



**PLANNING & BUDGETING COMMITTEE**

**May 7, 2015**

**1:00 - 2:30 P.M.**

**Library 202**

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

**STATEMENT OF PURPOSE**

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

**Members**

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

**Alternate Members / Support**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Linda Beam – Support       | <input type="checkbox"/> Chris Jeffries – Support       | <input type="checkbox"/> Claudia Striepe - Support        |
| <input type="checkbox"/> Janice Ely – Support       | <input type="checkbox"/> Jeanie Nishime – Support       | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Vacant - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen.    | <input type="checkbox"/> Gary Turner - ECCE               |
| <input type="checkbox"/> William Garcia – Alt. SCA  | <input type="checkbox"/> Jean Shankweiler – Support     | <input type="checkbox"/> Vacant – Alt. ECCFT              |
| <input type="checkbox"/> Irene Graff – Support      | <input type="checkbox"/> Jackie Sims –Alt.Mgmt./Sup.    | <input type="checkbox"/> Vacant – Alt. ASO                |
| <input type="checkbox"/> Jo Ann Higdon – Support    | <input type="checkbox"/> Ericka Solarzano - Alt. Police |   |

**AGENDA**

- |   |                        |           |
|---|------------------------|-----------|
| 1. Draft Minutes Approval – April 2, 2015 | R. Natividad           | 1:00 P.M. |
| 2. Welcome and committee membership       | R. Natividad           | 1:10 P.M. |
| 3. Development Process Budget Book        | J. Higdon/R. Natividad | 1:15 P.M. |
| 4. Tentative Budget                       | J. Ely                 | 1:25 P.M. |
| 5. Planning Summit Debrief                | I. Graff               | 1:45 P.M. |
| 6. Annual Planning Calendar               | R. Natividad           | 1:55 P.M. |
| 7. Adjournment                            |                        |           |

**Next meeting – May 21, 2015**

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: April 2, 2015**

---

**MEMBERS PRESENT**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> David Brown - ECCE                     | <input checked="" type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs   | <input 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 **Support:** Irene Graff, Jeanie Nishime **Guest:** Babs Atane

---

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

The accreditation timeline was added to the agenda.

**Approval of the March 5, 2015 Minutes**

1. The minutes were approved as presented and will be posted on the portal and website.

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

1. Dean Connie Fitzsimons will be the representative for Academic Affairs replacing Dipte Patel. Dr. Patel was thanked for her service on the committee and was wished success as the new Dean of Counseling.

**Making Decisions Document** – J. Nishime

1. Constituent groups have been consulted with to ensure all members understand their role in the consultation process. The Making Decisions document came about after a presentation made to the Board of Trustees a couple of years ago by Scott Lay (CEO of the Community College League of California) and Michelle Pilati (Academic Senate President) regarding the consultation process. This session was recorded on a DVD which the College Council used to review and extract their interpretation of what the decision making process should be. This document was signed by the College Council in 2012 and recognized as the codification of our decision making process.
2. At this time the committee began reviewing the document for possible revisions. It was noted an important outcome of working on this document is an understanding that not every committee on campus is a collegial consultation committee. There are only six collegial consultation committees.
3. The recommendation process was discussed and it was noted all the committee members should respect the final decision regardless whether or not they agree with the decision. The decision will not be revisited unless compelling reasons exist.
4. Students, faculty, staff, and administrators all have a role in the consultation process which is spelled out in the document. The roles of the Board of Trustees, the superintendent/president and

cabinet were added. Technically they are not part of the collegial consultation process. They are the recipients that arise from the conciliation process.

5. Collegial consultation committees should review their purpose statements annually. An orientation should take place for all new members and the committee should complete a yearly self- evaluation.
6. It was recognized there was an assumption by the accrediting team that College Council received all other collegial consultation committee recommendations. This was an error as it made the council look like the superior committee. The policies were revised to correct this impression. College Council exists to facilitate communication and serve as a forum to exchange information that affects the college community. This body also serves to review policies and procedures before going to the board. Recently, the College Council has been bogged down by numerous reviews of college policies and procedures. Moving forward, two separate subcommittees will deal with the backlog of outdated policies.
7. The six collegial consultation committees were noted as follows: College Council, Planning and Budgeting Committee, Technology Committee, Calendar Committee, Facility and Steering Committee, and Academic Senate.
8. It was noted the Technology Committee needs a thorough review of their purpose statement. It appears as they are not operating as a collegial consultation committee.
9. A new section has been added on page 15 - The new El Camino College Mission and Strategic Plan 2015 – 2020. This mission becomes effective July 1, 2015.
10. It was realized that the prioritization language in the budget book is out of date with regards to this area. It will be up-dated to reflect current practice.
11. Anyone who wishes to provide input for this document is encouraged to send it to I. Graff by the end of this month. In May the revised document will be distributed.
12. The PBC will receive a survey later this month to test their understanding of the collegial consultation process.

#### **Accreditation Timeline and Plan** – J. Nishime

1. There are three responses which need to be made by November 15 to the accreditation team. The first one is regarding institutional effectiveness, leadership, and governance. The primary recommendation is in regards to purposeful dialog and communication. The vice presidents are working on a rubric for prioritization so the principles are clear to everyone. In spring, there will be more discussion regarding communication and alternative methods of disseminating information. It was noted PBC does a great job memorializing and communicating with their minutes.
2. April 10 will be the next planning summit. The summit will address how plans are intergraded and how priorities are decided. This month TracDac prioritizations for the unit plans to develop priorities. It was noted the area of Academic Affairs has such numerous items for prioritization that a new process has to be developed to deal with a lot of these items.
3. In May the funding priorities will be shared with Cabinet and the PBC. In summer the funding priorities will be distributed. In July the response to recommendation one will be written based on all the changes we have done. In September a survey will be distributed to faculty and staff to determine their understanding in how priorities are funded.
4. Recommendation two is specific to Compton Center. Compton will be developing their response to this recommendation. The commission did assert that the Compton Center is following their financial process.
5. Recommendation three pertains to the implementation of the Planning and Decision-Making Processes as outlined in board policies and the Making Decisions document. In February and March every collegial consultation committee will review their purpose statement. In March they will edit the document and in April a survey will be distributed to all consultation committees to

determine their understanding of the consultation process. In June, the survey responses will be reviewed and the response to recommendation three will be written.

6. It was noted there are 11 recommendations for institutional improvement. These will be responded to in the mid-term report. One of the bigger recommendations had to do with board policies which are out-of-date. The updating of these polices have been put on the fast track in order to address all of them this year. This master policy which deals with the polices will now be set on a 10-year timeline. All policies will be reviewed and even if there are no changes, it will be noted the policy will have been reviewed with no changes.
7. It was identified that a sentence should be added to the Making Decisions document to show the connection when issues arise from the Division and Area Councils that they are then moved forward to the College Council.
8. It was noted an area of concern is student representation on consultation committees. In a number of areas student representation has been lacking. One of the problems is students are having their ASO meetings during the college hour and then are unable to attend other important committees they need to be a part of. It was also suggested the students should delegate more representatives to go to these meetings instead of having the main leaders trying to always attend everything.

#### **Additional VP Priorities** – B. Atane

1. Some additional priorities were noted: \$100,000 was awarded to Journalism for Mac computers, \$73,000 was awarded to Digital Arts and Photos for Mac computers, \$24,000 was awarded to Media Services, and \$14,000 was received by Athletics. Rory will be sending out the link to show the actual plan and priority that relate to these items.
2. The Chancellor's Office is looking for some Baccalaureate programs. It was noted we are currently writing a recommendation for Respiratory Care. This submittal is due next week. Essentially with the advanced Respiratory Care program, it is already like a Bachelor's program. The students graduate with 119 units.

#### **Adjournment** – R. Natividad

1. The meeting adjourned at 1:58 p.m. There will be no meeting on March 19 due to spring break. The next meeting will be scheduled for **April 2, 2015, at 1:00 p.m.**, in Library 202.

RKN/Imo

# **TENTATIVE BUDGET**

**2015-2016**

El Camino Community  
College District

Office of the Superintendent/President  
May 18, 2015

EL CAMINO COMMUNITY COLLEGE DISTRICT  
2015-2016 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - FUND 11  
REVENUE

Account Number	Description	DRAFT		
		2013-2014 Actual Revenue	2014-2015 Unaudited Revenue	2015-2016 Tentative Budget
BEGINNING BALANCE JULY 1		20,767,239	17,897,297	16,720,223
ADJUSTMENT		34,489	0	0
ADJUSTED BEGINNING BALANCE JULY 1		<u>20,801,728</u>	<u>17,897,297</u>	<u>16,720,223</u>

REVENUE

FEDERAL REVENUE

8190	Other Federal Revenue	88,813	68,435	65,000
8199	Financial Aid Administrative Allowance	<u>62,310</u>	<u>59,083</u>	<u>60,000</u>
Total Federal Revenue		151,123	127,518	125,000

STATE REVENUE

8610	Principal Apportionment	47,554,151	46,422,941 a)	48,703,597 f)
8610	Education Protection Account Funds	14,099,243	14,993,430 b)	14,993,430 g)
8610	Potential Revenue Shortfall	0	1,611,441 c)	0
8606	Part-Time Faculty Apportionment	407,250	407,250	407,250
8612	Prior Year Apportionment Correction	605,361	65,217 d)	0
8613	Current Year Apportionment Correction	(794,790)	616,356	0
8614	SFAA Enrollment Fee Administration	260,047	281,422	292,960
8621	State Indirect Costs	84,938	86,681	85,000
8672	Homeowner's Property Tax Relief	185,603	177,320	175,000
8680	Lottery Funds	2,460,216	2,470,502 e)	2,395,375 h)
8690	Other State Revenue	5,697	0	0
8691	Mandated Cost Claims	<u>0</u>	<u>815,643</u>	<u>0</u>
Total State Revenue		64,867,716	67,948,203	67,052,612

Notes to Revenue a) through g), see page 6-a.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
2015-2016 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - FUND 11  
REVENUE

Account Number	Description	2013-2014 Actual Revenue	2014-2015 Unaudited Revenue	2015-2016 Tentative Budget
<u>LOCAL REVENUE</u>				
8800	Administrative Oversight	50,000	50,000 i)	50,000
8800	Police Dept. Services - Compton Center	1,368,748	1,654,967 j)	1,473,555
8810	Educational Revenue Augmentation	0	0	0
8811	District Taxes - Secured Roll	23,777,342	24,032,844	25,105,351
8812	District Taxes - Supplemental	522,619	668,886	575,000
8813	District Taxes - Unsecured Roll	974,011	974,272	970,000
8816	District Taxes - Prior Years	(263,330)	621,042	350,000
8818	Penalties/Interest on Delinquent Taxes	315,857	0	300,000
8819	Redevelopment Agency Funds	329,076	919,215	0
8841	Food Services Commission	50,496	50,000	50,000
8842	Equipment Sales	22,938	1,041	0
8850	Rentals and Leases	180,170	185,772	180,000
8851	Lease Contract-Pioneer Theater	240,000	240,000	240,000
8854	Lease Contract-CDC Building	0	80,400 k)	80,400
8860	Interest and Investment Income	224,291	116,144	100,000
8874	Enrollment Fees	7,532,499	7,565,018	7,581,528
8879	Transcript Fees	108,811	83,834	80,000
8880	Non-Resident Tuition	501,859	749,027	650,000
8885	Non-Resident Tuition-Foreign	3,514,497	3,786,899	3,600,000
8887	Catalogs and Class Schedules	14,109	11,125	11,000
8889	Student Fines/Fees	29,251	33,021	31,000
8890	Parking Citations	335,720	297,352	295,000
8890	Processing Fees	3,449	3,295	3,000
8890	Discovery	21,917	21,096	21,000
8891	Center for the Arts	246,512	60,445	60,000
8893	Miscellaneous Income	527,845	78,230	75,000
8895	Community Advancement Transfer	200,000	200,000	200,000
Total Local Revenue		<u>40,828,687</u>	<u>42,483,925</u>	<u>42,081,834</u>
<u>INCOMING TRANSFERS</u>				
8980	Transfer from Other Funds	<u>0</u>	<u>0</u>	<u>0</u>
Total Incoming Transfers		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE - ALL SOURCES		<u>105,847,526</u>	<u>110,559,646</u>	<u>109,259,446</u>
TOTAL BEGINNING BALANCE AND REVENUE		<u>126,649,254</u>	<u>128,456,943</u>	<u>125,979,669</u>

Notes to Revenue h) through i), see page 6-a.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
2015-2016 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - FUND 11  
EXPENDITURES

Account Number	Description	2013-2014 Actual Expenditures	2014-2015 Unaudited Expenditures	2015-2016 Tentative Budget
<u>ACADEMIC SALARIES</u>				
1100	Regular Schedule, Teaching	24,278,265	26,066,509 l)	26,487,156 o)
1200	Regular Schedule, Non-Teaching	7,375,635	7,525,376	7,446,615
1300	Other Schedule, Teaching	14,478,591	14,607,612	14,480,631
1400	Other Schedule, Non-Teaching	900,726	1,182,641	1,120,851
Total Academic Salaries		<u>47,033,217</u>	<u>49,382,138 m)</u>	<u>49,535,253</u>
<u>CLASSIFIED SALARIES</u>				
2100	Full Time	21,362,080	21,990,646	21,893,285
2200	Instructional Aides	1,608,596	1,620,849	1,615,481
2300	Student Help, Hourly and Overtime	2,476,502	2,497,775	2,500,000
Total Classified Salaries		<u>25,447,178</u>	<u>26,109,270 m)</u>	<u>26,008,766</u>
<u>STAFF BENEFITS</u>				
3120	State Teachers' Retirement	3,260,698	3,445,111	3,459,914
3200	Public Employees' Retirement	2,707,839	2,797,254	2,844,319 p)
3300	Social Security - OASDI/Medicare	2,417,538	2,517,968	2,470,833
3400	Health and Welfare - Medical	7,328,024	7,996,228	8,200,000
3500	Unemployment Insurance	38,130	39,896	40,000
3600	Workers' Compensation Insurance	1,303,880	1,361,064	1,400,000
3700	Cash in Lieu of Insurance	102,274	102,939	103,000
3800	Other Benefits	261,941	287,889	293,982
3900	Retiree Benefits	741,306	0	0 q)
Total Staff Benefits		<u>18,161,630</u>	<u>18,548,349</u>	<u>18,812,048</u>
<u>BOOKS, SUPPLIES AND MATERIALS</u>				
4200	Books	0	4,945	5,000
4300	Instructional Supplies	42,694	41,337 n)	550,000
4400	Other Instructional Supplies	61,932	72,886	73,000
4500/4600	Non-Instructional Supplies/Gasoline	870,270	843,019	850,000
Total Books, Supplies and Materials		<u>974,896</u>	<u>962,187</u>	<u>1,478,000</u>

Notes to Expenditures j) through q), see page 6-b.



EL CAMINO COMMUNITY COLLEGE DISTRICT  
2015-2016 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - FUND 11  
EXPENDITURES

Account Number	Description	2013-2014 Actual Expenditures	2014-2015 Unaudited Expenditures	2015-2016 Tentative Budget
<b>CONTRACT SERVICES AND OPERATING EXPENSES</b>				
5100	Contract for Personal Services	486,488	483,896	1,171,000 s)
5200	Travel, Conference and Training	346,164	331,032	348,000
5300	Dues and Memberships	166,133	175,651	179,476
5400	Insurance	900,000	923,420	990,000
5500	Utilities and Housekeeping Services	2,936,390	3,083,069	3,123,564
5600	Contracts, Rentals, and Repairs	2,526,924	2,581,370	2,645,904
5700	Legal, Elections, and Audit Expense	733,357	457,201	625,342
5800	Other Services, Postage, Advertising	1,829,724	1,825,048	1,843,927
5900	Miscellaneous	165,611	280,852	283,661
Total Contract Services and Operating Expenses		<u>10,090,791</u>	<u>10,141,539</u>	<u>11,210,874</u>
<b>CAPITAL OUTLAY</b>				
6300	Library Books	0	103,728	100,000
6400	Equipment	444,661	410,782 r)	0
Total Capital Outlay		<u>444,661</u>	<u>514,510</u>	<u>100,000</u>
<b>OTHER OUTGO</b>				
7300	Interfund Transfer	6,599,584	6,078,727	6,205,876
TBD	Estimated Savings - Budget to Actual	0	0	(3,000,000)
Total Other Outgo		<u>6,599,584</u>	<u>6,078,727</u>	<u>3,205,876</u>
TOTAL EXPENDITURES / APPROPRIATIONS		<u>108,751,957</u>	<u>111,736,720</u>	<u>110,350,817</u>
TOTAL ENDING BALANCE / RESERVES		<u>17,897,297</u>	<u>16,720,223</u>	<u>15,628,852</u>
GRAND TOTAL - EXPENDITURES / ENDING BALANCE / RESERVES		<u><u>126,649,254</u></u>	<u><u>128,456,943</u></u>	<u><u>125,979,669</u></u>

Notes to Expenditures r) through t), see page 6-b.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
2015-2016 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - REVENUE

Notes to Projected Revenue 2014-15 - Page 3

- a) General apportionment funding based on full State funding of 19,137 credit FTES and 25 non-credit FTES. Base funding reduced from \$8,857,454 to \$7,871,952.
- b) The Educational Protection Account portion of the State General Apportionment.
- c) Potential Revenue Shortfall - State General Apportionment - Exhibit C
- d) Additional State Apportionment -Recalculation of the District's 2013-14 allocation.
- e) A portion of lottery proceeds and matching instructional supplies expenditures were transferred to the Restricted General Fund per State mandate.

2015-16 Tentative Budget Assumptions - Revenue

- f) General apportionment funding is based on full State funding of 19,137 credit FTES and 25 non-credit FTES, 1.02% Cost of Living Adjustment (COLA) of \$985,940,
- g) The Educational Protection Account portion of the State General Apportionment.
- h) Lottery income based on \$125 per FTES.

Notes to Projected Revenue 2014-14 - Page 4

- i)) Administrative fee related to the Compton Center.
- j) Campus Police services for the Compton Educational Center are paid for by the Center.
- k) Lease of former Child Development Center building.

EL CAMINO COMMUNITY COLLEGE DISTRICT  
2015-2016 TENTATIVE BUDGET  
GENERAL FUND UNRESTRICTED - EXPENDITURES

Notes to Projected Expenditures 2014-15 - Page 5

- l) Includes Paramedic course instructors - \$571,000
- m) Salaries include salary increases for 2013-14 and 2014-15.
- n) A portion of Instructional Supplies expenditures was moved to the Restricted General Fund to match the restricted portion of Lottery proceeds received in 2014-15.

2015-16 Tentative Budget Assumptions - Expenditures

- o) Includes ten new faculty members, does not include paramedic course instructors.
- p) PERS employer contribution rate to increase to 11.847%. STRS rate not yet known.
- q) Retiree Benefits will be funded from the Post Employment Benefits Fund.

Notes to Projected Expenditures 2014-15 - Page 6

- r) Equipment needs identified through program review and budget planning process.

2015-16 Tentative Budget Assumptions - Expenditures

- s) Includes Paramedic and Fire Academy Programs as contract service agreements of \$1 million. Salary amounts of contracts are transferred to academic salary account (Object 1110) at year-end as shown in the 2013-14 actual expenditures.

Planning and Budgeting Committee  
Committee Purpose and Responsibilities

**STATEMENT OF PURPOSE**

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Responsibilities

General

- Discuss, Develop and Review the purpose, goals, responsibilities, and membership of the committee.

Planning

- Annually review and discuss the current Strategic Plan (BP 1200) and Comprehensive Master Plan, and monitor their implementation.
- Review and discuss *prioritized* Area plan requests for funding, and other aspects of annual planning, ensuring that requests for funding are linked with program review, master planning, or other planning processes.
- Participate in the development and review of the five-year cycle of strategic and master planning.
- Participate, review and make recommendations on the College Strategic Initiatives.

Budgeting

- Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions, ensuring that they supports the College's mission and strategic initiatives.
- Review and discuss College revenues and expenditures.
- Review and discuss long-range financial forecasting.

Communication

- Provide recommendations to the President regarding College planning and budgeting activities.
- Regularly inform the College community of the results of the planning and budgeting process.
- Periodically review and evaluate the effectiveness of PBC communications to the College community.
- Inform the College community of committee goals and responsibilities.

## Budget Development Process 2015-2020 Strategic Plan

The 2015-16 budget will reflect the goals identified in the El Camino College Strategic Plan 2015-20.

Costs for operational necessities such as utilities, insurance, regular payroll (including step and column and other negotiable items) will be budgeted and funded prior to identifying moneys for priorities developed through the planning process.

Requests are based on needs assessment and/or program review. An augmentation is a one-time addition to the current year budget. An enhancement is an increase to the base budget. Priorities may also be accomplished by redirecting existing funds.

Budget augmentations will be funded using one or more of the following guidelines:

1. Maintain current level of revenue produced for the District, i.e., achieving FTES target, outreach activities, grant development.
2. Directly impacting institutional effectiveness outcomes.
3. Maintain the integrity of a program.
4. Fulfill legal mandate requirements.
5. Recognize District employees as valued professionals.

### Planning and Budgeting Committee

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

**Comment [NR1]:** New approved statement of purpose.

### Responsibilities

**Comment [NR2]:** New and approved committee responsibilities

#### General

1. Discuss, Develop and Review the purpose, goals, responsibilities, and membership of the committee.

#### Planning

2. Annually review and discuss the current Strategic Plan (BP 1200) and Comprehensive Master Plan, and monitor their implementation.

3. Review and discuss *prioritized* Area plan requests for funding, and other aspects of annual planning, ensuring that requests for funding are linked with program review, master planning, or other planning processes.
4. Participate in the development and review of the five-year cycle of strategic and master planning.
5. Participate, review and make recommendations on the College Strategic Initiatives.

#### Budgeting

6. Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions, ensuring that they supports the College's mission and strategic initiatives.
7. Review and discuss College revenues and expenditures.
8. Review and discuss long-range financial forecasting.

#### Communication

9. Provide recommendations to the President regarding College planning and budgeting activities.
10. Regularly inform the College community of the results of the planning and budgeting process.
11. Periodically review and evaluate the effectiveness of PBC communications to the College community.
12. Inform the College community of committee goals and responsibilities.

**Plan to address ACCJC Recommendations 1, 2, and 3 for the  
Follow-Up Report due Oct. 15, 2015**

Recommendation 1: Institutional Effectiveness and Leadership and Governance (Leads: Irene Graff, Claudia Striepe, Rory Natividad, Jeanie Nishime)

*In order to meet the Standard, the team recommends the College complete its integrated planning cycle by ensuring the planning process offers opportunities for purposeful dialogue in which stakeholders participate in the exchange of different points of view and reflections; clearly ties resource allocation to the planning goals; clarifies how priorities are decided and decisions are communicated to stakeholders, leading to genuine communication. The team recognizes that the College has done a great deal of work addressing the previous Recommendation (ER 19, I.B.3, I.B.4, I.B.6, II.A.2.f, II.B.4, III.C.2, III.B.1 .a, III.D.1 .a, IV.A.3).*

March 2015: Develop rubrics for prioritization by Vice Presidents to present to PBC and Cabinet

Spring 2015: Discussions in PBC and College Council regarding communication and alternative methods for disseminating information.

April 10, 2015: Planning Summit participants will discuss integration of plans, how priorities are decided and decisions are communicated to stakeholders.

April 2015: Vice Presidents utilize Trac Dat prioritizations from the unit plans to develop funding priorities based on agreed upon rubrics.

May 10, 2015: Develop white paper for inclusion in Making Decisions on how priorities are funded.

May 2015: Discuss funding priorities with Cabinet and PBC

Summer 2015: Disseminate funding priorities campus-wide

July 2015: Write college response to Recommendation 1

September: Survey faculty and staff to determine their understanding of how priorities are funded.

Recommendation 2: Financial Resources (Leads: Keith Curry, Felipe Lopez, Jo Ann Higdon)

*In order to meet the Standard, the team recommends that El Camino Compton Educational Center implement the fiscal management plan to assure financial integrity and disseminate dependable and timely information for sound financial decision making (III.D.2).*

March 2015: Develop 2015-2016 Budget Priorities for the Compton Center/ Compton District. Compton PBC to review the 2015-2016 Budget Priorities

April 2015: Budget Workshop for the Compton District Special Trustee

Spring 2015: Develop Tentative 2015-2016 Budget that is in alignment with the Compton District Five-Year Fiscal Management Plan.

May 2015: Discussion in Compton PBC and Compton Consultative Council on the 2015-2016 Tentative Budget.

June 2015: Review 2015-2016 Tentative Budget with ECC Superintendent/ President and the Compton District Special Trustee.

July 2015: Prepare response to Recommendation 2.

September 2015: ECC Superintendent/President and Compton District Special Trustee approves 2015- 2016 Final Budget

December 2015: Complete the June 30, 2015 Fiscal Sound Self-Assessment Checklist and review Fiscal Sound Self-Assessment Checklist

*Recommendation 3: Planning and Decision-Making Processes* (Leads: Irene Graff, Chris Jeffries, Jeanie Nishime)

*In order to meet the Standard, the team recommends that the College implement the planning, governance and decision-making process outlined in board policies and "Making Decisions at El Camino College," a document that explains to the College community the structures, relationships and philosophy for making inclusive, data-driven and well-communicated decisions through collegial consultation; regularly evaluate the process to ensure integrity and effectiveness; communicate the results of the evaluation; and utilize the results for improvement (I.B.4, I.B.6, IV.A.1, IV.A.2.a, IV.A.3, IV.A.5, IV.B.1.b).*

February/March 2015: Review "Making Decisions at El Camino College" in College Council. All collegial consultation committees will review their purpose statement and submit revisions to the President.

March 2015: After edits are completed, "Making Decisions" will be disseminated to consultation committees to review with their members.

April 2015: Survey will be developed and distributed to members of consultation committees to determine their understanding of the consultation process, how decisions are made, and what happens to their recommendations.

June 2015: Results of the survey will be evaluated to determine where there may be gaps in the process. A process improvement plan will be developed to address the gaps.

July 2015: Written response to address Recommendation 3 will be written.



**Planning and Budgeting Committee (PBC)**  
**PLANNING and BUDGETING CALENDAR**

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
<b>September – November</b>	Review and revise planning priorities. Identify budget development assumptions.	PBC Cabinet
<b>November 15<sup>th</sup></b>	Submit Program plans for the next fiscal year.	Program faculty and managers
<b>January - February</b>	Determine preliminary revenue estimates  Begin assessment of key budget issues— including the funding of high priority planning initiatives	Vice President of Administrative Services PBC
<b>January 31<sup>st</sup></b>	Mid-year evaluation of current fiscal year program/unit/area plan objectives	Program faculty and managers
<b>February 15<sup>th</sup></b>	Submit Unit plans for the next fiscal year.	Deans/Directors
<b>March - April</b>	Determine enrollment targets, sections to be taught, and full-and part-time FTEF.  Vice presidents jointly determine ongoing operational costs including: <ol style="list-style-type: none"> <li>1. Full-time salaries</li> <li>2. Benefits, Utilities, GASB</li> <li>3. Legal and contract obligations</li> </ol> Develop Line Item Budgets for Operational Areas.	VP Academic Affairs with Cabinet approval  Vice President of Administrative Services and Cabinet for full-time positions  Vice Presidents
<b>March 31<sup>st</sup></b>	Vice President submittal of Area plans	Vice Presidents
<b>April</b>	Tentative budget information completed for PBC review.	Vice Presidents

**Planning and Budgeting Committee (PBC)  
PLANNING and BUDGETING CALENDAR**

<b>Dates</b>	<b>Activities</b>	<b>Responsible</b>
<b>April – second meeting</b>	<p>Prioritized Area plan recommendations for the next fiscal year presented to PBC and Cabinet.</p> <p>Proposed tentative budget reviewed and discussed for recommendation.</p> <p>Initial planning and budget assumptions finalized.</p>	<p>Vice Presidents</p> <p>PBC</p> <p>Cabinet</p>
<b>May</b>	PBC submits recommended funding request to the President.	PBC
<b>June</b>	Tentative Budget is presented to the Board.	President
<b>July 1<sup>st</sup></b>	Tentative Budget is rolled into active status (purchasing can begin).	Accounting
<b>July 31<sup>st</sup></b>	Final evaluation of current year objectives entered into plans.	Program faculty, staff, and managers
<b>July/August</b>	Final revenue and expenditure adjustments made to budget.	PBC and Cabinet
<b>August</b>	<p>Review and discussion of the final budget assumptions by the President with the PBC</p> <p>Final Budget line item review with PBC.</p>	<p>President and PBC</p> <p>Vice President Administrative Services</p>
<b>September</b>	<p>Final Budget submitted to Board.</p> <p>PBC conducts annual evaluation.</p>	<p>President</p> <p>PBC</p>