

Budget Committee Meeting

April 24, 2014, 2:30 PM

Draft Minutes

Present:

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| Ken Takeda | VPAS, Chair |
| Olga Shewfelt | Co-Chair, AFT Faculty |
| Vidya Swaminathan | AFT Faculty |
| Phyllis Braxton | Student Services |
| Ken Lin | Academic Senate |
| Fran Leonard | Academic Senate |
| Rebecca Tillberg | Planning Committee Liaison |
| Helen Lin | Resource, Academic Affairs |
| Hansel Tsai | Resource, Admin Services |
| Hubert Lee | Resource, Admin Services |

1. **Call to Order/Approval of Agenda.** The meeting was called to order by the Chair at 2:43 PM. Item 4.a.i. ATD Conference withdrawn from Agenda.
2. **Approval of Minutes.** Due to a lack of a quorum, the approval of the minutes of the March 20, 2014 meeting will take place at the next Budget Committee meeting.
3. **Old Business:** None.

4a. Budget Supplements.

- i. ATD Conference: withdrawn from Agenda.
- ii. Summer Counseling: Student Services is requesting \$39,690 to fund hourly counselors in the month of June 2014. Phyllis Braxton explained that most counselors are on "C" basis (assignment ends on May 30). She is requesting 21 hours per week for each counselor for the month of June. The counselors will do abbreviated and comprehensive Ed plans and financial aid appeals for students. In July and August, SSSP funds will be available to fund the remainder of the summer counseling services. This summer should be the last time 10100 funds will be used for summer counseling. Due to no quorum present to vote on the action item, Olga suggest the vote be done online to not delay the services needed. Olga supports the motion to fund counseling services for the month of June.

b. Process for Budget Supplements

A new policy is being developed by the joint PIE/Budget Committee group to handle supplementary supplies budget requests. The idea is for the Vice

Presidents to develop a list of what is needed versus program review prioritization needs. Each division will develop an inventory list of what is in stock and estimate what is missing. The allocation of additional funds will then be discussed at the Budget Committee. Each division will report the total amount requested and report how departments within the division will spend the funds. This new process addresses the issue of departments having minimal supplies. The process is similar to zero based budgeting wherein the budget is built on a request basis. Vice Presidents should have an idea of reasonable budgets for supplies for the operation of their departments. Once a division has its budget for supplies, an eBTA will be done to transfer the funds to each requesting department so that a history of department spending can be created. This new supply budgeting process will be in effect for FY14-15. The next step is for Ken and Phyllis to take the process to Cabinet for discussion.

c. 3rd Quarter Projection (March close)

WLAC is projecting a current year ending balance of \$1.019 million. We received additional revenue from the district office for additional FTES above our state growth target. We still have an operating loss of approximately \$1.5 million this year since we started the fiscal year with a \$2.4 million balance. Prop 30 got the college back to 2008 budget levels and prevented catastrophic loss. New money coming in as categorical instead of unrestricted. Prop 30 is in place for 7 years (2012-2019). It is important to grow our base during this time to capture additional growth funds.

d. BOT Budget and Finance Committee (4-23-14) and District Budget Committee (4-16-14)

Foundation Audit: LACCD Internal Audit department audited all ten foundations within LACCD. West LA Foundation had 15 findings of which 12 were considered high-risk. LACCD Board is not going to punish anyone at this time, but improvements need to be made by the next audit. An example of a finding was “weaknesses recording revenue from library collections in the correct account.” The college will set up enterprise accounts instead of using custodial accounts. Hubert Lee will meet with the Internal Audit department for the next step in setting up the correct accounts.

e. District Budget Committee

There was a big discussion at the DBC meeting about the current allocation model. Small colleges cannot function with the current allocation model (ie. Southwest College labor costs equals 100% of budget).

Additional Revenues for WLAC:

- 2% growth over cap target funded at \$4000 per FTES
- Marketing/Outreach funds for summer session
- Sub/Relief for SIS Conversion Project

f. Pie Committee Report

Rebecca mentioned the Scorecard report to evaluate institutional effectiveness. The joint meeting of Budget and PIE Committees on May 8 will evaluate the effectiveness of the college based on these measures: student outcome, student success, and ending balance.

5. Adjournment: The meeting adjourned at 4:32pm. Next meeting May 22, 2014.