

**Committee Co-Chairs**

Iris Ingram  
Olga Shewfelt

**Academic Senate**

Charles V. Daniel  
Sara Coppola

**Administration**

Ara Aguiar, VPAA  
Roberto Gonzalez, VPSS

**AFT Classified**

Dionne Morrisette  
Ashanti Lyles

**AFT Faculty**

Olga Shewfelt  
Vidya Swaminathan

**ASO**

Stacey Perez

**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, September 28, 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
Sara Coppola	Academic Senate
Vidya Swaminathan	AFT Faculty
James Limbaugh	President
Rebecca Tillberg	Pie Liaison
Roberto Gonzalez	VPSS
Ara Aguiar	VPAA
Hansel Tsai	Resource
Rasel Menendez	Resource
Helen Lin	Resource
Dionne Morrisette	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 3:25 PM. Added emergency request by Dance Department (Michelle Funderburk) to agenda. Agenda adopted by consensus due to lack of quorum. Attained quorum towards the end of meeting. Motion to adopt agenda moved by Charles Daniel and seconded by Vidya Swaminathan.

**2. Approval of Minutes (May 25, 2017)**

May 25<sup>th</sup>, 2017 meeting minutes reviewed and approved with corrections. Motion to adopt moved by Olga Shewfelt seconded by Charles Daniel.

**3. Old Business**

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

Co-Chair Shewfelt reported that low enrollment and PeopleSoft Student Information System are the main issues dominating the conversation at the DBC meeting and it might take 3-5 years before the PeopleSoft system becomes fully functional. There is going to be a summit on enrollment management that will be scheduled by the District. Co-Chair Ingram added that one of the things West has done is to connect budget to enrollment and provide feedback. President Limbaugh further added that PeopleSoft issues was also at focus of discussion at the Executive District Budget Committee meeting.

## BUDGET COMMITTEE

### 4. New Business:

#### a. FY 2017-18 LACCD Final Budget

Co-Chair Ingram reported that the 2017-2018 LACCD Final Budget was approved and reviewed series of handout from Budget and Finance Committee meeting. Dr. Limbaugh and Co-Chair Ingram clarified that the DBC function is to review policy adoption for the District. Membership to Executive District Budget Committee (eDBC) is based on nominations from the Chancellor as well as representatives from Collective Bargaining groups. Co-Chair Ingram mentioned that at the BOT Budget and Finance subcommittee meeting, changes from the tentative budget to final budget was reviewed. The major difference from the tentative budget and final budget stems from the open orders and balances that were not completed or encumbrances that were not finalized at the end of FY 2016-2017. Harbor, Southwest and City ended their FY 2016-2017 in the red while West ended the year with the 3<sup>rd</sup> highest reserve balance Districtwide.

Most of the funds West received and rolled into Year-end balance is related to funds for achieving growth target. The District barely made Base by borrowing against FTES achieved over the summer. Because West outgrew other campuses (grew over 7%) within the District, the District paid West out of the District reserve. Normally this fund is from the State. However, because the District as a whole did not grow the District had to pay West from the reserves. Additionally, the district also had to take money to cover the overdraft for colleges in deficit as of June 30. The district is withholding the 1% target growth fund until it is earned.

CO-Chair Shewfelt clarified and feels that it will require high level of collaboration amongst constituencies to make base this year we had to make 1.75% in order to pay what was borrowed (0.75). 1% plus the percentage of FTES borrowed to make base equivalent to 0.75%. Our Faculty Obligation Number (FON) remains the same. However, because of the SRP we are not hiring full time faculty above our FON. The FON for West is seven and West has fulfilled this obligation.

Co-Chair Ingram reported that the District tries to maintain 10% minimum reserve. Under the restricted General Fund, \$14.2 million will be allocated for Guided Pathways. President Limbaugh added that this will be spread out over 5 years and there is a summit that the college is required to attend October 16-17. Co-Chair Shewfelt reported that she attended a Guided Pathways event and feels that this is a very complex program that should not be tasked to just one individual. VP Aguiar clarified that Tim Welch is just tasked with training the faculty and is not solely responsible for administering this program.

Co-Chair Ingram reported there was an increase in our base allocation from the State. In response to CO-Chair Shewfelt's question about the formula for base allocation, Co-Chair Ingram reported that there is a tentative approach on how to allocate this but nothing has been finalized. West and other colleges are paying portion of the SRP early retirement incentive and this is part of the reason why we cannot replace every

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position. We maintained reserves of 10% and there is an overall planned growth target of 1% Districtwide (actually 1.75% given what was borrowed in summer). President Limbaugh added that West is at 95% of last year's enrollment and there are still few cohorts that will be enrolling. We still have winter, spring, and summer and we could very meet our target.

Our final allocation is \$43,829.817 and this is the difference between 2016-2017 final budget with distributed balances and our 2017-2018 tentative Budget. Our total general fund is \$59.6 M and includes \$43.8 M Unrestricted General Fund and \$5.3M in restricted fund.

### b. FY 2017 -2018 RESOURCE ALLOCATION REQUEST

Co-chair Ingram reviewed approved prioritized resource request handout for FY 2017-2018 and reported that this document was reviewed and approved by the President and was forwarded to College Council for information purposes. The goal is to get this list published on the website.

### c. Enrollment Growth and Impact on Budget

Co-Chair Ingram mentioned that the discussion about budget allocation model was being held over to the current year. The chancellor has identified the change in the allocation model. There is discussion and suggestion that the State review its allocation model given that very few colleges are growing statewide. President Limbaugh added that the current allocation model could have significant ramification if it is not carefully reviewed.

### d. Committee Self Evaluation

The 2016-2017 self-evaluation form notes the achievement and goals of the committee. Co-Hair Ingram noted that this is not a final document and requested that all committee members review, and add comments. Co-Chair Shewfelt stated that she would like to add annual presentation of All Funds Budget as a goal for 2017-2018.

Co-Chair Ingram reported one of the issues discussed previously relates to finding ways to increase attendance. It was previously discussed to change the meeting time from 3:00. However, members present preferred the 3:00 start time. Motion to set meeting time at 3:00 moved by R. Tillberg and seconded by V. Swaminathan. No objections from all members present.

### e. Emergency Request from Dance Department

Co-Chair Shewfelt reported that M. Funderburk approached her about how to request funding to pay the \$350 membership for the dance students that was not made in a timely manner during program review. Co-Chair Ingram responded that she will follow up with the requestor Michelle Funderburk regarding this.

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**5. Adjournment: Meeting adjourned at 4:37PM.**

**Next meeting:     October 27, 2017**