

**Committee Co-Chairs**

Iris Ingram  
Olga Shewfelt

**Academic Senate**

Charles V. Daniel  
Vacant

**Administration**

Michael Goltermann  
Ara Aguiar

**AFT Classified**

Dionne Morrissette  
Ashanti Lyles

**AFT Faculty**

Olga Shewfelt  
Vidya Swaminathan

**ASO**

Amarachi Uwakwe

**SEIU 721**

Bruce Hicks

**Teamsters**

Walter Jones

**Planning Comt Liaison**

Rebecca Tillberg

**President / Guest**

Bob Sprague

**Resources**

Rasel Menendez  
Hansel Tsai  
Helen Lin

**Minutes**

**Thursday, February 25, 2016 3:00PM  
Student Services Building, Room 414**

**Present:**

Iris Ingram	Co-Chair, VPAS
Olga Shewfelt	Co-Chair, AFT Faculty
Hansel Tsai	Resource, Admin Services
Rasel Menendez	Resource, Admin Services
Helen Lin	Resource, Academic Affairs
Dionne Morrissette	AFT Classified
Vidya Swaminathan	AFT Faculty
Charles V. Daniel	Academic Senate
Tim Russell	AFT Faculty
Michael Goltermann	Vice President Student Services (Interim)
Robert Sprague	President (Interim)

**1. Call to Order / Approval of Agenda: 3:15 pm**

Meeting called to order by Co-Chair Ingram at 3:15 PM. Co-Chair Ingram requested that we add the Monthly Projection report to New Business. Agenda approved with modification.

**2. Approval of Minutes (December 3, 2015)**

December 3, 2015 meeting minutes approved with correction.

**3. Old Business**

**a. District Budget Committee**

Co-Chair Shewfelt mentioned that Chancellor Rodriguez reported on the initiatives being taken to improve enrollment at the DBC meeting. This includes partnership with the Mexican consulate. The chancellor is also working with legislators and presented an outline of the timeline for the proposed bond. This bond will help pay for maintenance and other projects.

Co-Chair Ingram reported that funds for the health education initiative was released but we are unclear how this will be divided among the nine colleges and the district.

**b. Accreditation**

Budget Committee meetings FY2015-16- SSB Room 414  
4th Thursday of each month, 3:00-4:30 pm



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Co-Chair Ingram shared that the site visit is scheduled for March 7-10 and preparation is underway. Additionally, there have been various meetings held on campus for this visit.

President Sprague gave an overview of the accreditation process and noted that we have had three different team leaders. West is the only school that has submitted three subsequent SERS. The accreditation team chair visited West in February and had a lunch meeting with several staff. President Sprague mentioned details of the visit is being finalized with the team leader and we will find out more on who the team leader wants to meet.

President Sprague urged members think about why each area of responsibility is outstanding and unique and be prepared to substantiate this to the accreditation team if needed.

**4. New Business:**

**a. Financial status report**

Co-Chair Ingram reviewed the January 2016 Monthly projection report for West. The cost overrun (expenditure increase) is primarily in instructional areas due to several factors. Currently, there is a projected deficit of \$302,325. Co-Chair Ingram mentioned that income from SFPs help but we should not rely on them to balance our budget. President Sprague noted that when the college met with the District Staff, the projected deficit was reviewed and will be reconciled by June.

Co-Chair Shewfelt mentioned that it will be beneficial to members if there is a cover letter created for the monthly financial report. The cover letter should explain and provide background information on the projection report. Co-Chair Ingram responded that a cover letter will be prepared in the future and a motion by the committee for this request is not needed.

President Sprague added that the state chancellor's office gave the Allied Health Department \$350,000 for the Bachelor's degree program.

**b. District Tentative FY2016-17 Budget Allocation**

Co-Chair Ingram reviewed handout from the 2/24/2016 Budget and Finance subcommittee meeting. The revenue for the district is projected at \$670.2m and expenditures is projected at \$633.4 million. Under the projected reserves, Co-Chair Ingram reviewed that there won't be a deferred maintenance reserve unless the district decides to fund this. Total projected reserves is estimated to be \$113m as of 6/30/16.

Co-Chair Ingram reiterated that when Prop 30 was passed 4 years ago it was passed with the intent that it is not permanent and would eventually be possibly eliminated thus, the projected reserve for FY16-17 from Prop 30 is \$8,500,000.

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The 2016-17 proposed preliminary budget is based on the governor's proposal but there will be adjustments. Our base allocation, EPA Funds & COLA are expected to decrease for FY16-17. Our growth target will be decreased to 2%. Co-Chair Ingram pointed out that we will not receive One-Time State Mandated reimbursement in July because this program is not funded by the state every year. We also will not receive a reimbursement for our one-time FON allocation for FY 16-17. Based on this, our total income districtwide is projected to be \$43 million less. Preliminary allocation for West is \$36.9 million and this number will likely decrease. For comparison purpose, West's allocation July 1 2015 was 37.9 million but July 1, 2016 we are projected to have approximately \$1million less.

In terms of FTES, 2015-2016 funded base is 104,358 and 2015-2016 Budget Year Target is 109,180. We were able to go from 3 to 6 % because we exceeded our growth target and as a result West received allocation of the colleges who failed to meet growth target.

**c. Classified Hiring Plan (FY 2015 – 2016 recommendation)**

Co-Chair Ingram mentioned that the report of the Classified Hiring Committee was sent to the College Council who adopted it with changes and then forwarded to the President. President suggested some changes including clarifying member charge of the committee. The hiring committee met and made the corrections suggested by the President. The total of the prioritized positions has been reduced due to some positions being funded by Student Equity.

Co-Chair Ingram stated that in preparation for next FY all positons are being reviewed and dollars that have been sitting in vacant positons will be cleared out.

Motion was made to adopt the FY 15-16 Classified Hiring Prioritization list as is. Motion to adopt made by Co-Chair Shewfelt and seconded by Dionne Morrissette. All Budget committee members present voted in favor.

At the request of President Sprague, Helen Lin handed a report that shows projected grants revenue for FY2015-2016.

5. **Adjournment:** Meeting adjourned at 4:41pm. Motion to adjourn by Co-Chair Shewfelt, seconded by Charles V. Daniel.

**Next meeting: March 24, 2016**