

Budget Committee Meeting

March 20, 2014, 3:15 PM

Draft Minutes

Present:

Ken Takeda	VPAS, Chair
Olga Shewfelt	Co-Chair, AFT Faculty
Walter Jones	Academic Affairs
Michael Goltermann	Student Services
Adrienne Foster	Academic Senate
Ken Lin	Academic Senate
Fran Leonard	Academic Senate
Dionne Morrissette	AFT Classified
Rebecca Tillberg	Planning Committee Liaison
Helen Lin	Resource, Academic Affairs
Hansel Tsai	Resource, Admin Services
Maureen O'Brien	Resource, Admin Services

1. **Call to Order/Approval of Agenda.** The meeting was called to order by the Chair at 3:26 PM.
2. **Approval of Minutes.** The minutes of the January 24, 2014 meeting were adopted by motion of Ken Takeda approved by consensus.
3. Old Business: None.
- 4a. **Budget Supplements.**
 - i. ATD Conference (\$6,516): Three faculty members from WLAC attended the ATD Conference on February 24, 2014. The cost to attend was \$6,516. Olga Shewfelt asked what is the process for these type of expenditures. Olga requested that expenditures be submitted prior in advance so that the Budget Committee can take action.
 - ii. Admissions & Records (\$26,117): BTA in process to fund the request to purchase supplies. Rebecca Tillberg asked if this expense can be a part of the budget prep process. Olga Shewfelt said the PIE Committee will develop a policy for embedding supplies budget and addressing emergency expenses.
 - iii. Summer Marketing (\$20,000): LACCD Board supports the district colleges' effort for summer sections and talked about offering financial support. The marketing expense may be reimbursed by District. Michelle Long-Coffee proposes advertising on the Culver City and Santa Monica

bus lines. The additional revenue from summer session should more than cover the expense. Motion to fund \$21,000 for summer marketing expense proposed by Olga Shewfelt. Ken Lin 2nd. Approved.

b. Process for Budget Supplements

Ken asked the committee if the the process for budget supplements should exclude supplies requests and only be for emergency funding requests (ie. water leak in MSA building). Walter Jones asked if there will be a cap on the dollar amount of a budget supplement. Ken said it would be difficult to put a cap on emergency requests. Olga Shewfelt said she will request feedback from division chairs regarding the process. Rebecca Tillberg asked about how to approach budgeting- use a zero based approach or current “rollover” model. Ken said that the weakness of the current approach is that expenditures from restricted funds or out of pocket are not included in the Fund 10100 expenditure data.

c. 2nd Quarter Projection (December close)

Discussed with item 4e.

d/e. BOT Budget and Finance Committee (3-12-14) and District Budget Committee (3-19-14)

Budget items for consideration:

- \$17.4 million for distribution
- \$5.1 million for COLA supplement (1.43% of salaries)
- FON subsidies (WLAC \$280k)
- District Office staffing (\$288k)
- FY12-13 additional funded enrollment growth \$1,094,356.
- EPA fund augmentation

Rebecca mentioned that the most unfunded growth was at ELAC. West pushed most of summer 2013 FTES to the current fiscal year. WLAC received \$121,000 for additional FY12-13 enrollment growth. No adjustment to base until May revise. Our FY13-14 base will be adjusted in May (new base plus COLA). We may need summer session to meet our new higher base and growth target.

Items for discussion

- Funding for 2% additional growth above state funded 1.63%. District raised the funding amount from \$2,324 per FTES to \$4,000 per FTES.
- Summer Offering. LACCD Board supports aggressive summer session at the colleges. May subsidize bus advertising.
- Accreditation planning. Budgets augmented at Mission, Valley, and Southwest colleges.
- Curricunet \$360k
- Staffing release time for SIS development and rollout
- College deficits
- ELAC and Pierce. Need to repay ELAC and Pierce for funding district reserves.

2nd Quarter Report from Colleges

City, Valley, Southwest and Harbor College are projecting deficits this fiscal year. Mission, Trade, and Southwest are relying on additional growth or plans to reduce expense to avoid deficit. Adrienne Foster and Olga Shewfelt wanted to see the District Office location financial projection. District FTES projection shows we are close to reaching the 3.63% growth target.

4f. Fiscal Report to ACCJC

GASBY45- District shows \$575 million unfunded liability for future retiree health benefits. The expectation is not to have the liability fully funded but only to report it.

4g. PIE Committee Report

Prioritization Retreat: two lists developed- “permanent personnel” and “other.”

Budget Committee will make a recommendation for available funds from Program 10100 to apply to prioritized resource requests. There may be restricted funds that can be used to fund the resource requests. For example, Prop 20 lottery funds can fund the library collection. Ken recommends not allocating any unrestricted funds because of the expected budget situation next fiscal year. Olga requested a report of funds available from restricted funds and grant funds.

5. Adjournment: The meeting adjourned at 4:50pm. Next meeting April 24, 2014.