



**PLANNING & BUDGET COMMITTEE (PBC) MEETING**  
**Compton Community College District**  
**August 12, 2014 – 2:00 pm – 3:00 pm**  
**Board Room**

**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, Barbara Perez, and Irene Graff

**Handouts**

- 2014-2015 Final Budget Assumptions
- 2014-2015 Final Budget General Fund Unrestricted – Fund 01
- El Camino College Compton Center Proposed Strategic Plan 2015-2020 8-8-14 Draft
- ECC Compton Center – Institutional Effectiveness Outcomes
- Board Policy 3250
- Administrative Procedure 3250 Institutional Planning

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 with the following changes: Dr. Murray, Ms. Aguilar (moved/seconded). The motion passed unanimously.

- Page 1, under members present remove Carmela Aguilar and add Felipe Lopez and Barbara Perez

III. **Committee Reports** – None

IV. **PBC Alternatives and Alternates**

Ms. Bonacic requested that the order of the agenda be changed, as Dr. Murray would have to leave. She stated that the detail on page 2, regarding the suggestion for alternates during the summer, was to ensure we have a quorum for summer meetings. It was agreed to change the order of the agenda. Ms. Bonacic provided clarification, stating that some folks are not here during the summer and are consequently missing meetings. She stated that one suggestion was to have permanent alternates. Another was to move the time of the meetings either to early in the morning or at the end of the day, for the shorter meetings during the summer. If they were in the mornings folks would not have to wait around for several hours.

Dr. Murray asked if the permanent alternate would attend every meeting. Ms. Bonacic stated that they would have to be kept current. Ms. Graff mentioned that they would not have to attend every meeting, but would have to be familiar with the Planning and Budget Committee (PBC). She stated that the individual is to arrange for his/her replacement when they were unable to attend. For example, she is an alternate at ECC and someone calls her when he/she is unable to attend. She is then a voting member for that meeting; otherwise she is just an attendee at meetings.

Ms. Aguilar asked if someone is an alternate and does not attend the meetings, how would he/she obtain the information? Dr. Murray explained that it would be up to the committee member to keep their alternate informed.

Dr. Murray moved that the CEO select one permanent alternate for management; the Certificated Federation and Senate select two alternates for faculty, the Classified Federation select one alternate for classified; and the Director of Student Life select one alternate for the Associated Student Body (ASB). Ms. Aguilar inquired if the alternates would be for the remainder of the academic year. Dr. Murray and Ms. Bonacic stated yes, for the duration of this year and moving forward. Ms. Aguilar seconded the motion. The vote was 5 in favor, 0 opposed, and 0 abstentions. The motion passed.

#### V. 2014-2015 Final Budget Assumptions

Mr. Lopez provided an update on BoardDocs. He stated that the Board Agenda will be paperless. 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. Ms. VanBrown will be going through the agenda as we go along on each motion on the screen. If the Board Members IPADs are not functioning properly, the new podium will allow the Board Members to view the presentations. Ms. Graff asked if the presentations will go to Ms. VanBrown prior to the meetings. Mr. Lopez replied yes and a link could be uploaded directly into BoardDocs. If not, then the new podium will allow the individual to use USB Flash Drive, and IPAD, and/or laptops to display his/her presentation.

Mr. Lopez stated that he would pinpoint what has changed between the tentative and the final budget:

#### **Basic Revenue and Expense Assumptions:**

- A. Projected beginning balance: \$8,300,000.
- B. Estimated local, state and other revenue: \$33,778,338.
- C. Reserve for contingency and ending fund balance: \$7,300,000 of budgeted expenditures. The General State Apportionment is based on the El Camino College Compton Center generating 6,619 FTES. This includes 6,181 FTES for 2014-2015 and 438 FTES for 2013-2014. – *No change.*
- D. Offering 1,600 sections in the 2014-2015 AY.
- E. Cost of Living Adjustment (COLA) funding of 0.85% or \$39.41 credit per FTES equates to approximately \$243,602 based on 6,181 FTES. – *No change.*
- F. Budget for the GASB “pay as you go” costs for Retiree Benefits: \$669,799 – *No change.*
- G. Budget for the PARS Retirement Payment: \$109,842. The total district liability for participating in PARS is: \$219,684 – *No change.*

- H. Public Employee Retirement System (PERS) contributions increased to 11.771% and State Teachers Retirement System (STRS) contributions increased to 8.88%, increasing annually to 19.1%.
- I. Budget for projected utilities an increase of 2% for a total cost of \$1,086,300.
- J. Budget all step and column increases of approximately \$300,000. Ms. Johnson asked if this amount included everyone. Mr. Lopez stated it was academic salaries and new classified employees. Dr. Murray indicated that the academic salaries schedule has twenty steps.
- K. Budget to fill the following eleven replacement faculty positions:
  - a. Art
  - b. English – Two Positions
  - c. Human Development
  - d. Machine Tool Technology
  - e. Mathematics – Two Positions
  - f. Nursing
  - g. Welding
  - h. Replacement faculty – Two Positions – *This line was added.*
- L. Budget to fill four new non-faculty positions:
  - a. Accountant
  - b. Instructional Associate
  - c. Lab Technician
  - d. *Evaluator - New*
- M. Restricted Budget includes filling the following faculty and non-faculty positions (*New*):
  - a. General Counselor – Two Positions. Mr. Lopez did not know the areas. Ms. Perez Student Equity and SSSP.
  - b. Categorical Funded Program Technician
  - c. Research Analyst
  - d. Student Services Advisor
- N. 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. – *No change.*
- O. Budget for line of credit debt expense (\$1,292,420) – *No change.*
- P. Budget for the Police Services Contract with El Camino College (\$1,400,000) – *No change.*
- Q. Budget for Other Postemployment Benefit (OPEB) contribution of \$250,000 – *No change.*
- R. Budget for the following one-time expenses (1,010,000):
  - a. Technology Plan (\$750,000) it was \$50,000. The increase is for the new technology equipment. Ms. Navarro asked if the old equipment will be recycled. Mr. Lopez replied yes, those with warranties, if not they will be surplus.
  - b. Enrollment Management Plan (\$100,000)
  - c. One-Time Planning Allocations (\$50,000)
  - d. Site Improvements (\$110,000)
- S. Unrestricted Budget includes the following inter-fund transfers out in the amount of \$670,000: - *No change*
  - a. Transfer \$200,000 to the line of credit for expenses from the 2009-2010 fiscal year. Total amount due to the line of credit is \$2,000,000. After the transfer the remaining amount due to the line of credit fund will be \$1,600,000. The District intends to complete the final transfer to the line of credit by the 2019-2020 year.
  - b. Transfer \$470,000 to the Property & Liability Fund.

## VI. 2014-2015 Unrestricted General Fund Budget

Mr. Lopez stated that there were a couple of modifications between the tentative and final budgets.

### Page 3 – General Fund Unrestricted – Fund 01

- Beginning Balance - \$8.3 million
- Total State Revenue - \$28.6 million which, consists of the Principal Apportionment \$22.3 million, Education Protection Account (EPA) \$5.2 million, ending with Mandated Cost Claims \$175,028.

### Page 4 – Local Revenue

Mr. Lopez stated that that list was a complete chart of accounts and the lines that do not have a dollar amount next to them will be collapsed and hidden. He indicated that under local revenue the bulk of the money comes from property taxes.

Enrollment Fees were increased slightly. This includes the BOG fee. This is followed by transcript fees, non-resident tuition, and non-resident tuition-foreign fees which total approximately \$5.1 million. Mr. Lopez stated that a combination of state and local dollars makes our total revenue \$33,778,338. He stated that from the revenue standpoint not much has changed. There were modifications made to EPA, the general apportionment based on what the Chancellor's Office provided to us two weeks ago, and to enrollment fees.

### Page 5 - Expenditures

#### *Academic Salaries*

- 1100 Regular Schedule, Teaching - \$6.3 million which is a slight increase from the tentative budget
- 1200 Regular Schedule, Non-Teaching - \$2.488 million, which includes CEO, Deans, Counselors, and Librarians
- 1300 Other Schedule, Teaching - \$3.866 million
- 1400 Other Schedule, Non-Teaching - \$390,000, which includes Counselors and Librarians
- Total Academic Salaries - \$13.1 million, a slight increase of \$100,000 from the tentative budget

#### *Classified Salaries*

- 2100 Full Time - \$4.963 million, which is a \$40,000 increase from the tentative budget
- 2200 Instructional Aides, Regular - \$601,400 *no change*
- 2300 Student Help, Hourly and Overtime - \$685,000
- 2400 Instructional Aides, Other - \$162,500
- Total Classified Salaries - \$6.4 million

*Staff Benefits* were modified with the increased rates and there are some differences then what the tentative budget showed. The Public Employees Retirement total was adjusted down from the tentative budget.

Mr. Lopez stated that the letters to the right of the number stand for the following:

- F – includes the eleven positions on the budget assumptions
- G – Non-faculty four classified positions
- H – includes the \$250,000 OPEB contributions

*Books, Supplies and Materials*

- 4200 Books
- 4300 Instructional Supplies - \$199,075 – Ms. Navarro asked why there was an increase. Ms. Perez stated that more than \$21,575 was spent in 2012-2013 because for the Life Science budget. Mr. Lopez might have transferred expenditures to the Lottery fund, which is a restricted account. This would have lowered what the expenditure was in the unrestricted account. Mr. Lopez stated that could have been a possibility. He stated that in the tentative budget it was projected at \$190,000 for the past year and is right in line for this year.
- 4400 Non-Instructional Supplies - \$124,950
- 4500/4600 Non-Instructional Supplies/Gasoline - \$248,860
- Total Books, Supplies and Materials - \$572,885, a slight difference, with an increase of \$60,000

Page 6 - Contract Services and Operating Expenses

- 5100 Contract for Personal Services - \$2.1 million
- 5200 Travel, Conference and Training - \$139,700
- 5300 Dues and Memberships - \$24,100
- 5400 Insurance for Students - \$110,000
- 5500 Utilities and Housekeeping Services - \$1.177 million
- 5600 Contracts, Rentals, and Repairs - \$646,250
- 5700 Legal, Election, and Audit Expenses - \$159,000
- 5800 Other Services, Postage, Advertising - \$706,950
- 5900 Miscellaneous - \$123,000 Ms. Aguilar asked what was included in the amount. Mr. Lopez replied \$50,000 for one-time funding allocations and he could not recall the rest.
- Total Contract Services and Operating Expenses - \$5.2 million

*Capital Outlay*

- 6100 Site Improvements - \$110,000 located under section “S” on the Budget Assumptions
- 6300 Instructional Supplies - \$48,000
- 6400 Non-Instructional Supplies - \$922,572 which includes \$700,000 for the District equipment.
- Total Capital Outlay - \$1,080,572

*Other Outgo*

- 7100 Debt Retirement - \$1.3 million
- 7300 Inter-fund Transfer - \$670,000 located under section “T” on the Budget Assumptions
- 7600 Non-Instructional Supplies - \$65,000
- Total Other Outgo - \$2,035,000, a slight difference with an increase of \$60,000

*Total Expenses for the year - \$34,714,008*

*Total Ending Balance/Reserves - \$7,364,330*

VII. Strategic Plan and BP/AP 3250

Ms. Graff provided handouts of the Proposed Strategic Plan 2015-2020 Draft, ECC Compton Center – Institutional Effectiveness Outcomes, Board Policy 3250, and,

Administrative Procedure 3250 Institutional Planning. A question and answer session followed.

The Strategic Plan contains the District's Mission, Vision, Values, and Strategic Initiatives. It was developed through a bi-campus broad based collaborative process. She mentioned that some things were added since it was last reviewed by this committee:

- Institutional Effectiveness Outcomes – one of the requirements was that each initiative needed to be measured. The committee developed a set of student achievement measures.
- Student based – how is all the work being done to improve the institution ultimately improving student performance.
- There is no penalty for setting a goal and not reaching it.
- This is the same as Board Policy 1200 and once both Boards approve they can start to use it for planning and apply it to the 2015-2016 Plan.

The Strategic Initiatives:

- a. Student Learning
- b. Student Success & Support
- c. Collaboration – did not have an outcome, so they added “to inform and strengthen decision making.”
- d. Community Responsiveness
- e. Institutional Effectiveness
- f. Modernization

Board Policy 3250 describes our institutional planning process, with the kind of plans in existence and the templates we follow. The policy is being updated for two reasons: one to reflect changes linked to the Student Equity Plan and Student Success & Support Program Plan, and, two, a greater need for integration of all of the plans. She stated that program review and annual planning have to be linked together. The Administrative Procedure is how everything is done and described in detailed. It is presented as an Administrative Procedure and what we hope to do is make it into a handbook to show our planning model and describe the whole process. Ms. Graff provided a brief overview of Administrative Procedure 3250.

VIII. Other Business - None

VII. Adjournment - The meeting adjourned at 3:15 pm.