Minutes (Draft)

Thursday, February 26, 2015 2:30PM
Student Services Building, Room 414

Present:

Ken Takeda Co-Chair, VPAS
Olga Shewfelt Co-Chair, AFT Faculty
Allan Hansen Facilities Director
Bruce Hicks SEIU 721
Vidy Swaminathan AFT Faculty
Dionne Morissette AFT Classified
Eric Ichon Teamsters
Dawn Castillo Guest
Rob Hager Guest
Hansel Tsai Resource, Admin Services
Rasel Menendez Resource, Admin Services

1. Call to Order: 2:47 pm

The meeting was called to order by the co-chair at 2:47 PM. Approval of agenda was skipped due to lack of quorum but was later approved upon arrival of other members.

2. Approval of Minutes

Approval of November 20 and Jan 22 minutes was skipped due to lack of quorum. Upon arrival of other members, quorum was achieved and the minutes were approved.

3. Old Business
   a. Process for Funding Supply Budgets
   b. Process for Budget Supplements

These were discussed and recommended for approval at the January meeting and will be advanced to the College Council

   c. Committee Self Evaluation

The content of the draft Budget Committee evaluation form was discussed further. The evaluation was approved after a few minor edits were made.

Budget Committee meetings FY2014-15 – SSB Room 414
4th Thursday of each month, 2:30-4:30 pm
4. New Business:

a. Budget Supplement

**Plant Facilities** - A request for a budget supplement of $92,789 for Plant Facilities for the current fiscal year was presented by Facilities Director Allan Hansen. The reasons given for the budget deficit were a 16% increase in the cost of electricity and a 15% increase in water expense over last year. These increases were not all part of Facilities’ current year budget. Action was deferred to the March meeting with a request for additional information to back up the increase in costs.

b. Second Quarter Report/Meeting

Ken shared with the group the Enrollment Management discussion the West administrators had with the District Budget group during their second quarterly meeting. He shared West’s target enrollment figures submitted by the District to the State:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2014</td>
<td>304</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>3,240</td>
</tr>
<tr>
<td>Winter 2015</td>
<td>335</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>3,213</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>172</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,264</strong></td>
</tr>
</tbody>
</table>

Ken explained that so far, actual enrollment figures are less than the above targets. But since State allows us to move Summer FTEs between FY 14-15 and FY 15-16, West can still plan to offer sufficient Summer classes to achieve our 4.75% target growth of 7,227 FTEs.

Ken also shared with the group the State’s apportionment in FTEs:

<table>
<thead>
<tr>
<th>Enrollment Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>State’s guaranteed funded base</td>
<td>6,899</td>
</tr>
<tr>
<td>2.75% growth</td>
<td>7,089</td>
</tr>
<tr>
<td>3.75% growth</td>
<td>7,158</td>
</tr>
<tr>
<td>4.75% growth</td>
<td>7,227</td>
</tr>
</tbody>
</table>

Ken mentioned that the State agreed to fund 2.75% but since not all Colleges across California can achieve this growth, the District encouraged growth of more than 2.75%, as the State is expected to redistribute this growth money to Colleges that will grow more than 2.75%. Actual enrollment as of 2.23.2015 and projected for Summer 2015 were as follows:
Ken also shared with the group the revenue and expense calculations of the College vs. that of the District. College is projecting a $149K surplus while the District calculated a $276K surplus by end of the fiscal year.

c. PIE Committee Report

This item was tabled since Rebecca Tillberg was absent.

d. District Budget Committee, February 18, 2015

Ken distributed the meeting materials to everyone prior to the meeting for everyone’s information.

5. Adjournment: 4:11 pm

Next meeting: March 26, 2015