

**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 )

**Thursday, January 22, 2015 2:30PM**  
**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
Helen Lin	Resource, Academic Affairs
Hansel Tsai	Resource, Admin Services
Rasel Menendez	Resource, Admin Services

**1. Call to Order: 2:49 pm**

The meeting was called to order by the co-chair at 2:49 PM. Approval of agenda was skipped due to lack of quorum.

**2. Approval of Minutes**

Approval of November 20 minutes was skipped due to lack of quorum.

**3. Old Business**

- a. Process for Funding Supply Budgets**
- b. Process for Budget Supplements**

Olga shared with the committee the written policies she and Rebecca put together. She mentioned that these were discussed by the committee in the past but the discussion was not documented in the minutes. Olga asked Ken to fill-in some of the information about the current practice/process.

For the process of budget supplements, the committee agreed to set a threshold (\$2,000). All budget supplements over this amount will have to undergo the required procedures. All supplements under \$2,000 will just be approved by the VP for Admin Services and will be summarized and disclosed to the budget committee.

It was also suggested that the Budget Supplement Form should include a question that verifies whether the supplement was included in the program review.

## BUDGET COMMITTEE

**Committee Co-Chairs**

Ken Takeda  
Olga Shewfelt

**Academic Senate**

Ken Lin  
Fran Leonard

**Administration**

Phyllis Braxton  
Bob Sprague  
Ken Takeda

**AFT Classified**

Dionne Morrisette  
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

Olga suggested for the committee to finalize these documents so they can be brought to the College Council for discussion on February 12<sup>th</sup>.

### c. Committee Self Evaluation

The content of the draft Budget Committee evaluation form was discussed further. The evaluation was approved after a few minor edits were made.

## 4. New Business:

### a. Budget Supplements

- i. **Advertising** – VPAA Bob Sprague, acting president, called an emergency meeting on Dec 19, the day before Winter break began, to discuss alarmingly low enrollment numbers for Spring semester reported by the Research Office. Spring 2015 enrollment was down by 34% compared to the same day for Spring 2014. In response, the following additional advertising at a cost of approx. \$15,700 was approved to be implemented immediately:
  - Additional door-delivered postcard drop of 50,000;
  - additional week on radio station Power 106 with extra ads during weeks 1 & 2;
  - additional cable TV advertising.
- ii. **Institutional Memberships** – In the unrestricted general fund \$18,046 was transferred to the Membership Fees budget to pay for all dues for FY 14-15. The increase in total dues was mainly due to additional 5% assessment by ACCJC and the fact that HACU membership dues were funded by the Diversity Fund last year but not this year. The Diversity fund has no more available funds this year.
- iii. **Student ID System** – VP for Student Services Phyllis Braxton asked the committee to approve funding the purchase of a new Student ID system that will replace our current outdated system. She explained that this new system will cost \$12,030 and will be compatible with the Student Information System that will be implemented in the Fall of 2016. She added that WLAC is the only College in the District that does not have this ID system. CI Solutions (vendor that gave the quote for the new system) gave us a lower price (by \$1900) since they first gave the quote. Phyllis wants to lock down this price and have the system be available by Spring 2015.

**BUDGET COMMITTEE**

**Committee Co-Chairs**

Ken Takeda  
Olga Shewfelt

**Academic Senate**

Ken Lin  
Fran Leonard

**Administration**

Phyllis Braxton  
Bob Sprague  
Ken Takeda

**AFT Classified**

Dionne Morrisette  
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

The committee approved for the unrestricted fund to finance this purchase. This will be considered as an emergency budget supplement. Due to the urgency of the purchase, Olga suggested to send this request to the Executive Committee of the Admin Council to have this approved ASAP.

**b. Revised Monthly Projection – Q1 – November Close**

The report projected a surplus of \$13K. Ken explained that the monthly projection for second quarter will be more meaningful, compared to the first quarter. The next projection will include an additional allocation from the District to fund the 4% salary increase provided in the new labor contracts and \$81K in expenditures transferred Specially-Funded Programs.

**c. PIE Committee Report**

This item was tabled since Rebecca Tillberg was absent.

**d. Governor’s Proposed Budget FY 15-16**

Potential Increase in LACCD funding includes:

- Access - \$9.6 million for a 2% increase in access (growth)
- COLA - \$8 million to fund a statutory COLA of 1.58%
- Student Success – \$8 million to support student success programs and \$8 million for the Student Equity Plans to strengthen support for underrepresented students
- \$11 million increase in base allocation funding
- \$4.2 million increase in CDCP (enhanced noncredit funding)
- Potential \$30 million in state mandate block grant for outstanding mandate claims, facilities, scheduled maintenance, instructional supports, and other district obligations
- Deferrals - \$7 million to completely payoff deferrals
- Proposition 39 - \$3 million for energy efficiency projects
- Adult Education Block Grant
- Career Technical Education Grants

Ken stated that the additional base funding may be added to the District’s reserve. He also mentioned that this budget is not yet final. Other state agencies may lobby for changes.

**e. District Budget Committee, January 21, 2015**

Members were asked to review the DBC materials on their own. These were mostly related to the Governor’s Proposed Budget for 2015-16.

**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

**f. Upcoming meetings**

Ken confirmed he will be retiring in a few months. His last Committee meeting will be in April. Before he leaves he will highlight for the Committee what he perceives as the strengths, weaknesses, opportunities and threats in the college's budget outlook.

**5. Adjournment: 4:28 pm**

**Next meeting:** February 26, 2015