

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, March 26, 2015 2:30PM
Student Services Building, Room 414

Present:

Ken Takeda	Co-Chair, VPAS
Olga Shewfelt	Co-Chair, AFT Faculty
Kathy Walton	Representative – VP Academic Affairs
Phyllis Braxton	VP Student Services
Nabil Abu-Ghazaleh	President
Fran Leonard	Academic Senate
Ken Lin	Academic Senate
Allan Hansen	Facilities Director
Bruce Hicks	SEIU 721
Dionne Morrissette	AFT Classified
Rob Hager	Guest
Hansel Tsai	Resource, Admin Services
Rasel Menendez	Resource, Admin Services
Helen Lin	Resource, Academic Affairs
Darrell Roberson	AFT /Classified

1. Call to Order: 2:40 pm

The meeting was called to order by the co-chair at 2:40 PM. Approval of the agenda was skipped due to lack of a quorum but was later approved upon arrival of other members.

2. Seating of New Member

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

3. Approval of Minutes

Approval of the February 26 minutes was skipped due to lack of a quorum. Upon arrival of other members, quorum was achieved and the minutes were approved.

4. Old Business

a. Budget Supplement: Plant Facilities

A request for a budget supplement of \$94,582 for Plant Facilities for the current fiscal year was presented by Facilities Director Allan Hansen. Allan projected a \$1,214,682 utilities expense, which is \$94,582 above what is budgeted in those accounts. Electric rates went up compared to prior year and consumption spiked in September and



BUDGET COMMITTEE**Committee Co-Chairs**Ken Takeda
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October 2014, triggering higher peak expenses during those months and causing our monthly bills to be much higher than usual. The College's electric bill during the summer intercession was particularly high. Allan asked if the College can consider holding summer classes in fewer buildings, so we can shut down cooling to more buildings. Fran Leonard stated that the summer class schedule has been created and work is needed to revise them, but she will bring this suggestion to the College Council. Allan noted that our gas bills have trended lower because the past winter was mild and so we consumed less gas to heat our buildings. This has produced a projected savings of about \$15,000 in the gas utilities budget. Water consumption is also lower because of our more efficient use, resulting in lower bills than in prior year but higher than what was initially budgeted. The following table summarizes the utility expense projections for FY2014/15:

	Budget	Projected Expenses	Deficit
Electric	\$955,841	\$870,000	
Gas	50,720	65,000	
Water	158,845	130,100	
Sewer	33,403	40,000	
Rubbish	15,874	15,000	
TOTAL	\$1,214,682	\$1,120,000	\$94,582

The Committee approved a recommendation to the College Council to supplement Plant Facilities' Fund 10100 utilities budget by \$94,582. Olga suggested that Allan follow the policy for Budget Supplements that is being considered later on this agenda (item 4.b). Allan will prepare the necessary request form to accompany the Committee's recommendation to the College Council.

b. Recommendation of New Policies**i. Process for Funding Supply Budgets****ii. Process for Budget Supplements**

With minor edits to the versions discussed at previous meetings, the Committee approved recommendations to the College Council of new processes to (i) consolidate supply budgets at the vice president and president levels, for distribution to the cost centers under their control, beginning with FY2015/16, and (ii) consider requests for mid-year budget supplements from departments. The recommendations will be forwarded to the College Council for consideration.

5. New Business:**a. 2nd Quarter Report/Meeting**

The College's 2nd Quarter Report (for the period ended 12-31-14), discussed at a meeting with District budget and attendance accounting staff, projected a \$433,366 surplus at the end of the current fiscal year. The College originally projected \$149,000 but after revising revenues to match District assumptions the projected surplus

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increased. Three colleges (Harbor, Mission, Southwest) projected year-end deficits at 2nd quarter and City College showed a small surplus that could flip to a loss.

b. Accreditation

Alice Taylor shared the timeline that we should follow in preparing the College's self-evaluation for the ACCJC accreditation visit in Spring 2016. At this point we should be gathering evidence that we meet the accreditation standards and annotate the evidence. This process should be done by June 8th. Standing committees, such as the Budget Committee, should be submitting evidence to the "cluster work groups". Evidence may include minutes, event flyers, reports, survey results, email messages and other communications and documents. By August 27, we should be done drafting the College's self-evaluation. By December 9 we should have a full draft and by January 14, 2016 we should be ready to print.

Alice stated that for Standard III, including D, Financial Resources, the District's VPs of Administrative Services are working as a group to draft common responses since the District processes are the same for all the colleges and should be reflected uniformly in all the self-evaluations. Each location would then augment the responses to reflect local evidence and processes. Fran emphasized that we should focus on accomplishments and outcomes, instead of structures and processes used.

c. Ancillary Activities

Olga explained the language in Article 43 of the Agreement between the District and the AFT Faculty Guild, which discusses "Temporary Adjunct Faculty Pay Principles and Ancillary Activities".

She said 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 is asking for a budget line item in our college budget to institutionalize the process for ancillary activities and keep a centralized record for it. Olga suggested that this be further discussed and brought back as an action item at the next meeting.

- d. **Discussion of Revenues** – deferred to next meeting
- e. **District Budget Committee** (March 18, 2015 meeting) - deferred to next meeting
- f. **ASO Finances** - deferred to next meeting

6. Adjournment: 4:11 pm

Next meeting: April 23, 2015, 3:15 pm (time change to accommodate AFT Faculty function). The Committee will also have a farewell party for Ken, whose last day will be on April 27th.