

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

Amarachi Uwakwe

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)

Thursday, April 23, 2015 3:15PM
Student Services Building, Room 414

Present:

Ken Takeda	Co-Chair, VPAS
Olga Shewfelt	Co-Chair, AFT Faculty
Phyllis Braxton	VP Student Services
Ken Lin	Academic Senate
Dionne Morrissette	AFT Classified
Hansel Tsai	Resource, Admin Services
Rasel Menendez	Resource, Admin Services
Helen Lin	Resource, Academic Affairs
Darrell Roberson	AFT /Classified
Rebecca Tillberg	PIE Committee
Vidya Swaminathan	AFT Faculty
Ricardo Hooper	Director of Athletics, Guest
JoAnn Hayward	Athletics, Guest
Celena Alcalá	ASO Adviser, Guest
Alice Taylor	Guest

1. Call to Order: 3:30 PM

The meeting was called to order by the co-chair at 3:30 PM. Agenda was approved.

2. Seating of New Member

Dean Ara Aguiar will represent the Teamsters on the Budget Committee, replacing Eric Ichon. She was absent today so she will be seated at the next meeting.

3. Approval of Minutes

The minutes for the March 26 meeting were approved.

4. Old Business

a. Ancillary Activities

Olga mentioned that there has to be a reporting process in our financial system, such that the budget and costs expended for “ancillary activities” are categorized separately. Olga asked for a budget line item in our college budget to institutionalize the process for ancillary activities and keep a centralized record for it.

Helen mentioned that the District has to approve additional assignments (i.e. for ancillary activities). Olga said that the current form used for such requests just needs

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College approval. Helen suggested to set up a separate fund center to capture all budget and expenses for ancillary activities. Ken agreed with Olga's suggestion and moved for Budget Committee to approve, subject to the determination of how the budget line item can be established. Budget Committee unanimously approved this action item and will recommend this to the College Council.

b. ASO Finances

Rasel stated that ASO revenues in FY 14-15 significantly increased compared to previous years. As of March 31, ASO already recorded \$40,485 revenues which is already 32% increase from FY 13-14. Most of the revenue increase was due to increased Membership Fee collections, attributed to the ASO Preferred Parking Program which started in Fall 2014. The College charges \$27 for Preferred Parking for fall and spring semesters, \$7 of which goes to ASO. \$10 is charged for winter and summer, \$3 of which goes to ASO. Other ASO revenue sources include vendor booth rental, copying machine income and discount movie ticket sales.

5. New Business:

a. Budget Supplement: Athletics

Ricardo Hooper, Athletics Director and JoAnn Hayward requested a budget supplement of \$29,936 to cover budget shortfalls in Athletics Department. \$13,757 was due to additional transportation expenses incurred by our Baseball team who had to play off campus in Spring 2014 because of the reclamation project, that prevented them from using our own baseball field. \$4,041 was requested to pay for football helmet certification. Current budget for the certification costs was used to pay prior year certification costs. An additional \$765 was requested for recoating of the helmets' facemasks as part of the certification process. \$4,249 was also requested to fund the football teams' meals, which did not form part of the department's original budget. An additional \$7,124 was also requested to pay for the stipends of coaches for our basketball and track and field teams who qualified for playoffs. This amount was not initially budgeted.

Ken motioned to approve the budget supplement. Budget Committee approved. The approved budget supplement will be taken to the College Council for review and approval.

b. 3rd Quarter Financial Projection

Ken shared with the Committee that the latest projection resulted to a \$232K budget surplus. This amount will decrease by about \$29K, if the Athletics budget supplement will get approved at the College Council meeting. Ken also mentioned that aside from East and Pierce, all other Colleges within the District are either projecting a deficit or a small budget surplus.

c. Accreditation



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Alice Taylor shared the timeline that we should follow in preparing the College's self-evaluation for the ACCJC accreditation visit in Spring 2016. She said that Budget Committee needs to meet soon to help complete the Standard III.D's draft. Alice will send the most updated version of the draft to the Committee.

d. Transition Planning
e. Budget Risks and Opportunities

Ken stated that for FY 2014-15, revenue risks that may potentially affect West's projected surplus include 1) lower state-funded growth than 2% which may decrease revenues by \$300,000 2) lower dedicated revenues by \$33,000 and 3) lower than projected non-resident tuition that can decrease revenues by about \$50,000. For 2015-16, revenue risks include 1) lower than targeted FTEs, 2) M&O base allocation, 3) possible change in the budget allocation model, 4) possible lower dedicated revenues and non-resident tuition, 5) reserving by District due to the expiration of Prop 30.

Expenditure risks for FY 2014-15 shared by Ken included 1) confirmation orders and overdue invoices 2) possible underfunding in restricted funds due to wage increases, 3) bond program effects, 4) property/casualty losses. In addition to these, FY 2015-16's risks include 1) more advertising/outreach costs to attain FTEs targets, 2) more payroll expenses to meet FON, 3) Higher M&O, 4) "institutionalization" of restricted revenues, 5) District-managed expenses.

Ken also shared what he thinks are revenue opportunities for the College, which are 1) next year's higher allocation for categorical programs such as SSSP, Equity, Block Grant and Prop 20, 2) Bond Program, 3) Dedicated revenues, 4) Grants, 5) Non-resident tuition, 6) lease of real estate -airport campus and 10100 Jefferson, 7) change in budget allocation, 8) Contributions by Auxiliary organizations. Expenditure opportunities include 1) savings from vacancies, 2) sheriff cost reduction, 3) operational savings 4) prevention of overspending in restricted programs such as CDC and DSPS, 5) Bond Program. While discussing the potential savings from reducing sheriff costs, Ken mentioned that compared to other District campuses with the same size as West (i.e. Mission, Southwest and Harbor), West employs three (3) Deputy Sheriffs. The other campuses only employ 2. West could have a potential \$180K savings by reducing our Deputy Sheriffs to two (2). Ken also noted that West has relatively lower crime rates, compared to other campuses and that this issue had been brought up last year to the attention of the Budget Committee. The Committee at the time decided not to reduce the number of Sheriff's personnel at West but to wait for more information and review this item again the following year to determine whether it was advisable to reduce this budget item in the 2015-16 fiscal year.

- f. **PIE Committee Report** - Discussion deferred to next meeting
- g. **District Budget Committee (April 22,2015)** - Discussion deferred to next meeting

6. Adjournment: 5:00 pm



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Next meeting: May 28, 2015, Joint PIE/Budget Committee Meeting