



PLANNING & BUDGET COMMITTEE (PBC) MEETING

Minutes

May 23, 2017, 2:00 pm – 3:30 pm

Board Room

Vision

El Camino College Compton Center and the future Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

El Camino College Compton Center and the future Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton Center promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Meeting Participants

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Dr. Ikaweba Bunting | <input checked="" type="checkbox"/> Shemiran Lazar | <input checked="" type="checkbox"/> LaVetta Johnson |
| <input checked="" type="checkbox"/> Dr. Rodney Murray | <input type="checkbox"/> Dr. Jose Villalobos | <input checked="" type="checkbox"/> David Simmons |
| <input checked="" type="checkbox"/> Dr. Abiodun Osanyinpeju | <input checked="" type="checkbox"/> Rashid Yahye | <input type="checkbox"/> Dayshaun Loudon |

OTHERS ATTENDING: Dr. Keith Curry, Michael Trevis, and Ramund Box

Handouts

- Compton Community College District/El Camino College Compton Center 2017-2018 Planning and Budget Calendar
- 2017-2018 Overarching Priorities
- Planning and Budget Committee Evaluation Survey

Meeting Minutes

I. Call to Order

The meeting was called to order at 2:09 p.m. by Dr. Abiodun Osanyinpeju.

II. Review of Minutes

The minutes of March 28, 2017 were approved. Mr. Simmons, Ms. Lazar (moved/seconded). The motion passed unanimously.

III. 2017-2018 Budget Assumptions

Dr. Curry stated that he would be providing a presentation of the 2016-2017 Final Budget (Budget Assumptions). He indicated that the Tentative to the Final Budget has not changed too much. The changes are as follows:

- A. Estimated beginning balance: \$8,100,000 – 3.5% Enrollment Decline.
 - B. Estimated local, state, and other revenue: \$39,000,000
 - C. Budget the General State Apportionment in alignment with the El Camino College Compton Center generating 6,060 FTES.
 - D. Offering 1,636 sections in 2017-2018.
- Ending fund balance: \$9,300,000 of budgeted expenditures of which \$8,300,000 is unassigned and \$1,000,000 assigned (See item Y.)
- E. Cost of Living Adjustment (COLA) increase – 1.56%. Dr. Curry indicated that a dollar amount for Compton will be added.
 - F. Budget for the GASB “pay as you go” costs for Retiree Benefits: \$550,000.
 - G. Project Public Employee Retirement System (PERS) contributions increase to 15.531% and State Teachers Employee Retirement System (STRS) increase to 14.43%.
 - H. Budget for projected utilities increase of 4.0%.
 - I. Budget to fill the following full-time faculty positions:
 - 1. Administration of Justice
 - 2. CalWORKs Counselor – Restricted Fund/Categorical
 - 3. Chemistry - Hired
 - 4. Counselor/Learning Disabilities Specialist – Restricted Fund – In process
 - 5. Human Development – In process
 - 6. Machine Tool Technology – Retired individual
 - 7. Nursing – Currently recruiting
 - 8. Student Equity Counselor – Restricted Fund
 - 9. Student Success and Support Programs Counselor – Restricted Fund
 - 10. Reading – Approved through the process last year: Items 1, 3, 5, 7, and 10
 - J. Budget to fill the following full-time classified positions
 - 1. Athletics Coordinator
 - 2. Curriculum Analyst
 - 3. Career Technical Education Career Pathways Coordinator – Restricted Fund
 - 4. Student Success and Support Programs Coordinator – Restricted Fund
 - K. Budget to fill the following full-time management positions:
 - 1. Assistant Director of Facilities Planning & Operations – In process
 - 2. Chief Instructional Officer – Barbara Perez, Vice President of Academic Affairs Position
 - 3. Director of Adult Education and Workforce Development – Restricted Fund
 - 4. Director of Accounting - Added
 - L. Budget for the following one-time Augmentations/Enhancements (\$200,000)
 - 1. Enrollment Management Plan (\$100,000)
 - 2. Budget Augmentations and Enhancements (\$50,000)
 - 3. Site Improvements (\$50,000)
 - M. Budget for Line of Credit debt expense (\$1,181,841)
 - N. Budget for the Police Services Contract with El Camino College (\$1,435,000) – Increased to \$1,500,000 includes the 5% salary increase
 - O. Budget for Other Postemployment Benefit (OPEB) contribution of \$250,000
 - P. Budget for the California Public Entity Pension Stabilization Fund (PERS/STRS) contribution of \$200,000
 - Q. Budget for Compton Community College District Personnel Commission (\$287,000).
 - R. Unrestricted Budget includes the following interfund transfers:
 - 1. Transfer \$400,000 to the Property & Liability Fund (Insurance).

- Dr. Curry stated that each year M, O, and P we have additional payments, however, right now he is not comfortable with making additional payment due to the decline in enrollment.
- Ms. Lazar asked if the demolition of the row buildings were included in the budget or separate. Dr. Curry replied separate. He mentioned that he will be sending out a message to the campus community regarding the demolition of the row buildings, office space, and folks moving. He indicated that the move will take place at the end of the summer and boxes will be provided to faculty members.
- Dr. Bunting inquired if staff will see monies from COLA. Dr. Curry responded that the increase in the PERS and STRS contribution will wash that out.

III. Law Enforcement Services Costs 2017-2018

Dr. Curry stated that he had invited Chief Trevis to discuss their proposed budget for this year. Chief Trevis stated that he provided a copy the Police Services budget for 2017-2018. The budget is broken down into two categories: Personnel Cost and Service and Supplies. A question and answer session followed. There was an in-depth discussion regarding this issue.

Personnel Costs

Police Lieutenant	1	\$ 112,212.00
Police Sergeants	2	198,240.00
Police Officers	7	512,183.00
Police Dispatcher	1	56,171.00
Senior Clerical Assistant	1	54,810.00
Student Workers (Cadets)	3	11,078.00
P/T Non Certificated, Casual	1	
(Not budgeted for this year which is an upgrade from a cadet)		
Total Salary		944,694.00
Benefits (Medical and Retirement)		385,978.00
Overtime Costs		90,000.00
(Includes football games, special events, vacation and when other officers are out ill or training)		
Total Personnel Costs		\$1,420,672.00

Service and Supplies

Non-Instructional Supplies	\$ 10,000.00
(Office equipment, paper, pencils, pens, toner, ammunition, uniforms replacements)	
Chevron and Texaco Gas Card	13,475.00
In Service Training (State Post Peace Officers Standards Training Mandate)	9,000.00
Telephone (Separate from the regular land line phones)	3,200.00

Dry Cleaning Services (Bargaining Unit Agreement)	2,500.00
Maintenance Service Contract	10,900.00
(City of Hawthorne, Automated Reports Writing Systems, ITS, Southbay Regional Communication Consortium-Mobil Data Terminals in the patrol cars, Radios, Computer Terminal [MDC's])	
Repairs (Vehicles-7, Golf Carts-3 which are used for Taxi service)	15,000.00
Other Services – Car Wash	2,000.00
Site License – Cell Phones, Background Check, California Law Enforcement Telecommunication Systems, Mobile Data Fees and Tiburon	3,300.00
Other Services – Phoenix Group Manages the Parking Citations	4,000.00
*Dr. Curry asked if we receive revenue for the parking citations. He requested that a report be generated on the revenue from the past 3 to 5 years that the District has received.	
Site Improvement – Traffic Signs	1,953.00
New Equipment	4,000.00
(Bullet Resistant Vest which costs between \$400 and \$500 apiece and a shelf life of 3 to 4 years)	
Total Service and Supplies	79,328.00
Total Costs	\$1,500,000.00

- Mr. Simmons asked if there were any positions that is currently vacant on the list. Chief Trevis replied yes, that there was currently one position that a committee has been set-up to fill. He indicated that at the end of the year an officer has elected to participate in SERP Program.
- Mr. Yahye asked why the cost for overtime was high for Campus Police? Chief Trevis mentioned that it cost includes the Officers salary, plus time and a half, and campus events. He mentioned that the officers cannot work alone.
- Dr. Bunting inquired that if the Police Lieutenant salary included benefits. Chief Trevis replied no, it is just benefits. He stated that the Police Lieutenant and Police Sergeants are unrepresented employees meaning they are not covered by any bargaining unit. This year at the El Camino Executive Staff meeting a decision was made to offer a five percent salary increase. The other members belong to a bargaining unit and have not agreed to any terms as negotiations are still on-going. The assumption is that the five percent is rolled into these amount.
- Mr. Simmons inquired about the Police Dispatcher and the Senior Clerical Assistant positions. Chief Trevis stated that the Dispatcher is located at the Torrance Campus who is designated for this campus. He indicated that Compton Center does not have a dispatching center located at Compton. The Senior Clerical Assistant is Mitchell Kekauoha, who is located here at the Center.
- Ms. Lazar asked if the rate of calls at Compton Center was higher than the Torrance Campus. Chief Trevis replied no.
- Dr. Abiodun Osanyinpeju asked that under item J, number 4 Student Success and Support Programs Coordinator, if the individual will be located off-site. Dr. Curry responded no, the person will be based on campus.

- Dr. Curry stated that the next PBC meeting will be held on Thursday, June 08, 2017. The agenda topics will cover the Budget and the Compton Funding Request.
- Mr. Yahye moved to accept the budget assumptions as presented, with the following changes: 1) that the Director of Accounting be added to the full-time management positions under item K and 2) that under item N - Police Service Contract, that the dollar amount be changed to \$1.5 million. The Police Service Contract will include personnel, benefits, overtime, services and supplies. Dr. Bunting seconded the motion. The vote was 6 in favor, 0 opposed, and 0 abstentions. The motion passed.

IV. Adjournment - The meeting adjourned at 2:56 pm.

The Next Scheduled Meeting
June 8, 2017
1:00 pm – 2:00 pm