

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 2, 2017

MEMBERS PRESENT

- | | |
|--|---|
| <input type="checkbox"/> William Garcia– Student & Comm Adv. | <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) |
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input type="checkbox"/> Araceli Rodriguez – ASO, Student Rep. | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> David Mussaw – ECCE | <input checked="" type="checkbox"/> Josh Troesh - Academic Senate |

Other Attendees: Members: M. Guess (W. Garcia), A. Sala, S. Waterhouse
Support: I. Graff, J. Higdon, J. Nishime, J. Shankweiler
Guest: H. Wong

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

Announcements – R. Natividad

1. J. Troesh was present via speaker phone from an off-campus site.
2. Heidi Wong, the new Development Officer for the Foundation was introduced by A. Sala to the committee.

Approval of the January 19, 2017 Minutes

1. The minutes were approved as presented to the committee. The minutes will be posted to the website.

Budget Update – J. Higdon (handout)

1. For this upcoming year COLA is projected to be at 1.48% and the increase in the base is projected to be at 1.68%. It was noted that community colleges (state-wide) feel they are not receiving their fair share of the Proposition 98 money. Typically the colleges have advocated for an estimated 10.93% but unfortunately in the January budget the figure fell to 10.87% which is a \$45 million difference. This is an area we need to be aware of and keep an eye on each year.
2. On the capital outlay side, they are only approving five projects to be funded at the moment. Fortunately, one of these projects is the Instructional building at Compton. The State has still not stated when they are going to release the state-wide bond money in order for things to move forward. It was noted there are a significant amount of districts in the state that are not growing.

Foundation Update – A. Sala

1. It was reported the audit from 2015-16 was just approved. Last year the Foundation awarded 526 scholarships and managed \$1.4 million dollars which included these scholarships as well as the HERSA (Nursing) and other external scholarships. The Foundation distributed over \$1.3 million to campus programs and they processed over \$1.2 million in donations.
2. The Foundation manages 70 division accounts for the college. They control over 100 scholarship accounts which are annual scholarships which come in on a yearly basis. They administered 40 endowed scholarships which are invested and earn interest in order to support and pay the scholarships.

3. For the students the Foundation provides emergency book money and tuition. They also worked with numerous donors last year on estate planning and local businesses to support the school.
4. At the end of the fiscal year 2015/16, the Foundation's assets were valued at \$12.3 million. The assets are structured by having gift annuities (not held in our accounts) and having the Osher Endowment (invested through other vehicles). Investments with all the endowment accounts are valued at about \$8 million. Last year the Osher Endowment and the gift annuities did not do well which did bring down the value of the assets. As of December 31, 2016 the assets are valued at \$12.2 million and the investments are at \$7.9 million. It was reported the return on the investment last year was 95%.
5. It was reported we no longer have the dorms in Torrance. They are still in existence but they are no longer part of our responsibility. An early lease termination was done in October.
6. The 2016-2017 fundraising goals and programs will include the President's Circle, Community Partners, Alumni Outreach and Direct Mail. The Scholarship Program for 2016 awarded over 540 scholarships totaling \$604,000. This continues to be the most popular form of donation to the Foundation. Under direct giving is STEM and Naming Opportunities.
7. A. Sala stated the Foundation is in need of readers and rankers to review the numerous scholarships they have this year. There is an estimate of over 1,000 scholarships to read. Anyone interested was encouraged to contact her. The South Bay Promise is a program which will admit up to a total of 60 students from Inglewood and Centinela Valley school districts. This program will have significant growth in the future, expanding to include students in the entire ECCCD. A presentation on the South Bay Promise will be presented at a future meeting.
8. The Foundation held the 2016 El Camino College Distinguished Alumni Dinner which was a success. Upcoming events will include the Scholarship Awards Ceremony on May 11, 2017 and the President's Circle event on May 12, 2017.

Enrollment Report – J. Shankweiler (handout)

1. It was noted on the enrollment report for spring 2017 that as of 25 days until census we are currently at 7,238 projected FTES. At the same time last year we were at 7,078. The goal is 8,100 which looks like an attainable goal.
2. The 2016-17 320 P1 report listed the following:
 - a. Base FTES is reported at 19,539
 - b. Summer 2016 - 610.95
 - c. Fall 2016 – 8,516.18
 - d. Winter 2017 – 830.79
 - e. Spring 2017 – 7,908.18 (projection from last three years)

There will be no borrowing for summer 2017. This totals 17,866.10 which gives us a difference from Base of (1,672.90). It was noted that since we are going into stabilization, this year will be a reset year. The figures from this summer will go into next year.

Strong Workforce Budget – J. Shankweiler (handout)

1. It was noted under instructional salaries they are looking at hiring for some reassigned time to help in various parts of the campus such as Admissions, Distance Ed and Public Relations.
2. Programs having some kind of certification were reviewed. We have to show we are offering more or better CTE with the Strong Workforce money. These certification programs give us a solvent way of making this measurement.
3. In review the non-instructional salaries it was noted this is a program worth \$1.5 million. A director for Strong Workforce will be sought for this program as well as some administrative staff and a project specialist.
4. This is just the first year planning for this program. The funds are guaranteed for three years. In March planning will start for year two and three. The first year began in September and the total funding costs amount to \$1,554,414.

5. A suggestion was made to have the students declare in the beginning when they are attempting a certificate. The counselors could be the starting point in helping to assure this declaration takes place. They usually don't declare them until after they have earned them. It was also recognized the process for students to change their major by themselves is cumbersome. Currently students have to make an appointment and see a counselor just to make this change. It was noted that if a student does declare a certificate up front it could interfere with them receiving their financial aid. This will be further looked at in the future. C. Shenefield stated she would check with the Ellucian team she is associated with to see if more than one certificate/program could be declared at the same time.

PBC Responsibilities / Budget Criteria – R. Natividad

1. The revisions of the criteria were again reviewed. A correction was given under Communication, first bullet the title should be listed as Superintendent/President. Other suggestions were given as follows:
 - Under Budgeting, first bullet, place the world district before budget proposal.
 - Under Planning, second bullet, add an s to both of the words "request" in that sentence.A final copy reflecting all the changes will be brought back to the next meeting. This will then be forwarded to J. Higdon for inclusion into the budget book, page 32.
2. Information on page 31 will be tabled until next time. J. Troesh sent in a discussion item with increased student and community access to courses and convenience in completing their educational goal. This will give the committee a chance to review the information for next time. It was again noted under the Budget Development Criteria area, #1, I.E. needs to be corrected to e.g. Anyone with further corrections or suggestions were encouraged to send them to R. Natividad.

Adjournment – R. Natividad

1. The meeting adjourned at 1:54 p.m. The next meeting will be held on **February 16, 2017** in Library 202.

RKN/lmo