



PLANNING & BUDGET COMMITTEE (PBC) MEETING
Compton Community College District
April 28, 2015 – 2:00 pm – 3:00 pm
Board Room

MEMBERS PRESENT

Trish Bonacic Dr. Billie Moore LaVetta Johnson Nancy Sepulveda
 Dr. Rodney Murray Miguel Ornelas David Simmons
 Carmela Aguilar Dr. Jose Villalobos

OTHERS ATTENDING: Felipe Lopez, Armando Ruiz, Barbara Perez, and Irene Graff

Handouts

- 2015-2016 Budget Development Overview Memorandum
- 2015-2016 Overarching Priorities
- 2015-2016 Preliminary Budget Assumptions
- Financial and Budget Policies
- Compton CCD/Center Planning Process Flowchart
- Compton Community College District Budget and Planning Timeline: Planning Year 2015-2016
- El Camino College/El Camino College Compton Center Institutional Effectiveness Outcomes
- El Camino College Compton Center Consultation Survey 2015

I. **Call to Order**

The meeting was called to order at 2:08 p.m. by Trish Bonacic.

II. **Approval of Minutes**

The minutes of March 10, 2015 and March 25, 2015 were approved: Ms. Aguilar, Mr. Simmons (moved/seconded). The motion passed unanimously.

III. **Budget Assumptions**

Mr. Lopez provided a copy of the 2015-2016 Preliminary Budget Assumptions.

- A. Projected beginning balance: \$5,689,731 – Mr. Lopez stated that the reserve percentage is above our Board Policy minimum of 10 percent.
- B. Estimated local, state and other revenue: \$34,160,237
- C. Reserve for contingency and ending fund balance: \$5,567,805 of budgeted expenditures.
- D. General State Apportionment in alignment with the El Camino College Compton Center generating 6,060 FTES. Mr. Lopez stated that we have had flat enrollment

over the last three years and this scenario is unchanged from the 2014-2015 to the 2015-2016 budget. He stated that the District has not grown in FTES since 2013 and we are struggling to maintain the 6060 FTES target, and may need to borrow to get to the 6060 target. Currently, we are approximately 200 FTES short and though we are hoping for a successful summer if we cannot meet our base benchmark, we will be placed on stability funding. Our base apportionment would be lowered by \$1 million and we will be unable to get a higher base funding for two years. The District is therefore focusing on achieving the benchmark of 6060 FTES.

- E. Offering 1,500 sections in 2015-2016.
- F. The Governor's budget shows a Cost of Living Adjustment (COLA) funding of 1.58% or \$73.88 per credit FTE, which equates to approximately \$446,000 based on 6,060 FTES. However, Mr. Lopez stated that based on information from the U.S. Department of Commerce, the projected COLA will be slightly lower than 1.58 percent.
- G. Budget for GASB "pay as you go" costs for Retiree Benefits: \$349,812.
- H. Budget for the PARS Retirement Payment: \$109,842. The total remaining district liability for participating in PARS is \$109,842. Mr. Lopez stated this is the second to the last payment.
- I. Public Employee Retirement System (PERS) contributions increased to 12.60% and State Teachers Employee Retirement System (STRS) contributions increased from 8.88% to 10.73%. There is almost a 2% increase in STRS that the District will have to contribute this year.
- J. Budget for projected utilities an increase of 2.0%, for a total cost of \$1,201,050.
- K. Budget all step and column increases of approximately \$200,000.
- L. Budget includes no new employee positions.
- M. Budget for the Vice President of El Camino College Compton Center (\$160,000, including benefits) and the Information Technology Supervisor (\$143,000 including benefits) positions.
- N. Budget for line of credit debt expense (\$1,292,420).
- O. Budget for the Police Services Contract with El Camino College (\$1,400,000). Mr. Lopez stated that this has remained constant for the last two to three years.
- P. Budget for Other Postemployment Benefits (OPEB) contribution of \$250,000.

Mr. Lopez stated that there are no new positions budgeted for the 2015-2016 unrestricted general fund. He stated that in the Five Year Budget there is a hiring freeze beginning in 2015-2016 and continuing over the next two years.

- Q. Budget for the following one-time Augmentations/Enhancements (\$350,000):
 - a. Enrollment Management Plan (\$100,000)
 - b. One-Time Planning Allocations (\$50,000)
 - c. Site-Improvements – Cosmetology Program (\$200,000). Mr. Lopez mentioned that we are still moving forward with implementing the Cosmetology Program beginning in fall, 2016 at an off-site location. He stated that a lease agreement is being negotiated with the City of Compton and the program will be located at one of their facilities at a lease cost of a dollar per month. The District will have to provide the renovation to get the building ready.
- R. Unrestricted Budget includes the following interfund transfers:
 - a. Transfer \$396,000 to the Property & Liability Fund. Mr. Lopez stated that this is adjusted down from \$450,000.

Mr. Simmons asked how close the Budget assumptions were from last year. Mr. Lopez replied that they were still being analyzed and that we are 75 percent through the year and we are on target. He stated that we budgeted for 6060 FTES and currently we are at 5860. We did not budget for any growth as we are struggling to get the 6060 FTES.

IV. Budget Timeline

Mr. Lopez provided a handout of the Budget and Planning Timeline: Planning Year 2015-2016. He stated that the tentative budget will be presented to the Board at the June 16, 2015 meeting. He stated that the managers will have an opportunity to fill out and request budget augmentations that will be tied into the program plan and Plan Builder. One of the things that we lacked in our self-assessment is that we did not tie the planning into our budget. So we are trying to close the gap of how we establish our budget, approve different things, and ensure that they are tied to our overall institutional planning. The departments will have an opportunity to provide budget augmentation and enhancements requests related to equipment and facilities (e.g., new carpet).

- Item 13 – Provide preliminary budget to ECC Senior Management – Remove.
- PBC Meeting: Review draft Preliminary Budget - May 12, 2015
- Change - Business Office: Receive all budget augmentations/enhancements where the departments fill out the worksheets which are due back to the Business Office for review - May 19, 2015
- PBC Meeting: Review draft Tentative Budget - May 26, 2015
- PBC Meeting: Review and recommend Tentative Budget, then forward to Consultative Council for information - June 2, 2015
- Board: Approves Tentative Budget - June 16, 2015
- PBC Meeting: Review Final Budget - Aug 4, 2015

Ms. Bonacic asked if the PBC would meet in July because she did not see an agenda item. Mr. Lopez responded that even though you do not see July on the schedule, it is the closing period for the Business Office and the committee will still meet in July. Ms. Bonacic stated that she was inquiring because the faculty had been asking for the calendar so they can know if they will be available or not. Mr. Lopez stated that he would provide a master calendar through September with all of the dates. He mentioned that the meeting would be held on the second and fourth Tuesday of the month during the summer.

Mr. Simmons asked when the managers will know what their budgets are so they can begin spending for July 1, 2015. Mr. Lopez replied once the budget is approved on June 16, 2015 the budgets will be uploaded by June 30, 2015.

Ms. Bonacic asked if the categorical budgets will be based on the allocations? Mr. Lopez replied that the categorical budgets are constantly changing because augmentations are received throughout the year. He stated that he stuck with the base funding and then if there are any augmentations we will make the corrections and make the adjustments.

Ms. Graff wanted to know how the enhancement funds are linked through program

planning. Mr. Lopez stated that the sheet will show the initiative it is tied to, what element of the program, Plan Builder, and priorities are, and its relationship to institutional planning within the department. However, he is unsure if it will state the strategic initiative as he does not know if it is in Plan builder. Ms. Graff stated that it was and asked if it had to be in TracDat. Mr. Lopez replied, yes.

V. Recent Planning Updates

Ms. Graff thanked those individuals who attended the Planning Summit on April 10th, 2015. She provided a brief recap and additional information. She stated that the theme of this year's Planning Summit was "Communication and Collaboration." It was focused on the "Making Decisions" document. We began with an update regarding accreditation. We invited the Academic Senate from both campuses to present their goals and accomplishments and things that they were hoping to achieve over this year. Ms. Graff stated that they reintroduced the new strategic plan, which the Planning Summit and this body were instrumental in building. The strategic plan includes a new Mission, strategic initiatives, and new vision statement. She stated that in addition, new items are measureable objectives -- which were a recommendation for institutional improvement -- and new institutional outcomes. The institutional outcomes are a global set of measures of student achievement - are students ready for college, milestones -- how are they doing midway through their academic progress--and what are their completion rates? We were also strongly recommended to set aspirational goals, so we established these through the collegial consultative process over the past year and a half.

Ms. Graff stated that on page 2 for Compton Center there is baseline data for almost all the measures. The most recent data, which is mostly based on the student success score card from 2015, represents 2013-2014 data and our aspirational goals for 2019-2020. The green check mark indicates when we are on track to achieve that goal--which is approximately one percent per year -- and the star indicates that we have already achieved or exceeded the goal. The Outcomes definitions are provided on the back. She stated that we now have an Institutional Effectiveness framework that came down from the Chancellor's Office and they have several other goals related to accreditation and finance which also include student achievement. She mentioned that Dr. Nishime went into detail on the "Make a Decision" document, which describes our whole collegial consultation and decision making process. Ms. Graff indicated that there was some group discussion on communication and collaboration and we will be gathering those comments together, publicizing them, and bringing them back to this committee to improve our communication and collaboration process.

Ms. Graff asked those PBC members who were able to attend the Planning Summit for comments and feedback. She mentioned that there was an opportunity to fill out an evaluation to discern what people thought. As part of the annual review of the Planning processes, we are asking all collegial consultation committees to complete a consultation survey, which Ms. Graff provided at the end of the meeting. She indicated that the results are anonymous; they will be scanned, and combined with those from all other consultative groups. She also provided some insight for the coming fall and stated that all collegial consultation groups will be asked to implement a general processes for improvement that includes reviewing our purpose statement annually, orienting our new members on the acronyms, setting goals for the year, and evaluating our progress on those goals.

Dr. Villalobos asked if the survey was on-line because he completed a similar survey on-line. Ms. Graff inquired if he took the survey for a different consultative group because it is the same for all groups. She indicated that question 6 on the survey is only related to the PBC. She stated that on item 3, one could mark as many items as he likes and all will be included.

VI. Adjournment - The meeting adjourned at 2:49 pm.