



PLANNING & BUDGETING COMMITTEE

March 2, 2017

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 planning and budgeting are integrated and evaluated while 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 committee activities to campus constituencies.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members

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

Alternate Members / Support

- | | | |
|--|--|---|
| <input type="checkbox"/> Babs Atane – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Barbara Perez – Support | <input type="checkbox"/> Vacant – Alt. Ac. Sen |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Rebecca Russell - Alt., Ac. Affairs | <input type="checkbox"/> Steve. Waterhouse-Alt.Mgmt/Sup |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Andrea Sala – Alt. SCA | <input type="checkbox"/> Alt. ASO, Student |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Jean Shankweiler – Support | <input type="checkbox"/> Luukia Smith – Alt. ECCE |
| <input type="checkbox"/> Art Leible – Support | <input type="checkbox"/> Ericka Solarzano - Alt. Police | <input type="checkbox"/> Susana Prieto – Alt. ECCFT |

AGENDA

- | | | |
|---|----------------|-----------|
| 1. Draft Minutes Approval – February 16, 2017 | R. Natividad | 1:00 P.M. |
| 2. Enrollment updates | J. Shankweiler | 1:10 P.M. |
| 3. Fiscal Health Risk Analysis | J. Higdon | 1:20 P.M. |
| 4. Budget topics | R. Natividad | 1:20 P.M. |

Next meeting – March 16, 2017

Committee Funds and Financial Terms Glossary

General Unrestricted	Fund 11
General Restricted	Fund 12
Compton Center Related Activities	Fund 14
Special Programs Compton Center Partnership	Fund 15
Student Financial Aid	Fund 74
Workers Comp	Fund 61
Capital Outlay Projects	Fund 41
General Obligation Bond	Fund 42
Property & Liability Self-Insurance	Fund 62
Dental Self-Insurance	Fund 63
Post-Employment Benefits Irrevocable Trust	Fund 69
Bookstore	Fund 51

WSCH =	Weekly Student Contact Hours
BOGFW =	Board of Governors Fee Waiver
FTES =	Full Time Equivalent Students
FTEF =	Full Time Equivalent Faculty
COLA =	Cost of Living Adjustment
OPEB =	Other Post-Employment Benefits
FON =	Faculty Obligation Number

* A complete list is available in the annual final budget book.

Planning and Budgeting Committee 2016-17 Goals

PBC Goals 2016-17 for discussion:

1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. Review and approve the Comprehensive Master Plan to ensure that they are:
 - a. Supportive of the Mission and Strategic Plan,
 - b. Integrated with other college planning and budgeting,
 - c. Implementable, and
 - d. Achievable.
3. Evaluate the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Review and improve upon the yearly activity calendar.
5. Provide a professional development opportunity for faculty and classified.
6. Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 16, 2017

MEMBERS PRESENT

- | | |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Ken Key - ECCFT | <input 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: A. Sala,
Support: I. Graff, J. Higdon, J. Nishime, J. Shankweiler
Guest: W. Warren

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

Approval of the January 19, 2017 Minutes

1. Page 3, #5, correct name to: **C. Shenefield**.
2. Page 3, #2, second sentence, correct: **change** to: **chance**.
3. Page 1, #2, correct third word in the first sentence to: **outlay**.
4. The minutes were approved with the noted corrections. The minutes will be posted to the website.

Compton Accreditation Update – J. Nishime

1. The Compton Center will be having a comprehensive evaluation of their accreditation the week of March 6. The accreditation team will be ensuring they are meeting all of the accreditation standards. It was noted that sometime in early July, a notification should be released informing us they have been granted candidacy (either for two or four years). The best case scenario would be two years during which Compton would write another self-evaluation and another team would visit again in two years to do another evaluation to then determine if they should be an accredited institution. In support of their candidacy, it has been determined that Compton's elected board can have their authority restored. It was noted for the last 11 years; Compton has been under the authority of a special trustee.
2. A special trustee will continue to be assigned to Compton through the full accreditation process, with the authority to rescind decisions. The special trustee is in place due to Compton having a loan from the State. The State wants to ensure their money is being spent appropriately. Currently the interview process is taking place to fill the position of special trustee.

College Night Preview – W. Garcia

1. The office of Outreach and School Relations will be hosting a Spring College Night on Wednesday, April 26 from 5:30 – 8:30 p.m. This is a follow-up to the college night which was held last November. The target audience for this event will be high school sophomores and juniors. They will learn of the educational opportunities and support services that El Camino College has to offer. Participation was encouraged as the program gives the campus and opportunity to showcase their programs.

2. The majority of the activities will take place in the area above the bookstore, the North Gym, and the Student Services Center.
3. Another event noted was Space Day (Saturday, March 11) which will be taking place next month. It was reported this event has become so popular that enrollment for the event had to be shut down on the first few days. Over 2,000 have registered for this popular event. The registration link has been taken down because of the overwhelmingly, positive response.

South Bay Promise – A. Sala/W. Garcia (handout)

1. El Camino College launched the South Bay Promise in 2014 with two school districts within the El Camino Community College District: Inglewood Unified School District and Centinela Valley Union High School District. The program began with 30 students from each district to come to El Camino and during the first year of enrollment, El Camino would pay for their enrollment fees and textbooks for participation in the First-Year Experience Program. The program has currently grown from 12 to 60 students in the program.
2. In the fall of 2017, the program will expand to include Torrance Unified School District. El Camino will be redefining and expanding the program in the fall of 2018 to all public high schools and continuation schools in the college district.
3. Currently this program is very affordable as the students are on Board of Governors Fee waivers (BOGFW). Next year it is anticipated the program will have 90 students and they will not all be BOGFW which means there will be more money needed for financing. The anticipated cost for next year is projected at \$81,600. In 2018/19 it is anticipated there would be approximately 500 students with at least half of them not having any BOGFW. This creates a higher price tag which will require more fundraising hopefully with some corporate partners and the community. The goal is to fund annual expenses and to create an endowment.

Comprehensive Master Plan – I. Graff (handout)

1. The final draft of the Comprehensive Master Plan was presented to the committee for general review. It was noted the PBC will still be in charge of evaluating the plan but now it will be a little more structured. The web link to the plan was reviewed to assist in showing how to navigate the various areas of the plan. Once the plan is approved by the Board, it will be good for the next five years.
2. R. Natividad will send out the link to the committee after the meeting so they can take a more detailed review of the plan.
3. It was noted Cabinet would like to proceed with a phase two of educational master planning that drills down into the program level.

Fiscal Health Risk Analysis – J. Higdon (handout)

1. The Fiscal Health Risk Analysis was presented and reviewed by the committee. The report was very positive and noted the risk analysis at this time for El Camino is scored between 0-5 which is low. VP Higdon provided a step by step review of the multiple page document covering 19 key fiscal indicators. The district currently finds itself fiscal health is acceptable in all 19 key fiscal indicator areas. Members were encouraged to review and submit questions to VP Higdon for any clarification.

Budget Book Page 31/32 – R. Natividad (handouts)

1. The revisions of the criteria were presented with suggested changes from the last meeting for the committee to again review. A discussion item was noted on ensuring student and community access to courses and convenience in completing their educational goals. After discussion the committee provided language to include in the budget development criteria page of the budget.

Adjournment – R. Natividad

1. The meeting adjourned at 2:02 p.m. The next meeting will be held on **March 2, 2017** in Library 202.

Term: 2017/SP
Reporting Date: 2/27/2017
Location: El Camino College

Enrollment to Date: Resident Students

Census Day	Spring 2016 (02/01/16)	Current	Goal	Current away from goal
Sections	2,060	2,071	-	-
Seats Filled	55,417	55,623	-	-
Sections Fill Rate	81%	81%	90%	-9%
Projected FTES	7,776	7,843	8,100	(257)

