

**Committee Co-Chairs**

Ken Takeda  
Olga Shewfelt

**Academic Senate**

Ken Lin  
Fran Leonard

**Administration**

Phyllis Braxton  
Bob Sprague  
Ken Takeda

**AFT Classified**

Dionne Morrissette  
Ashanti Lyles

**AFT Faculty**

Olga Shewfelt  
Vidya Swaminathan

**ASO**

Matthew McCracken

**SEIU 721**

Bruce Hicks

**Teamsters**

Eric Ichon

**Planning Comt Liaison**

Rebecca Tillberg

**President / Guest**

Nabil Abu-Ghazaleh

**Resources**

Rasel Menendez  
Hansel Tsai  
Helen Lin

**Minutes** (Draft @ 10-20-14)

**Thursday, September 25, 2014 2:30 PM**  
**Student Services Building, Room 414**

**Present:**

Ken Takeda	Co-Chair, VPAS
Olga Shewfelt	Co-Chair, AFT Faculty
Vidya Swaminathan	AFT Faculty
Phyllis Braxton	Administration/Student Services
Fran Leonard	Academic Senate
Ken Lin	Academic Senate
Eric Ichon	Teamsters
Bruce Hicks	SEIU 721
Amarachi Uwakwe	ASO
Jo-Ann Hayward	AFT Classified
Rebecca Tillberg	PIE Committee Liaison
Helen Lin	Resource, Academic Affairs
Rasel Menendez	Resource, Admin Services

**1. Call to Order: 2:40 pm**

The meeting was called to order by the co-chair at 2:40 PM. Any actions will be deferred until there is a quorum. Approval of agenda is skipped due to lack of quorum.

**2. Approval of Minutes**

Approval of 8.28.2014 minutes was deferred due to lack of quorum.

**3. Old Business**

**a. Process for Funding Supply Budgets**

The Committee brought up in the past meetings that Supplies Budget be established at the Vice President level at each major Division. VPs should have an idea of reasonable budgets for supplies for the operation of their departments. This process was never approved due to lack of quorum.

**BUDGET COMMITTEE**

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Hubert Lee, former CFA, went through the FY 14/15 Budget and put together a Budget Transfer form for each VP. These were never approved except for Academic Affairs.

Olga suggested that upon development of supplies budget, criteria should be set such that explanations be required for how the amounts are determined and how and where the money will be spent. She suggested that this should be further discussed in the next meeting.

Eric presented a trend analysis of the Academic Affairs's Instructional Supplies Budget/Actual from FY 11/12 to FY 14-15. He suggested that a budget should be put together regardless of the funding sources (unrestricted, grants, categorical programs).

Olga asked when should these budgets be developed and Ken suggested that they should be developed around spring before the new fiscal year begins.

Olga added that budgets should be developed such that funding sources are identified so it is established whether the money is coming from categorical programs, restricted or unrestricted.

Ken also added that since the Block Grant money will fund equipment purchases for the year, more money can be re-allocated to the supplies budget from the equipment budget.

This item will be brought back at the next meeting, at which time Bob Sprague can share how the consolidation of supplies budgets in the VP's cost center has worked out for Academic Affairs.

**b. Process for Budget Supplements (Process for Augmenting Budget Midyear)**

Olga suggested that a Form that documents request for Budget Supplement should be developed and reviewed. There should be a formalized process/policies that should be written and implemented. She also suggested that "Supplement" should be renamed to something that describes it better. She suggested that this topic be brought back to next month's meeting and that she will put together a proposal on how the policies should look like.

It was suggested that these types of policies be stored in WLAC's website under the Budget Committee's Section or the College Council's.

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**c. FY 2013-14 Budget Close**

As of August 8, 2014, WLAC has ending balance of \$1,222,675 from FY 13-14. Vidya asked how the ending balance from FY 12-13 of \$2.4M got depleted. Ken explained that more expenditures were incurred in FY 13/14 but budget was less because Summer 2014 revenues were deferred to FY 14/15.

**d. Partial Restoration of M&O Base Funding**

WLAC lost about \$400K of allocated M&O funding due to the District's exclusion of certain square footage. WLAC appealed and added about 21K square footage and got some money back while other Colleges got less. Still, WLAC lost about \$300K from PY funding.

Olga asked about our lease revenues from renting WLAC facilities. Ken mentioned that all our PY revenues from lease are maintained this year.

**e. FY 14/15 Final Budget**

Ken encouraged everyone to browse through the District budget at the District website thru the following link:

<http://www.laccd.edu/Departments/CFO/budget/BudgetReports/FinalBudget/Documents/Final%20Budget%20Document.pdf>

WLAC's budget for FY 14/15 is \$32.4 M, down from PY and it includes the ending balance from FY 13/14. FY 14/15 will be a tough year, considering FY 13/14 expenditures of \$33.2M. Good news is \$32.4M does not include funded growth.

Enrollment Management

Rebecca presented the Annual FTEs for 2013-2014 for all Colleges. WLAC has a total of 7,000 (total Credit and Non-Credit). She also presented the 2013-2014 Apportionment of FTEs for the 9 Colleges for -1) funded base, 2) 2.60% funded growth, and 3) 3.63% District target. For planning purposes, she presented the possible funded FTEs for 2014-15 with a growth of 1)2.75%, 2)3.75% and 3)4.75%. She also mentioned that WLAC started with good FTEs for FY 14-15 due to the 2014 summer FTEs moved to 14-15.

Rebecca also presented the Summary Enrollment, Section and Paid Class Count for all nine colleges. She mentioned that WLAC is better than the District average but worse in turning in exclusion rosters. Average class size for WLAC has remained stable from 39.6 (Fall 2012), 37.6 (Fall 2013), 37 (Fall 2014) and this is better than most Colleges.

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Olga suggested that there should a regular update about enrollment figures since enrollment mainly drives our revenues. She also requested for everyone to come on time for all the future meetings, to always have a quorum.

**f. 2013 LACCD Report**

Ken presented the Annual Audit Report of the District for FY 12/13, which can also be found at the following link:

<http://spdev.laccd.edu/Departments/CFO/CFO-Reports/AuditReports/Documents/2013%20LACCD%20Audit%20Report-rev.pdf>

This topic will be brought back to next meeting's agenda.

Ken mentioned WLAC's audit finding related to DSPS (6 out of 10 Student Educational Contracts were not signed by the student). Ken also mentioned the auditors' Internal Control Over Financial reporting related to Information System Security. He said this issue will be addressed in the next College Council meeting.

**4. New Business:**

- a. **PIE Committee Report** – deferred to next meeting
- b. **District Budget Committee, Sept. 10,2014** – deferred to next meeting

**5. Adjournment: 4:30 pm**

**Next meeting:** October 23, 2014