



**PLANNING & BUDGET COMMITTEE (PBC) MEETING**  
**Compton Community College District**  
**July 22, 2014 – 2:00 pm – 3:00 pm**  
**LSSC Room 220**

**MEMBERS PRESENT**

Trish Bonacic      \_\_\_ Dr. Billie Moore       LaVetta Johnson       Joanna Navarro  
\_\_\_ Dr. Rodney Murray      \_\_\_ Miguel Ornelas       David Simmons  
\_\_\_ Carmela Aguilar       Dr. Michelle Priest

**OTHERS ATTENDING:** Felipe Lopez, Armando Ruiz, Barbara Perez, Albert Olguin, Amankwa McKinzie, and Irene Graff

Handouts

- Sound Fiscal Management Self-Assessment Checklist

I. Call to Order

The meeting was called to order at 2:07 p.m. by Trish Bonacic.

II. Approval of Minutes

The minutes of July 8, 2014 were approved: Ms. Navarro, Ms. Johnson (moved/seconded). The motion passed unanimously.

III. Committee Reports - None

IV. Fiscal Assessment Checklist

Mr. Lopez stated that the Fiscal Management Self-Assessment Checklist was provided to the committee at the previous meeting. The Fiscal Management Self-Assessment Checklist is prepared in conjunction with the submission of the accreditation application. He wanted to provide the committee with an opportunity to review it, make comments, and ask questions.

- Dr. Priest stated that it states under (1a) that the District has maintained the minimum reserve requirement of 5% and has shown significant increases in reserves of 13.0%. She wanted to know if he meant “by” or “to” 13 percent. Mr. Lopez replied “to” and that 5 percent is the minimum state requirement. He stated that the document will not be published, it is informational only.
- Mr. Simmons stated that he had a similar problem with some of the paragraphs repeating. Mr. Lopez stated that the majority of the questions require repeated information. Mr. Simmons stated that the document indicates that “the District’s unrestricted general fund has increased from \$3 million to \$4 million” and he wanted to know if Mr. Lopez was referring to the reserve or the ending fund

- balance. Mr. Lopez replied that it was the ending fund balance. He stated that for items 1, 2, and 4 he would revise the document to state the general fund balance.
- Dr. Priest inquired about (15c) the Fifty Percent Law plan. Mr. Lopez stated that as part of the requirement of the law, if the District does not meet the Fifty Percent Law, the District is required to submit a plan by June 30, 2014 to the Chancellor's Office. The Chancellor's Office has accepted the plan.
  - Dr. Priest inquired if the amount for cosmetology was \$5 million. Mr. Lopez responded, yes. The District proposed a different interpretation of the calculation, which would have had a dramatically different result. The Chancellor's Office is sticking with its original calculation of \$4.9 million. Mr. Lopez stated that the Chancellor's Office had a recent staffing change and the individual with whom we were working with is no longer there. This has created a delay in the process. He is working with the Chancellor's Office and the District is still arguing its position. Dr. Priest asked if there was still opportunity for discussion. Mr. Lopez replied, yes.
  - Mr. Lopez stated that he would make the language changes and email the document to the committee. The Fiscal Management Self-Assessment checklist is not mandatory. The goal is to attach it to the final budgets going forward.

## VI. Other Business

- Dr. Priest mentioned the comments from the last meeting regarding faculty members who could not attend seeking to get a replacement. She commented that she was appointed by the Academic Senate. She felt it would be inappropriate if she could not attend and another faculty member would represent her. Ms. Bonacic provided clarification. Stating that some folks are not here during the summer and are consequently missing meetings. During the last meeting the committee had to approve four sets of minutes and having an alternate would provide a long-term commitment during the summer months. Dr. Priest suggested that the Planning and Budget Committee could meet either early in the morning or at the end of the day, as that would be more beneficial. Ms. Bonacic stated that it was one of several suggestions. Ms. Graff suggested having a permanent alternate on the committee. Ms. Perez stated that the Planning and Budget Committee could send a request for alternates to the different groups. Dr. Priest stated that another alternative could be to have virtual confer type of meetings during the summer or to cancel any short meetings.
- Mr. Lopez mentioned that the Board meetings were going digital through BoardDocs. He stated that there will not be any handouts and the audience/visitors will have viewable access and be able to follow along on the 80 inch flat screen located in the Board Room. The new podium will allow the board members to review the presentations. This is a way to save paper and go green.
- Mr. Simmons asked if a printed copy of the agenda would be available to the public as part of the Brown Act requirement. Ms. Perez stated it had to be available. Mr. Lopez stated that it had to be posted three days in advance.
- Ms. Navarro asked if an agenda item has an attachment could the two be opened simultaneously, or will there be one document open on the screen. Mr. Lopez responded that the Board Members are provided a different access than the public. The Board Members will have backup documentation which they will have to click on the attachment to open.
- Ms. Bonacic requested that the request of alternates of the Planning and Budget Committee meetings appear on the next agenda, to solicit comments from

- members who were not able to attend today.
- Ms. Bonacic asked Ms. Graff if she had anything to report from EL Camino's PBC. Ms. Graff stated that the budget was tabled until next week. She mentioned that the committee discussed the Strategic Plan, which is Board Policy 1200, consisting of a mission, Strategic Initiatives, and the objectives they want to accomplish in the future. Ms. Graff stated that El Camino was also working on Institutional Planning, Administrative Procedures along with the related Board Policy and these will be available for the August 26<sup>th</sup> meeting.
  - Ms. Graff provided an update for the PBC website, which will host agendas, minutes, and pertinent information. She suggested at the last PBC meeting that the District might consider doing the same and having both entities given access to each other's web page and content. Mr. Simmons inquired if that was already being done. Ms. Edwards replied, yes, and provided the location on the MyECC website. Ms. Graff mentioned that a link will be located on the main website.
  - Ms. Navarro announced that the ASB is working on its 2014-2015 Budget.
  - Mr. Lopez announced that on the next Board Agenda two Board Policies for Travel will appear for the first reading. One is for the Board of Trustees travel and the other for employees. He stated that all employee travel must be Board approved to receive reimbursement. The policy is being revised to allow the District to reimburse any travel over \$1,000. There is now a travel section that will appear in the Board Agenda. It was done to adhere to the Board Policy that was not being followed. If someone attends a conference without prior approval, he will not be reimbursed for out of pocket expenses. Mr. Simmons mentioned that if travel is taken without approval than the Liability insurance would not cover the individual.
  - Ms. Bonacic asked if the District credit card could be used for travel. Mr. Lopez replied yes and that the draft policy on this subject is being developed. There is also the possibility of a per diem amount being established.
  - Ms. Johnson inquired about training for implementing the travel policy. Mr. Lopez stated that he would provide training from 30 to 60 minutes on Fridays to facilitate completion of the forms.

## VII. Adjournment

The meeting adjourned at 2:42 pm.