



PLANNING & BUDGETING COMMITTEE

March 3, 2016

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 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

- David Mussaw – ECCE
- Connie Fitzsimons - Academic Affairs
- Jackie Sims- Management/Supervisors
- Ken Key - ECCFT
- Rory K. Natividad - Chair (non-voting)

- William Garcia - Student & Community Adv.
- Cheryl Shenefield - Administrative Services
- Dean Starkey – Campus Police
- Nicole Mardesich – ASO, Student Rep.
- Lance Widman - Academic Senate

Alternate Members / Support

- Linda Beam – Support
- Janice Ely – Support
- Amy Grant - Alt., Ac. Affairs
- Andrea Sala – Alt. SCA
- Irene Graff – Support
- Jo Ann Higdon – Support

- Chris Jeffries – Support
- Jeanie Nishime – Support
- Emily Rader – Alt. Ac. Sen.
- Jean Shankweiler – Support
- Vacant –Alt.Mgmt./Sup.
- Ericka Solarzano - Alt. Police

- Claudia Striepe - Support
- Michael Trevis – Alt. Adm. Serv.
- Vacant - ECCE
- Vacant – Alt. ECCFT
- Chris Vazquez – Alt. ASO

AGENDA

- | | | |
|--|--------------|-----------|
| 1. Draft Minutes Approval – January 21, 2016 | R. Natividad | 1:00 P.M. |
| 2. Master Plan Update | I. Graff | 1:10 P.M. |
| 3. Fiscal Health Risk Analysis | J. Higdon | 1:25 P.M. |
| 4. Apportionment | J. Higdon | 1:40 P.M. |

Next meeting –March 17, 2016 (tentative due to spring break)

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 2015-16 Goals

1. Conduct a college wide evaluation of the planning and budgeting process. [last conducted in Spring 2011
 - a. Measure: Evaluation, discussion and action plan completed.
2. Review and endorse the Comprehensive Master Plan and sub plans 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 progress on the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Develop an informational packet to orient new members
5. Work to develop a common template for various constituent groups use on the website.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: February 4, 2016

MEMBERS PRESENT

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

Other Attendees: Members: A. Grant, E. Rader, A. Sala **Support:** L. Beam, I. Graff, J. Higdon, J. Nishime **Guests:** A. Leible, Susana Prieto, J. Troesh, A. Zelaya

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

Approval of the January 21, 2016 – Minutes

1. One correction was suggested under Approval of January 7 Minutes, #2, **Delete:** athletic director for Health Sciences and Athletics; **Replace with:** Director of Kinesiology and Athletics.
2. The minutes will be posted and resent out to the committee.

Technology Update – A. Leible

1. A. Leible was welcomed to the meeting and introductions were made by the committee members.
2. A. Leible updated the committee on the following upcoming projects. The first project will be the replacements of the faculty laptop computers. Currently the laptops are at the vender waiting for the image to be installed. The anticipated delivery of the laptops is projected to be the mid to end of February. Scheduling of the individual members will be forthcoming so they can accept and sign for their equipment when it arrives. The individual appointments will allow for checking to make sure the faculty member can log on to the network.
3. Work is also being done on the wireless plan to perimeter a solid single wireless plan to keep connections from dropping between buildings and to have a stronger connection in the weaker areas.
4. The power supplies are being replaced in all of the wiring closets so the equipment stays up and running. Due to the Administration building being renovated, work is being done to move the main point of entry of all of our circuits currently in the Administration building into the Information Technology building.
5. A plan is being developed regarding Microsoft 365 to get the Cloud – Mailbox Solution up and running. Microsoft 365 is the Cloud based Microsoft Office which allows you to access Office files anywhere off any system. The cost will be a big benefit to the college as the cost is zero. It was noted the mailbox limit is currently way beyond what El Camino College has now.
6. The current timekeeper system for part-time and student hiring is being reviewed along with the account code structure. Once this is done Human Resources will be brought in and El Camino College will move forward in purchasing a commercial version of timekeeper which will solve a lot of the current problems.

7. Another project being reviewed is other aspects for MYECC. There are some payment aspects and some other issues that we want to have activated on the portal so when a student registers, they can make their payments and will be able to do a variety of other things.
8. A new element forthcoming for the Help Desk is creating a ticket/tracking system for when you call and need help or service. It will have the ability of knowing where your ticket is and who is working on it. Two additional staff members have just been hired for the Help Desk and they are currently being trained for another week and a half. Once they are on board we will be able to expand the hours from 7:15 a.m. to 9:00 p.m., Monday through Friday.
9. It was asked if the new Help Desk system was a system which could work with the area of Facilities. It was noted Facilities utilizes the SchoolDude program for their purposes.
10. A question arose regarding the new portal and if it would have the capability like TracDat has which is a business intelligence add on that could be utilized for Program Review. It was noted we are not sure we are receiving a new portal. It was clarified there is a new student portal portion to what we already have and it would be attached to our system. It would not be replacing MYECC, it would be added to it.

Faculty and Classified Hiring – L. Beam (Handouts)

1. An overview was given of the current campus-wide hiring for the faculty and classified staff. Currently there are 45 recruitments in some state of hiring. The full-time faculty positions are for the most part are all closed and the screening process has begun. It is estimated across the system 1,200 new full-time faculty will be hired. With all of the current hiring being done, the applicant pools are not as robust as they have been in years past. This is attributed to the economy picking up and more people going back to work.
2. The committee was informed El Camino College began their recruitment and advertising in November which was earlier this year. This way the positions would close earlier so we could be ahead of the hiring process with our sister colleges.
3. It was reported with the classified employees, there were a lot of retirements this last year. It was noted the greatest expenditure at El Camino College is personnel.
4. For the last calendar year we hired 13 administrators, 38 classified employees, 26 full-time faculty, 130 part-time faculty. Some interesting facts were cited as follows: the average tenure of an administrator is 12 to 14 years, 13 to 14 years for faculty, and 12 to 13 years for classified staff.
5. It was noted there is usually not a one-for-one replacement with the academic positions. The faculty prioritization committee meets on an annual basis and makes a decision on the prioritization of various faculty positions based on program review and the reviews of the various departments. It was asked how many of the faculty hires have been replacement vs. new hires. It was expressed most of the hires are replacements and not from growth. Counseling was noted as one area right now where there would be some growth positions (8 positions).
6. The current Faculty Obligation Number was not known, but it was expressed El Camino has met its FON obligation. R. Natividad will check and report back to the committee next time the correct FON.
7. It was reported Alice Grigsby's position which is currently being temporarily filled by Howard Story, has been filled. The new person will start March 1.
8. It was announced the board meeting for February will be held on a Wednesday instead of the usual Monday. Monday is a holiday and Tuesday had a conflict so the meeting was moved to Wednesday. To stay consistent the rest of the year which has a Monday holiday will have the board meeting on Wednesday. There will be a total of three board meetings which will be moved to Wednesdays this year.

Annual Planning Update – I. Graff

1. The master planning process is beginning again. Some focus areas which were discussed are as follows:
 - Instructional Technology
 - Enrollment
 - Student equity
 - Student success and support
 - Student progress and completion
 - Improving the efficiencies of the infrastructure of the institutionThe committee was encouraged to give their thoughts for any input and suggestions. The term infrastructure was clarified as fixing business processes.
2. It was noted Unit Plan Training is proceeding and helping the deans and directors in building their unit plans from program plans. These plans will be due on February 15.

Adjournment – R. Natividad

1. The meeting adjourned at 1:45 p.m. The next meeting originally scheduled for February 18 will be cancelled due to R. Natividad being out of town at a conference. The next meeting is scheduled for **March 3, 2016, at 1:00 p.m.**, in Library 202.

RKN/lmo

APPROVED

Fiscal Health Risk Analysis

Key Fiscal Indicators for Community Colleges



The Fiscal Crisis and Management Assistance Team (FCMAT) has developed this Fiscal Health Risk Analysis for California community colleges as a management tool to evaluate key fiscal indicators that may help measure a community college’s risk of insolvency in the current and two subsequent fiscal years.

The presence of any single criteria is not necessarily an indication of a district in fiscal crisis. However, districts that answer “No” to seven or more of the 19 key indicators may have cause for concern and could require some level of fiscal intervention. The more indicators identified, the greater the potential risk of insolvency or fiscal issues. Identifying issues early is the key to success when it comes to maintaining fiscal health. Diligent planning will enable a district to better understand its financial objectives and strategies to sustain a high level of fiscal efficiency. A district must continually update its budget as new information becomes available both from within the district and from other funding and regulatory agencies.

Each of the 19 key indicators below contains several questions. The response given to each key indicator (Yes, No, or N/A) should be approximately the same as that given to a simple majority of its constituent questions.

FCMAT will continue to update this document as additional changes occur in education finance.

Is the district’s fiscal health acceptable in the following areas?	Yes	No	N/A
1. Deficit Spending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the district avoiding deficit spending in the current year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the district avoiding deficit spending in the two subsequent fiscal years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the district decreased or eliminated deficit spending over the past two fiscal years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is deficit spending covered by fund balance, ongoing revenues, or expenditure reductions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the board approved a plan to eliminate deficit spending?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fund Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the district’s fund balance at or consistently above the recommended reserve for economic uncertainty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the fund balance stable or increasing due to ongoing revenues and/or expenditure reductions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the fund balance include any designated reserves for unfunded liabilities or one-time costs above the recommended reserve level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reserve for Economic Uncertainty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the district able to maintain its reserve for economic uncertainty in the current and two subsequent years based on current revenue and expenditure trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the district have additional reserves in other funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If not, does the district’s multiyear financial projection include a plan to restore the reserve for economic uncertainty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the district's fiscal health acceptable in the following areas?	Yes	No	N/A
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4. Enrollment and FTES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Has the district's enrollment been increasing or stable for multiple years?
- Is the district's enrollment projection updated at least semiannually?
- Are staffing adjustments for certificated and classified employee groups consistent with the enrollment trends?
- Does the district analyze enrollment and full time equivalent students (FTES) data?
- Does the district track historical enrollment and FTES data to establish future trends for projection purposes?
- Has the district implemented any programs to increase FTES?
- Do colleges maintain an accurate record of enrollment and FTES that is reconciled monthly?

5. Debt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Does the district have a recent actuarial study and a plan to set funds aside for unfunded liabilities?
- Does the district maintain low levels of non-voter-approved debt (such as COPs, bridge financing, BANS, RANS and others)?
- Is the district conforming to GASB 68 requirements by recognizing and reporting its proportionate share of net liability for pension programs?

6. Cash Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Can the district manage its cash in all funds without interfund borrowing?
- If interfund borrowing is occurring, does the district repay the funds within the statutory period in accordance with Education Code Sections 85220 to 85223?
- Does the district forecast its cash receipts and disbursements and verify them at least monthly to ensure that cash flow needs are known with plenty of notice?
- Does the district have a plan to address short-term cash flow needs?
- Are cash balances reconciled to bank statements monthly?

7. Bargaining Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Has the district settled the total cost of the bargaining agreements at or under COLA during the current and past three years?
- Did the district conduct a pre-settlement analysis, including multiyear projections, identifying ongoing revenue sources or expenditure reductions to support the agreement, as well as the long-term effects on the district?
- Did the district correctly identify the related costs above the COLA, (i.e. statutory benefits, step and column)?
- Did the district address budget reductions necessary to sustain the total compensation increase, including a board-adopted plan?
- Did the chancellor or superintendent/president and CBO verify the affordability of the agreement prior to ratification?

Is the district's fiscal health acceptable in the following areas?	Yes	No	N/A
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- Is the governing board's action consistent with the chancellor or superintendent's/president's/CBO's recommendation after verification of affordability? . . .
- Did the district disclose the costs associated with a tentative collective bargaining agreement before it became binding on the district?

8. General Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Is the percentage of the district's general fund unrestricted budget allocated to salaries and benefits at or under the statewide average?
- Is the district making sure that only ongoing dollars pay for permanent staff?
- Does the budget identify future reductions in expenditures proportionate to one-time revenue sources, such as parcel taxes, that will terminate in the current or two subsequent fiscal years?
- Does the district ensure that parcel tax is not paying for ongoing expenditures?
- Is the district ensuring that litigation and/or settlements are minimized?

9. Encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Is the district aware of the contributions to restricted programs in the current year? (Identify cost, programs and funds)
- Does the district have a reasonable plan to address increased encroachment trends?
- Does the district manage encroachment in all funds?

10. Management Information Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Is the district's financial data accurate and timely?
- Are the mandated reports filed in a timely manner?
- Are key fiscal reports – including those on personnel, payroll and budget – accessible, timely, and understandable?

11. Position Control and Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Does the district maintain and use an effective and reliable position control system that tracks personnel allocations and expenditures?
- Is position control integrated with payroll and the financial system?
- Does the district control unauthorized hiring?
- Is the district able to control overstaffing?
- Are the appropriate levels of internal controls (i.e., checks and balances) in place between the business and personnel departments to prevent fraudulent activity?
- Is position control reconciled against the budget during the fiscal year?
- Does the district offer or ensure that staff attend professional development regarding financial management and budget?

Is the district's fiscal health acceptable in the following areas?	Yes	No	N/A
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12. Budget Development and Adoption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Is a budget calendar used that contains statutory due dates and the major budget development milestones?
- Are there clear processes and policies in place to analyze resources and allocations to ensure that they align with strategic planning objectives and that the budget reflects the district's priorities?
- Is the 50% Law correctly calculated and understood?
- Are projections for FTES, enrollment, and revenue accurate and reasonable?
- Is the district decreasing deficit spending and maintaining adequate reserves and fund balance when compared with the prior year?
- Is the budget developed using a zero-based method rather than being a rollover budget?
- Does the district use position control data for budget development?
- Does the budget development process include input from staff, administrators, board and community, as well as the budget advisory committee (if there is one)? . . .
- Is the tentative budget adopted by the governing board no later than June 30? . . .

13. Multiyear Projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Is the final budget adopted by the governing board no later than September 15, and is it based on standards and criteria for fiscal stability?
- Has the district developed multiyear projections that have reasonable assumptions? . .
- Are projected fund balance reserves disclosed and based on the most reasonable and accurate information available?
- At a minimum, are the multiyear projections compiled at budget adoption and at the time of quarterly fiscal status reports?

14. Budget Monitoring and Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Are budget assumptions updated throughout the year as updated information becomes available?
- Are actual revenue and expenses in line with the most current budget?
- Are budget revisions completed in a timely manner?
- Does the district openly discuss the impact of budget revisions at the board level?
- Are budget revisions made or confirmed by the board at the same time the collective bargaining agreement is ratified?
- Has the district's long-term debt decreased from the prior fiscal year?
- Are contributions to restricted programs controlled and monitored?
- Has the district identified the repayment sources for long-term debt or non-voter-approved debt (e.g. certificates of participation, capital leases)?
- Does the district's financial system have a hard-coded warning regarding insufficient funds for requisitions and purchase orders?

Is the district's fiscal health acceptable in the following areas?	Yes	No	N/A
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- Does the district encumber salaries and benefits?
- Are the balance sheet accounts in the general ledger reconciled regularly?
- Does the district complete and file its quarterly fiscal status reports within the statutory deadlines and ensure that they are based on standards and criteria for fiscal stability?

15. Retiree Health Benefits	Yes	No	N/A
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- Has the district completed an actuarial valuation to determine the unfunded liability under GASB 45 requirements?
- Does the district have a plan for addressing the retiree benefits liabilities?
- Has the district conducted a re-enrollment process to identify eligible retirees?

16. Leadership/Stability	Yes	No	N/A
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- Does the district have a chancellor or superintendent/president and/or chief business official who has been with the district more than two years?
- Does the governing board adopt and revise understandable and timely policies and support the administration to ensure implementation?
- Does the chancellor or superintendent/president adopt and revise understandable and timely administrative regulations and ensure that adopted board policies and approved administrative regulations are communicated to staff and followed?
- Does the governing board refrain from micromanaging district administration and staff?

17. Internal Controls and Annual Independent Audit Report	Yes	No	N/A
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- Does the district implement appropriate measures to discourage and detect fraud?
- Did the district receive an independent audit report without material findings?
- Can the audit findings be addressed without affecting the district's fiscal health?
- Has the independent audit report been completed and presented within the statutory timeline?
- Are audit findings and recommendations reviewed with the board?
- Did the audit report meet both GAAP and GASB standards?

18. Facilities	Yes	No	N/A
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- Has the district passed a general obligation bond?
- Has the district met the audit and reporting requirements of Proposition 39?
- Has the district met IRS spending timeline compliance requirements for bond monies issued to the district?
- Does the district have sufficient personnel to properly track and account for facility-related projects?
- Does the district prioritize facility issues when adopting a budget?

Is the district's fiscal health acceptable in the following areas?	Yes	No	N/A
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- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • If needed, does the district have surplus property that may be sold or used for lease revenues? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • If needed, are there other potential statutory options the district can use rather than declaring the property as surplus, such as entering into agreements with some entities for joint use or joint occupancy, per the Education Code? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

19. General Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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|---|--------------------------|--------------------------|--------------------------|
| • Does the district record all financial activity for all programs accurately and in a timely manner, ensuring that work is properly supervised and reviewed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has the district closed the general ledger (books) within the time prescribed by the chancellor's or superintendent's/president's office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the district follow a year-end closing schedule? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have beginning balances in the new fiscal year been recorded correctly for each fund from the prior fiscal year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the district adjust prior year accruals if the amounts actually received (A/R) or paid (A/P) are greater or less than the amounts accrued? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the district reconcile all suspense accounts, including payroll, at the close of the fiscal year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

RISK ANALYSIS			
1. Total the number of component areas in which the district's fiscal health is not acceptable ("No" responses).			
2. Use the key below to determine the level of risk to the district's fiscal health.			
0 – 5	6 – 10	11 – 16	17 – 19
Low	Moderate	High	Extremely High

Total "No" Responses

Introduction to Apportionment and the Exhibit C

Prepared and presented by

California Community Colleges Chancellor's Office

Ed Monroe, CPA, Specialist – Fiscal Services,
and

Randy Fong, Specialist – Fiscal Services

Stability₁ – Item VI

- Districts receive stability funding only in the initial year of decline in FTES in an amount equaling the revenue loss associated with the FTES reduction for that year. (Title 5, §58776)

- Standard: Districts are entitled to revenue equal to at least the prior year's total computational revenue.
(Title 5, §58770(a)(2))

- Effect of Stability: Although revenue is supported in the year of decline, base revenue for the subsequent year is reduced by the amount of PY stability.

Stability₂ – Item VI

Hypothetical District:

Year 1:

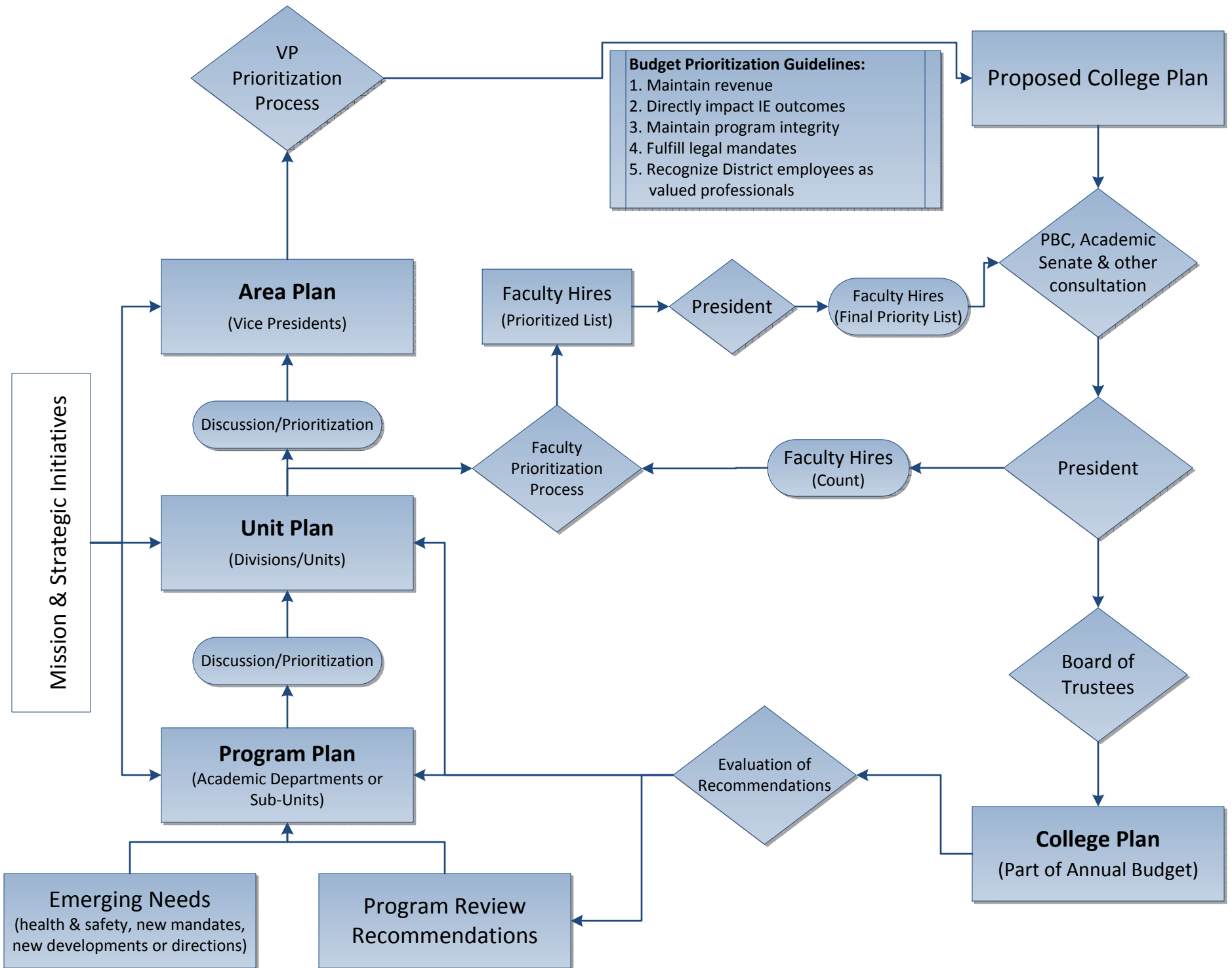
Total District Base Revenue (11,000 Cr FTES):	\$50,213,076
Total Earned FTES (10,342.80 Cr FTES):	47,213,073
Stability Revenue	<u>3,000,003</u>
Total Earned Revenue + Stability	\$50,213,076

Year 2:

Total Base Revenue (10,342.80 Cr FTES):	\$47,213,073
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Revenue is based on prior year funded FTES less the Stability FTES from the prior year.

El Camino College Annual Planning and Budgeting Process



El Camino College Compton Center

Institutional Effectiveness Indicators

For the California Community Colleges Chancellor's Office

Performance Indicators & Institutional Performance

In response to budget legislation passed in 2014, the California Community Colleges (CCC) Chancellor's Office developed a framework of Institutional Effectiveness (IE) Indicators for all colleges systemwide. The IE Indicators consist of district and college performance indicators related to fiscal viability, accreditation status, and student performance. The indicators consist of performance rates from the past five years along with short-term and long-term goals established by each institution through a local consultative process. The most recent performance report is attached to this summary. More information about the Institutional Effectiveness Indicators may be found on the [Chancellor's Office website](#).

El Camino College Compton Center has developed, adopted, and publicly posted its indicator report (this document), per California Education Code §84754.6. Compton Center has reported short-term (1-year) and long-term (6-year) targets for all required and some optional goals.

District Indicators

Required District Indicators consist of 1) Fund Balance, or the ending unrestricted general fund balance as a percentage of total expenditures; and 2) Audit Findings. The Compton Community College District (CCCD) set a goal of a minimum 18.1% and 15.0% short- and long-term Fund Balances, above the state minimum and in keeping with current district board policy. CCCD set an Audit Finding goal of *Unmodified*, which indicates an auditor's report without internal control issues.

College Indicators

Required College Indicators consist of 1) Successful Course Completion, or the percentage of enrollments with a passing grade or notation; and 2) Accreditation Status. Compton Center set goals of 67.8% within one year, and 68.3% within 6 years for Successful Course Completion; and set goals to maintain its current status of *Fully Accredited – No Action (FA-N)*.

Compton Center also set goals for a number of Optional indicators since many of these were already set as a part of El Camino College's established Institutional Effectiveness Outcomes.

Annual Review & Strategy

Annually, Compton Center reviews progress on these indicators and strategizes actions for institutional improvement related to these areas of performance. The review is conducted each spring.

California Community Colleges Chancellor's Office
INSTITUTIONAL EFFECTIVENESS

District Indicator Rates - Compton CCD

Indicator	Long-term (6 Years) Goal (optional for this reporting year)	Short-term (1 Year) Goal (goal for 2015-2016)	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
Required Goals							
Fiscal Viability and Programmatic Compliance with State and Federal Guidelines							
Fund Balance	Ending unrestricted general fund balance as a percentage of total expenditures						
	15.0	18.1	25.8	25.1	14.6	22.9	25.2
Audit Findings	Unmodified: Unmodified auditor's report without internal control issues Modified: Modified auditor's report and/or internal control issues						
	Unmodified	Unmodified	Unmodified				
Optional Goals							
Fiscal Viability and Programmatic Compliance with State and Federal Guidelines							
Salary and Benefits	Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures						
	82.2	79.7	81.5	82.2	80.6	76.0	74.2
Annual Operating Excess/(Deficiency)	Net increase or decrease in general fund balance						
	78455	405729	1,088,753	1,961,976	1,361,180	2,253,367	(1,710,127)
Cash Balance	Unrestricted and restricted general fund cash balance, excluding investments						
	0	10789465	13,069,989	11,150,998	3,532,484	3,842,675	2,063,740

College Indicator Rates
[Compton College](#)

California Community Colleges Chancellor's Office
INSTITUTIONAL EFFECTIVENESS

College Indicator Rates - Compton College

Required Response

Y Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

Indicator	Long-term (6 Years)	Short-term (1 Year)	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
	Goal (optional for this reporting year)	Goal (goal for 2015-2016)					

Required Goals

Student Performance and Outcomes

Successful Course Completion (Datamart)

Annual percentage of credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

68.3	67.8	64.6	65.0	61.3	62.3	60.7
------	------	------	------	------	------	------

Accreditation Status

Accreditation Status Latest Accrediting Commission for Community and Junior Colleges (ACCJC) action (See key below)

	Feb 2014	July 2013	Feb 2013	July 2012	Feb 2012	July 2011	Feb 2011	July 2010	Feb 2010	July 2009
FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N	FA-N

Date of Next Visit

Date of next accreditation visit (mm/dd/yyyy) - information item, no target collected

11/15/2021

Optional Goals

Student Performance and Outcomes

Completion Rate (Scorecard)

Percentage of degree, certificate, and/or transfer seeking students starting first timetracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

College Prepared	Student's lowest course attempted in Math and/or English was college level	College Prepared	Unprepared for College	Student's lowest course attempted in Math and/or English was pre-collegiate level	Unprepared for College	Overall	Student attempted any level of Math or English in the first three years
74.8	60.5	53.4	71.2	63.8	50.0	42.8	
28.2	26.9	26.2	26.9	35.1	30.3	31.0	
32.8	30.1	28.8	31.2	38.9	33.9	34.1	

Remedial Rate (Scorecard)

Percentage of credit students tracked for six years who started below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline (Goal should be set as rate)

Math	English	ESL
22.3	36.0	0.0
21.8	30.2	0.0
21.5	27.3	10.0
20.3	32.7	28.6
21.6	33.7	7.4
21.9	0.0	0.0
19.5	0.0	0.0

Career Technical Education Rate (Scorecard)

Percentage of students tracked for six years who completed more than eight units in courses classified as career technical education in a single discipline who completed a degree or certificate or transferred (Goal should be set as rate)

0.0	49.0	49.0	41.4	40.1	29.1	37.6
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Completion of Degrees (Datamart)

Number of associate degrees awarded (Goal should be set as total)

319	281	262	281	228	207	157
-----	-----	-----	-----	-----	-----	-----

Completion of Certificates (Datamart)

Number of Chancellor's office approved certificates awarded (Goal should be set as total)

111	101	100	96	104	55	78
-----	-----	-----	----	-----	----	----

Fiscal Viability and Programmatic Compliance with State and Federal Guidelines

Full-Time Equivalent Students

Annual number of full-time equivalent students (Goal should be set as total)

6500

5286

6,146

6,086

6,484

6,760

5,538

Accreditation Status Code Description

FA-N	Fully Accredited - No Action
FA-RA	Fully Accredited - Reaffirmed
FA-SR	Fully Accredited - Sanction Removed
FA-SR/RA	Fully Accredited - Sanction Removed and Reaffirmed
FA-W	Fully Accredited - Warning
FA-P	Fully Accredited - Probation
FA-SC	Fully Accredited - Show Cause
FA-PT	Fully Accredited - Pending Termination
T	Accreditation Terminated
FA-RS	Fully Accredited - Restoration
IA	Initial Accreditation

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INSTITUTIONAL EFFECTIVENESS GOALS CERTIFICATION FORM

Report created:6/15/2015 11:46:27 AM

District Compton
Report Year 2015

Pursuant to Education Code section 84754.6, I hereby certify that:

Compton College

adopted the framework of indicators that was approved by the Board of Governors on March 16, 2015, and adopted and posted at least one institutional goal for each of the following four areas:

1. Student performance and outcomes: Course Completion Rate
2. Accreditation status: Accreditation Status
3. Fiscal viability: Fund Balance
4. Programmatic compliance with state and federal guidelines: Overall Audit Opinion

I also certify that the adopted goals for the college(s) referenced above are consistent with those posted to the Chancellor's Office Institutional Effectiveness Monitoring Portal.

College/District Approvals:



Chancellor or President

6/15/2015

Date

Please print, complete, and mail this signature page to:
California Community Colleges Chancellor's Office
Attention: Ronnie Slimp
1102 Q Street
Sacramento, CA 95811

In lieu of mailing, a scanned copy can be emailed to:
InstEffect@cccco.edu

El Camino College

Institutional Effectiveness Indicators

For the California Community Colleges Chancellor's Office

Performance Indicators & Institutional Performance

In response to budget legislation passed in 2014, the California Community Colleges (CCC) Chancellor's Office developed a framework of Institutional Effectiveness (IE) Indicators for all colleges systemwide. The IE Indicators consist of district and college performance indicators related to fiscal viability, accreditation status, and student performance. The indicators consist of performance rates from the past five years along with short-term and long-term goals established by each college through a local consultative process (see Appendix). The most recent performance report is attached to this summary. More information about the Institutional Effectiveness Indicators may be found on the [Chancellor's Office website](#).

El Camino College has developed, adopted, and publicly posted its indicator report (this document), per California Education Code §84754.6. The College has reported short-term (1-year) and long-term (6-year) targets for all required and some optional goals.

District Indicators

Required District Indicators consist of 1) Fund Balance, or the ending unrestricted general fund balance as a percentage of total expenditures; and 2) Audit Findings. El Camino Community College District (ECCCD) set a goal of a minimum 5% Fund Balance, above the state minimum and in keeping with current district board policy. ECCCD set an Audit Finding goal of *Unmodified*, which indicates an auditor's report without internal control issues.

College Indicators

Required College Indicators consist of 1) Successful Course Completion, or the percentage of enrollments with a passing grade or notation; and 2) Accreditation Status. El Camino College set goals of 73.5% within one year, and 78.0% within 6 years for Successful Course Completion; and set goals to maintain its current status of *Fully Accredited – No Action (FA-N)*.

El Camino College also set goals for a number of Optional indicators since many of these were already set as a part of the College's established Institutional Effectiveness Outcomes.

Annual Review & Strategy

Annually, El Camino College reviews progress on these indicators and strategizes actions for institutional improvement related to these areas of performance. The review is conducted each spring.

California Community Colleges Chancellor's Office
INSTITUTIONAL EFFECTIVENESS

District Indicator Rates - El Camino CCD

Indicator	Long-term (6 Years) Goal (optional for this reporting year)	Short-term (1 Year) Goal (goal for 2015-2016)	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
Required Goals							
Fiscal Viability and Programmatic Compliance with State and Federal Guidelines							
Fund Balance	Ending unrestricted general fund balance as a percentage of total expenditures						
	5.0	5.0	16.7	20.0	20.3	21.5	22.0
Audit Findings	Unmodified: Unmodified auditor's report without internal control issues Modified: Modified auditor's report and/or internal control issues						
	Unmodified	Unmodified	Modified				
Optional Goals							
Fiscal Viability and Programmatic Compliance with State and Federal Guidelines							
Salary and Benefits	Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures						
	0.0	0.0	88.6	88.3	88.0	88.8	89.4
Annual Operating Excess/(Deficiency)	Net increase or decrease in general fund balance						
	0	0	(2,904,432)	(347,924)	(2,307,429)	700,027	3,978,524
Cash Balance	Unrestricted and restricted general fund cash balance, excluding investments						
	0	0	17,168,076	29,913,869	17,743,948	17,982,423	19,241,647

College Indicator Rates
[El Camino College](#)

Contact Information

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Phone Number (310) 660-3111
Email Address tfallo@elcamino.edu

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California Community Colleges Chancellor's Office
INSTITUTIONAL EFFECTIVENESS

College Indicator Rates - El Camino College

Required Response

Y Has your college developed, adopted, and publicly posted the goals framework pursuant to the requirements of Education Code section 84754.6?

Indicator	Long-term (6 Years) Goal (optional for this reporting year)	Short-term (1 Year) Goal (goal for 2015-2016)	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010
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Required Goals

Student Performance and Outcomes

Successful Course Completion (Datamart)

Annual percentage of credit course enrollments where student earned a grade of C or better (Goal should be set as rate)

73.7	70.3	68.3	70.2	68.6	68.1	68.1
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Accreditation Status

Accreditation Status

Latest Accrediting Commission for Community and Junior Colleges (ACCJC) action (See key below)

	Feb 2014	July 2013	Feb 2013	July 2012	Feb 2012	July 2011	Feb 2011	July 2010	Feb 2010	July 2009
FA-N										
FA-N										
FA-SR										
FA-W										
FA-N										
FA-N										
FA-N										
FA-N										
FA-N										
FA-SR/RA										
FA-W										

Date of Next Visit

Date of next accreditation visit (mm/dd/yyyy) - information item, no target collected

11/21/2021

Optional Goals

Student Performance and Outcomes

Completion Rate (Scorecard)

Percentage of degree, certificate, and/or transfer seeking students starting first timetracked for six years who completed a degree, certificate, or transfer related outcome (Goal should be set as rate)

College Prepared	Student's lowest course attempted in Math and/or English was college level
78.0	73.5
71.3	74.4
71.4	73.3
70.2	
Unprepared for College	Student's lowest course attempted in Math and/or English was pre-collegiate level
40.1	38.4
37.5	38.2
36.5	39.0
37.3	
Overall	Student attempted any level of Math or English in the first three years
50.6	47.9
46.6	48.2
46.1	48.5
46.5	

Remedial Rate (Scorecard)

Percentage of credit students tracked for six years who started below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline (Goal should be set as rate)

Math	29.6	28.5	28.0	26.9	25.6	23.7	24.5
English	54.3	51.0	49.4	49.5	49.5	45.5	48.7
ESL	0.0	0.0	32.5	31.0	35.0	34.7	29.3

Career Technical Education Rate (Scorecard)

Percentage of students tracked for six years who completed more than eight units in courses classified as career technical education in a single discipline who completed a degree or certificate or transferred (Goal should be set as rate)

59.5	56.5	55.0	56.5	55.2	54.4	51.4
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Completion of Degrees (Datamart)

Number of associate degrees awarded (Goal should be set as total)

2232	2066	2,000	2,012	1,659	1,374	1,278
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Completion of Certificates (Datamart)

Number of Chancellor's office approved certificates awarded (Goal should be set as total)

659	526	466	592	516	439	429
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Fiscal Viability and Programmatic Compliance with State and Federal Guidelines

Full-Time Equivalent Students

Annual number of full-time equivalent students (Goal should be set as total)

0	0	19,409	19,123	19,231	20,488	22,136
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Accreditation Status Code Description

FA-N	Fully Accredited - No Action
FA-RA	Fully Accredited - Reaffirmed
FA-SR	Fully Accredited - Sanction Removed
FA-SR/RA	Fully Accredited - Sanction Removed and Reaffirmed
FA-W	Fully Accredited - Warning
FA-P	Fully Accredited - Probation
FA-SC	Fully Accredited - Show Cause
FA-PT	Fully Accredited - Pending Termination
T	Accreditation Terminated
FA-RS	Fully Accredited - Restoration
IA	Initial Accreditation

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California Community Colleges Chancellor's Office
INSTITUTIONAL EFFECTIVENESS

District Certification Report - El Camino CCD

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INSTITUTIONAL EFFECTIVENESS GOALS CERTIFICATION FORM

District El Camino
Report Year 2015

Pursuant to Education Code section 84754.6, I hereby certify that:

El Camino College

adopted the framework of indicators that was approved by the Board of Governors on March 16, 2015, and adopted and posted at least one institutional goal for each of the following four areas:

1. Student performance and outcomes: Course Completion Rate
2. Accreditation status: Accreditation Status
3. Fiscal viability: Fund Balance
4. Programmatic compliance with state and federal guidelines: Overall Audit Opinion

I also certify that the adopted goals for the college(s) referenced above are consistent with those posted to the Chancellor's Office Institutional Effectiveness Monitoring Portal.

College/District Approvals:


Chancellor or President

6-15-2015
Date

Please print, complete, and mail this signature page to:
California Community Colleges Chancellor's Office
Attention: Ronnie Slimp

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