

EL CAMINO COLLEGE
 Planning & Budget Committee
 Minutes Date: October 21, 2021

Function	Amount	Constituency	Name	Attendance
Member	2	Academic Senate	Darcie McClelland Josh Troesh	√ √
Member	2	Management	Amy Grant Debra Breckheimer	√
Member	2	Classified Staff	Lissette Marquez David Mussaw	√ √
Member	1	ECC Federation of Teachers	Kelsey Iino	√
Member	1	ECC Classified Employees/ECCE	Roy Dietz	
Member	1	Confidential employees	Shobhana Warriar	√
Member	1	Police Officers Association/POA	Gary Robertson	
Member	1	Associated Student Organization/ASO	Grace Clendenin	
Co-chair	1	Administrative Services	Ann Tomlinson	√
Co-chair	1	Institutional Research and Planning	Viviana Unda	√

Alternate Members: J. Bourlier, B. Giles

Support: J. Hinshaw, G. Ou, C. Pineda

Other Attendees: B. Thames, J. Sims, D. Villanueva

The meeting was called to order at 1:00p.m.

1. Agenda Review

The committee moved, and seconded the approval of the agenda for today's meeting. The committee accepted the agenda as presented with no objections.

2. Approval of Minutes – September 16, 2021

After review, the minutes were accepted as written. It was moved, seconded and passed to approve the September 16th minutes with no objections.

3. Welcome to new management representative (Debra Breckheimer, Dean Humanities)

The committee welcomed Debra Breckheimer, Dean Humanities to the group. She is representing Management and was appointed by President Thames. Last Friday, she was provided an orientation to PBC by Viviana Unda.

4. 2022-23 College-wide annual goals and annual planning kick-off

Dr. Unda presented the annual planning process for FY2022-23. Those of you that are not familiar, in order to plan for FY2022-23, we start a year before so when FY2022-23 arrives, we are clear about what our goals are; what it is that we are going to do; and we have the budget to implement those plans.

- The presentation has the College wide FY2022-23 goals so these are the goals for which the College should be planning this year. It also shows the vertical coordination as well as horizontal coordination of these goals.
- The FY2022-23 annual planning and budgeting calendar highlights the planning and budgeting dates.

Note: All areas of the College need to be looking at the College wide annual goals regardless of the mandatory reporting. Each area needs to see how they can respond to and focus on work that can help those goals to move forward. The Institutional Research and Planning office offered guidance and are working closely with Vice President of Academic Affairs and Vice President of Student Services to guide the divisional annual planning.

5. 2021-22 PBC goals: second reading

This item was tabled for the next meeting to add a sixth goal of linkage between budget and planning as noted in the Accreditation Report. It was also noted that there is other goal on the list that might want to revisit because it was accomplished or changes have occurred. Further discussion at the November meeting.

**Note: On our agenda, if we could put some basic statement of what is the goal for the committee since we are Planning and Budgeting and the accreditation report says that we need to have a linkage between budget and planning. It was also recommended that maybe we should have the annual fiscal calendar (operational) on the agenda so everyone is aware of the deadlines and benchmarks that we need to hit to align with accreditation.*

6. Clarification of how to include topics in the PBC agenda (see [PBC Charter](#))

This agenda item was brought to the committee to make everyone aware that in the PBC Charter page 3 item #4, says that any PBC member may submit agenda items to the Co-chairs via email five working days prior to the meeting. This will allow the two co-chairs to see if the agenda item is appropriate for that specific meeting. If not, they will communicate back to the member who put in the request.

7. Number of funded requests vs total requests requiring funding

Dr. Unda brought to the committee a request from the Academic Program Review Committee, who wanted to know *what were the number of funded requests and what were the total budget requests for that year*. Before Institutional Research and Planning shares this information with the Academic Program Review Committee, they wanted to share and consult with PBC about giving this information. To summarize, this is the number of budget recommendations that came through the annual planning process last year. All these budget recommendations were documented in Nuventive.

- We received a total number of 310 budget requests;
 - 16 requests were approved for funding with a total amount of \$831,421;
 - 23 requests were scored by Executive Cabinet as high priority;
 - 249 requests were scored as moderate or low priority;
 - 22 requests were determined requests related to risk, security, and-or liability by the Director of Purchasing and Risk Management.
 - The total approved, which was 5% of the recommendations
 - Note: these budget requests do not include the faculty requests (24 requests) because they go through a different process,
 - It also does not include any requests that were under \$5,000 (47 requests), because they were resolved through the Vice President's discretionary funds.

After much discussion, it was noted that Dr. Unda would forward the email to VP Tomlinson and VP Sims for their comments. VP Tomlinson suggested we find out more details of what the committee was looking for and not giving them just these numbers, which would only make it more confusing. Revisit this topic and see if we can come back with some information that is more meaningful.

8. Operational budgets vs. annual augmentation of funds

Dr. Tomlinson, brought this item because of a question that was asked at the last meeting regarding operational budgets versus annual augmentation of funds. Operational budget is simply what is in your budget versus annual augmentation funds would be money put into the line item after the budget is approved. People were saying they did not have money in their operations budget, but as we look back, we see funds from last year (FY2020-21) that were unspent and this likely occurred because we were not at the College. There is significant money in the operational budget and to clarify the dollars budgeted is the General Fund 11 Unrestricted by division, and this is only the amounts budgeted for non-salary, non-employee compensation, so these are all funds that are in the supply accounts, equipment accounts, and contracts and services accounts. This is what was in the working budget. These were the actual expenses recorded and the final column shows the remaining unspent from what was budgeted for FY2020-21. Every budget owner has access to the budget. This year's budget information has been sent out to the departments and they are also available online. Again, we should connect what the plan is with the money to align with the accreditation report and work towards that goal.

Note: The College has been in the habit of a rollover budget, but we should have goals that we are trying to accomplish and we fund those. Our rollover budget really needs to be reviewed on a cycle basis. We want to take a strong look at how we are doing this for the next year.

Questions: *you know that the budget has been rolled over. I'm just curious about your experience. Has any other college done a zero-based budgeting?*

Answer: *Zero based budget has a really tight plan. So you can't just say in the middle of the year we are going to zero based budget because people have to be prepared. When you go to zero based budget they have got to go back and justify everything whether it's supplies, or whatever. They have to go back and say, these are all the things that we have to absolutely have, so it is a good bit of work.*

Note: For next month's agenda we are going to come back and take a look at some of our sample plans, take a look at the baseline of what the accreditation recommendation was, which was linking planning and budgeting, and see specifically what they were recommending. We're going to continue talking about the budget workshop and how to maximize the use of your resources, including the restricted funds.

9. Budget workshop for Deans

This item is a follow up from the last time. We have begun the process of getting the meeting setup for some time between the end of this month or beginning of next month. The presentation is pretty much complete.

10. Academic Program Review Calendar

The academic program review calendar went through two readings and has been approved by the Academic Senate. To summarize, the document is explaining the relationship between annual planning and program review, proposes changes to the Academic Program review calendar, explains the rationale behind the change and gathers feedback from stakeholders for the calendar proposal.

- Slide 4 - what our annual planning process is so we set our goals. We set up metrics that allows us to know if the goal has been achieved, we develop actions, so we understand what it is that we need to do in order to achieve our goals, and we think about resources to see what do we need in order to achieve goals. Program review is really important, because it serves as an input for the annual planning at the program level.
- Slides 5-7-Subsequent slides show the cascading goals from college wide to office/program goals. Lastly, the annual planning and budgeting calendar is presented.
- Slide 9-10 – shows the current academic program review calendar with program review development starting in November 2021-2022 and annual program planning for 2022-23 beginning March to mid-April 2022.
- Slide 11-12 – shows the proposed change to the calendar, which starts program review development starting June 2022 to mid-February 2023 and annual program planning for 2023-24 beginning march to mid-April 2023.

Question: *In the Accreditation report, did they review our planning and budgeting process. Was there a recommendation made?*

Answer: *Yes, the recommendation that was made is that there has to be more alignment between planning and budgeting.*

Note: *Need to put on all our agenda the accreditation report, which will give us guidance on moving forward and redirecting the focus with aligning planning and budgeting. It was noted that ECC's institutional planning guide is the document that went through collegial consultation last year. It was approved by the board and describes in writing how budgeting and planning is linked.*

Note: *President Thames appreciates that we are keeping accreditation at the forefront. What she would ask is, as College Council moves further into the semester, have PBC be a recommending body to*

College Council. As those recommendations come forward, it would be absolutely amazing if those recommendations were aligned to planning outcomes and objectives related to college or plan goals, so when College Council makes a recommendation to the President, it can easily align and commit the budget approvals to the planning process.

11. Other Discussion

a. Wrap Up

1. We did a welcome for the Debra Breckheimer. She's our new management representative.
2. We've done the annual planning kickoff for Student Services and Academic Affairs.
3. The second reading for 21-22 PBC goals was tabled so we can include one more goal related to connecting planning with budgeting discussed in the Accreditation report.
4. We clarified how to include agenda topics in the PBC agenda.
5. We looked at the number of funding requests to respond to an Academic Program Review Committee question. It was decided to look more into this to give an answer to the committee with more context and answer that is meaningful. Viviana will send this email to VP Ann and VP Jackie so they can look at what exactly the Academic Program Review Committee is asking for.
6. The planning workshop for the deans would take place end of the month or beginning of next, but an exact date has not been determined yet.
7. Presentation about the academic program review calendar proposal. It was explained that the change was approved by Academic Senate.

12. Adjournment

It was moved and seconded to adjourn the October 21st meeting. The meeting adjourned at 2:30p.m.