follow-up report will need to be done in October 2015 addressing the three recommendations which need addressing. The report will need to be submitted by October 15, 2015. The letter and report from the accreditation team will be posted on our website.
2. Recommendations were reviewed as follows: Recommendation 1- Institutional Effectiveness and Leadership and Governance. It was recommended we need to complete an entire cycle with the annual plans. The leadership and governance area related to how we communicate decisions once they are prioritized and approved. To improve this system it was noted a report showing the outcome of this process be communicated to the college community. Recommendation 2 – Fiscal Resources which addressed how to implement the fiscal management plan at Compton. There were a few inconsistencies which needed addressing. Recommendation 3 - Planning and Decision-Making Process. It was recommended the college implement the planning, governance and decision-making process as listed in the board policy.
3. The recommendations for institutional effectiveness gave more specifics with items the accreditation team were examining. All the recommendations will need to be addressed when doing the follow-up report.
4. It was noted the decision making document should be reviewed to see if any improvements can be made. Regarding the annual evaluation, input was requested from the committee for strengthening the communication process with the community.

Annual Plans – I. Graff

1. The Plan Builder year needs to be completed for year 2014/2015. This involves evaluating our objectives and inputting them into Plan Builder. TracDat's unit plan deadline was Tuesday, February 17. In working with the transition of Plan Builder to TracDat, there will not be any roll overs. Everything will have to be reentered. Once information is in TracDat, information can then be cut and pasted from that point on.
2. This is a pilot year for TracDat so any feedback is encouraged regarding the process.
3. It was pointed out when the accrediting team returns in October; hopefully TracDat will appear to them as a new tool and not a new process.
4. A suggestion for a recommendation was made pertaining to identifying where plans came from in program review. Possibly a tab could be added to identify the link. A brainstorming session was suggestion to find the solution.

Board Policies – J. Higdon (handout)

1. Board polices regarding fiscal services and the procedure for how board policies should be revised was reviewed. College Council has recommended as the college goes through and reviews board polices, a writing group should be assigned to review, revise and develop policies. This was recommended instead of the College Council receiving everything directly and handling it at their level. Volunteers representing the core constituent bodies on campus should be a part of this sub-committee. This system would be a quicker process than what is currently in place. It is recommended, if possible, the appointees from the Senate and Unions be members of PBC. That would allow for initial input of the PBC committee and should save time when applicable policies/procedures are then brought forward to PBC.

Plan Builder Additional Releases – J. Higdon (handout)

1. A handout was distributed showing phase two of the vice-presidents' merged plan builder recommendations for 2014/15. It was pointed out the status column shows the process which is gone through for prioritization. The items and status were reviewed as listed on the handout. Next time the listing will include the Plan Builder number and will be in a more condensed form.
2. The next step will entail the vice-presidents sending an email to their areas providing them with this list and the authority to move forward.

State Trailer Bills – J. Higdon (handout)

1. The Department of Finance released the 2015-16 State Budget trailer bill language. A few of the trailer bills affect community colleges, including proposals to make annual adjustments for potential overages or shortfalls in redevelopment agency (RDA) funds and Education Protection Account (Prop 30) funds. This is a step in a positive direction to provide stable resources for community colleges.

District Reserve – J. Higdon (handout)

1. The president is concerned with the district reserve. It was noted the pension liability is overwhelming. Interested parties are trying to analyze the UC system budget and understand how the budget costs could have increased by 40% since 2006/07. The findings showed for 20 years the UC system had not funded OPEB, which they now have to catch up and fund. It is estimated they will have to put over 1 billion a year to put into this fund.
2. Some of the one-time monies we will be receiving this year and next year is money they recommend we spend to try and help us with the new additional pension costs which are about to hit with our current employees.
3. It was clarified that the state may have additional money that be utilized by colleges to address the huge upcoming liability increases.

4. At the state level, there is a movement for community colleges to move to the 10% reserve level. Discussion over the potential of moving the college to a 10% reserve originated in college counsel. The written rationale for this has not been seen as of yet. The rationale would be similar to what we have used at El Camino to keep our ending balance fiscally strong in order to avoid layoffs of permanent full-time employees and to pay additional costs over which we have no control. We also expect to have rising property and liability costs and a litany of other expenses. The topic was discussed briefly in previous PBC meeting. The information provided today was helpful in clarifying the process this school might be going through. A revision or change to the district reserve board policy will follow the procedure of other board items, going through the appropriate revision and consultation committees.

PBC Responsibilities – R. Natividad (handout)

1. An updated version of the PBC purpose and responsibilities was provided to the committee. The committee was asked to review the listing and send R. Natividad any updates or suggestions this next week. A final version will be sent out to the committee.

Spring Break

1. Unless there are any critical agenda items, the PBC meeting will most likely be cancelled for March 19, 2015.

Adjournment – R. Natividad

1. The meeting adjourned at 2:05 p.m. The next meeting will be **March 5, 2015, at 1:00 p.m.**, in Library 202.