



PLANNING & BUDGETING COMMITTEE

March 16, 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 – March 2, 2017 | R. Natividad | 1:00 P.M. |
| 2. College Planning Update | I. Graff | 1:10 P.M. |
| 3. Compton Accreditation Update | J. Nishime | 1:20 P.M. |
| 4. VP Area Update, SCA | J. Nishime | 1:30 P.M. |
| 5. ASO Update | A. Rodriguez/G. Toya | 1:40 P.M. |

Next meeting – April 6, 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: March 2, 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 checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" 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:

Support: I. Graff, J. Higdon, J. Nishime, J. Shankweiler

Guest: G. Toya

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

Approval of the February 16, 2017 Minutes

1. Page 1, Compton Accreditation Update, #1, fourth sentence, correct senior to: **scenario**.
2. Page 2, Budget Book Page 31/32, #1, second sentence, correct ensuing to: **ensuring**. After the end of the second sentence, the rest of the paragraph was deleted and replaced with the following: **After discussion the committee provided language to include in the budget development criteria page of the budget**.
3. The minutes were approved with the noted corrections. The minutes will be posted to the website.

Enrollment Updates – D. Mussaw (handout)

1. The report on student enrollment (2/27/17) listed the enrollment (as of census date) from last spring 2016 as 7,776 FTES. After April 20 additional enrollment was captured because of the second-eight week and positive attendance classes which brought the figure up to 7,968 FTES. The enrollment for spring 2017 is currently at 7,843 FTES (which is higher than last year at this time). It was noted once this semester's second eight-week classes and positive attendance numbers are figured in, we should be close to achieving last spring's total figure of 7,968 FTES.

Fiscal Health Risk Analysis – J. Higdon (handout)

1. The committee was asked for any additional comments they may have had from last meeting's presentation on the Fiscal Health Risk Analysis. As a follow up J. Higdon stated that after consulting with her staff, the area under Facilities regarding surplus property will remain noted as a yes.
2. It was noted this analysis helps to ensure we have sound business practices. The report reflects that the college is at an acceptable range in each of the 19 key indicator areas. Further questions can be directed to J. Higdon.

Annual Planning/Budgeting Calendar – R. Natividad (handouts)

1. R. Natividad stated he would appreciate the committee's feedback on the budget calendar to see if there are other items which need to be discussed annually.

2. It was suggested to factor in the winter term into the calendar. R. Natividad noted he would take a look at this suggestion. Another suggestion made was to give an Auxiliary Services/ASO report on an annual basis to the committee.

Annual Calendar - R. Natividad

1. The committee was reminded that Unit Plans are due on March 15, 2017. More time has also been provided to the vice presidents to put their plans together (May 1).
2. R. Natividad is waiting on clarification regarding the College Plan. It was noted there may be a need to keep in the Area Plan and move it back to April 1st. This topic was sent to the president and the vice presidents for their input.
3. It was noted as we approach moving closer to the tentative budget, there are some key areas that are consistently discussed each year. It was suggested that this year some of the areas that do not have significant changes could be discussed in advance of the tentative budget. This could assist in saving time when discussions begin on the tentative budget so we can deal with the areas with more significant changes. R. Natividad will collaborate with J. Higdon and J. Ely to fine tune the process.

Adjournment – R. Natividad

1. The meeting adjourned at 1:24p.m. The next meeting will be held on **March 16, 2017** in Library 202.

RKN/lmo

El Camino College Annual Planning & Budgeting Calendar

Annual Planning Process	Month	Annual Budget Process
College Plan discussion and development (Vice Presidents)	September	Final Budget submitted to Board of Trustees for discussion and approval (Early September meeting)
College Plan published. PBC review & endorsement of College Plan.	October	College Plan finalized and budgeted
Program plans finalized for the next fiscal year (November 1 st) Unit plan (next fiscal year) development commences.	November	
Unit plan (next fiscal year) development	December	
Mid-year updates and evaluations of previous years program/unit/area plans.	January	Governors State Budget Update
Unit plan (next fiscal year) finalization	February	
Unit plans finalized for the next fiscal year (March 1 st)	March	
Area plans prioritized (April 1 st)	April	Determine enrollment targets, sections to be taught, and full- and part-time FTEF. Faculty Obligation Number (FON) Vice Presidents jointly determine ongoing operational costs including: 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.
College Plans finalized for next fiscal year (May 15 th)	May	May Revise Tentative budget for PBC review, discussion and recommendation
	June	Tentative Budget is presented to the Board.
Final updates and evaluation of annual plan recommendations	July	Tentative Budget is rolled into active status (purchasing can begin)
	August	Final revenue and expenditure adjustments made to budget Final Budget 1 st and 2 nd review and discussion