

**Committee Co-Chairs**

Iris Ingram  
Olga Shewfelt

**Academic Senate**

Charles V. Daniel

**Administration**

Michael Goltermann  
Bob Sprague

**AFT Classified**

Dionne Morrissette  
Ashanti Lyles

**AFT Faculty**

Olga Shewfelt  
Vidya Swaminathan

**ASO**

Jesus Reyes

**SEIU 721**

Bruce Hicks

**Teamsters**

Walter Jones

**Planning Comt Liaison**

Rebecca Tillberg

**President / Guest**

James Limbaugh

**Resources**

Rasel Menendez  
Hansel Tsai  
Helen Lin

**Minutes**

**Thursday, March 23, 2017 3:00PM  
Student Services Building, Room 414**

**Present:**

Iris Ingram	Co-Chair, VPAS
Olga Shewfelt	Co-Chair AFT Faculty
Charles V. Daniel	Academic Senate
James Limbaugh	President
Hansel Tsai	Resource
Rasel Menendez	Resource
Dionne Morrissette	AFT Staff Guild
Tim Russell	AFT Faculty Guild
Vidya Swaminathan	AFT Faculty Guild
Bruce Hicks	SEIU

**1. Call to Order / Approval of Agenda:**

Meeting called to order by Co-Chair Iris Ingram at **3:19 PM**. Motion to adopt the agenda as is without any changes. Motion made by Bruce Hicks, seconded by Charles Daniel. Co-Chair Shewfelt is on an Interview panel and will be late to meeting.

**2. Approval of Minutes (February 23, 2017)**

February 23, 2017 meeting minutes approved. Motion to adopt minutes made by Dionne Morrissette seconded by Vidya Swaminathan.

**3. Old Business**

**a. District Budget Committee (O. Shewfelt)**

Prof. Shewfelt mentioned that at the DBC meeting it was reported that the district as a whole needs 872 FTES to make base. Co-Chair Ingram further added that there was a lot of discussion about campuses that did not make growth. Summer is funded differently from the Spring & Fall semesters because financial aid is not always available to students. This matters because we are part of a bigger system, the FTES number is a district number.

West will be paid from District reserves and the Vice Chancellor and Chancellor provided assurances that West will receive growth fund likely at the end of the month or towards the end of FY. Co-Chair Ingram noted that the campus still has a structural deficit and we need to be cautious about how we spend this income. We do not want to spend more money to get FTES and the willingness of Faculty to add more students has resulted in savings for West.



## BUDGET COMMITTEE

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#### 4. New Business:

##### a. FTES Projections

The estimate provided at the last meeting has not changed. Dr. Limbaugh mentioned that the District is worried about enrollment. President Limbaugh noted that based on current projections we will be about 872 FTES short. The big issue is that the District is projecting flat enrollment for the next few years. West cannot make up for losses at other colleges. The trickledown effect for West is that we might have to reduce our enrollment target. We cannot hire additional instructors without growth dollars.

Beginning fall 2017, Students have to pay enrollment fees at least 4 weeks before the start of classes or they will be withdrawn from classes. The District has lost about \$5m per year from students who do not pay their enrollment fees. The District has been out of compliance with the Education Code as it relates to this issue and our current system is not capable of facilitating this system. There is a public information campaign underway to notify students. The public information campaign for this change is being managed and disseminated to students by the District Office. Internally, the campus has sent out notice to students. Faculties are urged to inform students of the changes and remind them to submit their FAFSA and BOG application waivers earlier.

In response to question from D. Morrisette about how the collection of delinquent enrollment fees would affect campus budget. Co-Chair Ingram responded that the District is funded on apportionment and this affects the campus indirectly because when student pay their delinquent fees it does not come directly to the campus it goes to the state and is returned to the college as apportionment.

##### b. Year-End Balance, Preliminary Allocation for 2017-18, and 2017-18 non-payroll budgets

Co-Chair I. Ingram reported a decrease in the projected ending balance for the campus. However, this decrease is expected to be temporary and the \$62,395 deficit showing for West is actually not a deficit but rather an accounting issue that the District is trying to figure out how to pay the college. This "deficit" is for money that is owed to the College.

Co-Chair Ingram mentioned that our preliminary allocation July 1 is usually smaller. However, memo will be sent to all programs acknowledging that their request was received but final determination will not be made until we know what will be received from the District. Funds will be allocated to the Office of each Vice President who will be responsible for determining allocations for each program.

Co-Chair Shewfelt requested a presentation on the structural deficit for West at the next meeting. Additionally, a tentative budget presentation that includes Categoryals, Grants, & 10100 was also requested.

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### c. All Funds Financial Reporting and Administrative Service Structure

President Limbaugh reported that effective March 16, Helen Lin, joined Administrative Services Team and will be reporting to the VP of Administrative Services. This decision was made in response to some of our grant audit report and will further help the college manage resources more efficiently and effectively. President Limbaugh further added that all grants should be aligned with our educational priorities.

Co-Chair Shewfelt stressed that the President has complete authority to make changes as necessary. However, expressed that she is concerned that the grants effectiveness will be impacted by this change because grants has helped campus budget and it is important not to lose momentum on progress made by grants administrators.

### d. Resource Prioritization Process and Timeline

VP's and Supervisors have until Friday March 31st to complete their validation. The plan is to get this to College Council earlier. Prioritization retreat has been scheduled for April 28 and we will not hold a regularly scheduled Budget meeting until the 25<sup>th</sup> of May.

Prof. Daniel:

Gave an overview of the free Tax preparation services offered on campus and reported that the reaction from participants was positive and overall program was a success. There were 85 slots and more than the allotted 85 slots were filled.

### 5. Adjournment: Meeting adjourned at 4:42PM.

**Next meeting: April 28, 2017**