

**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, May 25, 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
Walter Jones	Teamsters
Hansel Tsai	Resource
Rasel Menendez	Resource
Helen Lin	Resource
Dionne Morrissette	AFT Staff Guild
Tim Russell	AFT Faculty Guild

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

Meeting called to order by Co-Chair Iris Ingram at **3:22 PM**. **Added information from PIE Committee in lieu of item 4E.** Motion to adopt moved by Rebecca Tillberg and Seconded by Charles Daniel.

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

March 23, 2017 meeting minutes reviewed and corrections made. Motion to adopt minutes moved by Charles Daniel seconded by R. Tillberg.

**3. Old Business**

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

Prof. Shewfelt reported that there are two major pieces from the budget committee meeting. The district projected ending balance for this year is substantially lower. This means we will start the 2017-2018 Fiscal year with, lower balance. Majority of the Base augmentation will be distributed to PERS STRS. COLA has been increased to 1.56%. However, the biggest concern and issue is growth. Fifty-five out of the 113 colleges in the state are not growing.

Dr. Limbaugh added that WEST posted a 22% increase (relative to last summer) as of this morning and this will help the districtwide base. The Chancellor has provided assurance that West will receive growth fund for this year. However, with the diminishing reserve balance there is no guarantee that we will receive growth dollars next year.

CO-Chair Ingram, added that given the state's funding formula is tied to growth it is important that we grow district-wide. We have a lower reserve because we had to

**Committee Co-Chairs**

Iris Ingram  
Olga Shewfelt

**Academic Senate**

Charles V. Daniel

**Administration**

Michael Goltermann  
Bob Sprague

**AFT Classified**

Dionne Morrisette  
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

repay for growth that we did not earn. The revenue cycle is not a 12-month cycle but rather an 18-month cycle and this does not align with our fiscal year.

**4. New Business:**

**a. FY 2017-18 Governor's Revised Budget**

**b. District Budget Projection for FY 2017-2018**

Co-chair Ingram reported that she does not have a full allocation of what our revenue will be July 1. Our total revenue allocation for FY 17-18, our revenue is lower than our expense and we have already been informed that we will start with a lower revenue. The projected revenue for FY 2017-2018 does not include carryover and there is a possibility that it will increase as a result. Our apportionment revenue should exceed our recurring expenses such as payroll for instructional and non-instruction in order to avoid a structural deficit.

The district is trying to shift our expense pattern with the Supplemental Retirement Plan and this expense will likely decrease because it does not exclude employees who are accepting the supplemental retirement plan.

Co-Chair Shewfelt, noted that we have not had a structural deficit dating back to 2013-2014.

Co-Chair I. Ingram clarified that the years listed on the bar graph does not reflect the 10100 expenses that were transferred to other funds. An updated version of this General Fund Revenue Graph will depict the amount of funds offset by other funds. The purposes of this discussion is to be mindful of our expenses. As we start receiving categorical funds such as basic skills, we will be in offsetting instructional release time from 10100 going forward.

Co-Chair Shewfelt asked the President about the status of release time for full time faculty who are assigned to lead on take on special projects. There are a number of faculty with this allocation and they want to know when a decision on release time was to be made. The President was not aware that he was to renew the release time for faculties and requested a meeting with VP Ingram and Co-Chair Shewfelt to further discuss this matter.

**c. Campus Quarterly Financial Report**

We are projected to end the Fiscal Year in the black with a revised \$693,000 at the end of the 4<sup>th</sup> quarter. Relative to other campuses West is performing well.

**d. Structural Deficit**

**e. Information from PIE.**



**BUDGET COMMITTEE**

**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

R. Tillberg reviewed three handouts. She highlighted that PIE prioritized list of resource request. These are the resources prioritized at the prioritization retreat. This list will be sent to the College Council for approval. R. Tillberg also reviewed recommendations from the prioritization retreat and mentioned that senate has approved these recommendations. One of the discovery was that last year people whose request have been approved did not use the fund and a list that shows status of all resource request was created to help better manage and disseminate resource approval to requestors. This list will be updated on a recurring basis.

Co-Chair Shewfelt, suggested adding a rationale to the recommendations from the prioritization retreat. This would help provide background information to those who are not familiar with the request.

Co-Chair Ingram mentioned that Classified Hiring Committee met and will schedule two additional meetings. The biggest concern is that the Technology Committee does not have a faculty co-chair now and has not met since January.

Co-Chair Shewfelt asked for elaboration on 525 Hours in terms of efficiency. Co-Chair Ingram added that 525 Hours was a number developed by the state years ago and this is the number of hours that a typical faculty spends on an average full time student per year divided by the number of hours per class. 15 units multiplied by 2 semesters multiplied by 17.5 weeks = 525 hours. This has been the standard measure of productivity set by the State. The average class size is sometimes used to gauge faculty productivity.

If trends hold, West can move up to become a mid-size college and this will increase our FTES target. The advantage to progressing to a mid-size college relates to increase in our our base allocation that will be received from the State.

**5. Adjournment: Meeting adjourned at 4:47PM.**

**Next meeting: Fall 2017**