

**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, December 1, 2016 3:30PM  
Student Services Building, Room 414**

**Present:**

Iris Ingram	Co-Chair, VPAS
Olga Shewfelt	Co-Chair AFT Faculty
Charles V. Daniel	Academic Senate
Walter Jones	Teamsters
James Limbaugh	President
Hansel Tsai	Resource
Rasel Menendez	Resource
Helen Lin	Resource
Anne Berry	ASO
William Davis	ASO

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

Meeting called to order by Co-Chair Iris Ingram at **3:37 PM**. No Quorum. Added Self Evaluation to Agenda. Motion to approve agenda as written seconded by William Davis.

**2. Approval of Minutes (October 27, 2016)**

October 27, 2016 meeting minutes **approved** by acclamation due to lack of quorum. Motion to Approve made by Olga Shewfelt seconded by Rasel Menendez.

**3. Old Business**

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

The Budget and Finance Committee voted to supplement colleges that took higher than needed FON during the November 30 meeting. President Limbaugh noted that FON will be the primary focus at the next Presidents meeting scheduled for December 2<sup>nd</sup> and requested suggestions from the committee on the appropriate FON for West. Co-Chair Shewfelt, noted that usually the battle is about what can the college afford. West hired 15 full time faculty last Fall we are probably looking at an additional 9. Co-Chair Ingram noted that her "vote" would be for fewer full time faculty in order to keep fixed cost low. In her opinion, if the college is going to hire more full time faculty, then fewer adjunct faculty should be hired in order to remain solvent.

Co-Chair O. Shewfelt stated that moderation is the game right now in her opinion and if the goal is to have more faculty members present on campus then this should be taken into consideration. Per Co-Chair Ingram, colleges usually look try to gauge the number of faculty needed against those who might retire when estimating FON.

## BUDGET COMMITTEE

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President Limbaugh requested an average of the number of faculty that retired over the past few years from H. Tsai. Hansel Tsai also noted that it is important to consider impact of future liability on PERS & STRS contribution when estimating FON. The block grant for the current year is going to pay for PERS and STRS.

#### 4. New Business:

##### a. Growth Projection & Implications for FY 17-18

Flat growth of current enrollment Districtwide has been the major point of discussion at DBC meetings. We are projecting that we will close the year at a 10% growth. If the growth target set by the State at 2% is not met by the District by June 30th then the District will not be eligible for the State growth money. However, West will more than likely meet and exceed the 6% growth target and the campus has been assured that West will get paid for its growth percentage multiplied by FTES.

The question becomes what will the District present to the State for growth in FY 17-18? If the District as a whole cannot grow, then the District will have to pay West out of reserves. This will be the 2<sup>nd</sup> consecutive year that West has exceeded growth targets. Co-Chair Shewfelt added that in terms of campus planning this should be considered because West has the potential to be a medium sized college. There are also 4 campuses in deficit that the District has to cover.

##### b. Enrollment Management Costs

The Chair of Budget & Finance Committee had the District Budget Staff produce graphs that show cost for each campus represented FTES. The goal is to use this as a performance metric to see which campuses are spending and managing resources efficiently. Co-Chair Ingram believes the metric and graphs would be better served if the base allocation is removed from the equation. Internally, the campus keeps track of these metrics. West has been fairly good at managing cost and it is important to look at our trends and pay attention to the factors that drive cost.

The college is projecting a \$2M ending fund balance at the end of the year as of today. This includes some capital expenditure that have not been encumbered such as scheduled maintenance projects and prioritized resource requests.

##### c. FON Projections Fall 2017

This is a legal requirement by law to have a ratio of 75% full time Faculty and 24% part time faculty.

##### d. Committee Self Evaluation

Based on what was reviewed in the minutes and documents the form has been filled out for FY 2015-2016. Committee should review this document and send any additions or changes to Co-Chair Ingram.

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- e. Request for Future Meeting: Add Student Success Fund as an agenda item for future meetings.

President Limbaugh requested that discussion on funding sources for Student Success Venture Fund be added as an agenda item for future meetings.

### 5. Adjournment: Meeting adjourned at 4:41pm.

**Next meeting: TBD**