



PLANNING & BUDGET COMMITTEE (PBC) MEETING
Compton Community College District
July 28, 2015 – 2:00 pm – 3:30 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 and Barbara Perez

Handouts

- CCCD 2015-2016 Budget Augmentation/Enhancement
- CCCD Budget and Planning Timeline: Planning Year 2015-2016

I. Call to Order

The meeting was called to order at 2:17 p.m. by Dr. Rodney Murray.

II. Approval of Minutes

The minutes of April 28, 2015, May 26, 2015, and June 9, 2015 were deferred until the next meeting, as there was no quorum.

III. Budget Augmentation/Enhancement

Mr. Lopez provided copies of the 2015-2016 Budget Augmentation/Enhancement. He stated that a memorandum was sent out in June to each department, requesting each department to submit budget augmentation/enhancements and that he provided some guidelines that needed to be followed. He stated that the information collected from CEO/Public Relations, Athletics, and Life-Science was incorporated and placed on a spreadsheet. Each department had to classify the type of augmentation or enhancement being requested, whether it was for staffing, equipment, facilities, or other. The majority was for “other,” while Athletics submitted one for staffing and equipment. The total amount budgeted was \$100,000: \$50,000 for budget augmentations and \$50,000 for enhancements.

Ms. Perez stated that item number 8 for Athletics needed to be changed to augmentation. Mr. Lopez stated that the following items were approved under one-time budget augmentation:

- Item 1, CEO/Public Relations requested \$22,500 - approved for the entire amount for OMNIUPDATE to migrate to the newly designed Webpages and to configure OU Campus.
- Item 3, Athletics requested \$15,000 - approved for \$5,000 for non-instructional supplies needed for the following areas: Athletic Training Room (medical/health/safety needs), Athletic Equipment Room (upgrade cleaning equipment, tools, and storage improvements), and Athletic Office (counseling area and specialist office items).
- Item 8, Athletics requested \$25,000 - approved for \$22,500 to update/replace old apparel. The estimated costs include: Football jerseys/pants (\$10,000); Women's Basketball jerseys/shorts (\$5,000 for two sets); Women's Soccer jerseys/shorts (\$1,500); and Cross Country/Track & Field (\$3,500). An additional \$5,000 is needed to refurbish football helmets each year. These items are needed to support Tartar Athletics efforts to recruit and compete.

Mr. Lopez stated that the following items were approved under ongoing enhancements:

- Item 2, Athletics requested \$1,800 - approved for \$1,800 to bring much needed improvements to the Districts Athletics Website.
- Item 4, Athletics requested \$30,000 - approved for \$10,650 for Travel and Conference expenses for student meals, and for athletic staff to travel to and attend state and association meetings.
- Item 5, Athletics requested \$15,000 - approved for \$15,000 for filing fees; game officials, referees and umpires (football, basketball, baseball, and softball). Additional funds are needed to pay for sport tournament fees and registration.
- Item 6, Life Science requested \$12,300 - approved for \$12,300 for the cost of instructional materials for courses/sections.
- Item 7, Athletics requested \$10,250 - approved for \$10,250 for stipend for the new Women's Volleyball head coach and assistant coach. This is needed to help the District comply with Title IX standards.

Mr. Lopez stated that the \$100,000 did not change the overall tentative budget, as it was already included in the tentative budget. The funds have been allocated to the appropriate departments. Ms. Perez stated that she found it hard to believe that some of the costs were not already included in the Athletics plan for Plan Builder and will review their plan. Mr. Lopez mentioned that this goes back to the importance of tying instructional planning to budget. We are trying to close the gap and have proper documentation on how we establish our budget and approve different things, and ensure that they are tied to our overall institutional planning. The District was able to fund \$100,000 of the \$131,850 being requested.

Ms. Perez mentioned that the District is fortunate enough to receive Instructional Equipment monies from the state, which will take the pressure off of the departments. Mr. Lopez stated that the District will receive the same amount of funding this year as

we did last year and will be able to install some of the audio/visual equipment in the Math/Science building.

Dr. Murray inquired if Mr. Lopez checked to see if the departments had made the requests in their Plan Builder. Mr. Lopez replied yes. He stated that the sheet will show the initiative it is tied to, what element of the program, Plan Builder, that priorities are linked, and its relationship to institutional planning within the department.

IV. Budget Timeline

Mr. Lopez provided a handout of the Budget and Planning Timeline: Planning Year 2015-2016.

- PBC Meeting: Review and recommend one-time planning augmentations and enhancements, then forward to Consultative Council for information. - July 22, 2015
- PBC Meeting: Review Final Budget - August 4, 2015
- Business Office: Books/General Ledger Closed - August 14, 2015
- Business Office: Submit Final Budget for CEO review - August 21, 2015
- Business Office: Superintendent/President Dr. Fallo to review and approve Final Budget - August 24, 2015
- PBC Meeting: Review Final Budget; Review Integrated Planning/Budget Calendar for Planning Year 2015-2016 - August 25, 2015
- Business Office: ECC Senior Management for review - August 26, 2015
- Budget available for Public Review - August 28, 2015
- Board: Adopts Final Budget - September 8, 2015
- PBC Meeting: Approve Planning Calendar for Planning Year 2016-2017 - September 22, 2015

Dr. Murray asked what could be done about the summer and if anyone had any ideas with regards to the meetings. Ms. Perez stated that the problem is with the budget and that there is no way that the committee cannot meet during the summer. She mentioned that prior to Compton's PBC she was part of El Camino's PBC and they met in the summer. Dr. Murray asked if El Camino experienced the problem of individuals not showing up. Ms. Perez replied, no, the committee members were in attendance. Mr. Lopez stated that this is the time of the year when budget information is coming down from the state. He mentioned that he will be attending a budget conference on Thursday, July 30, 2015. Mr. Lopez stated that this time is critical, the period between the tentative and final budget.

Mr. Lopez stated that he had to adjust the Police Service contract to \$1.4 million and move it from the discretionary side. The augmentations were already included in the budget and the previous document allocates them out. Mr. Lopez mentioned that we are on target with the budget. It may fluctuate a little here and there, but once the books are closed we will know what are actual true beginning/ending balance will be.

Dr. Murray asked if we will have another audit. Mr. Lopez responded that there are

currently auditors on-site looking at EOPS, Admissions and Records, CARE, CalWORKS, and some of the state funded programs. He stated that the auditors' final visit for this year will be sometime in October, 2015.

Ms. Johnson inquired if the committee will met next Tuesday. Mr. Lopez responded that the PBC meets on the second and fourth Tuesday of the month during the summer and that a correction has to be made. The second Tuesday is August 11, 2015.

V. Adjournment - The meeting adjourned at 2:36 pm.