

Budget Committee Meeting
March 22, 2012
Minutes

Present: Ken Takeda (Administrative Services), Michael Goltermann (Student Services), Ara Aguiar (Academic Affairs), Olga Shewfelt (AFT Faculty Guild), Vidya Swaminathan (AFT Faculty Guild), Norma Barragan (Academic Senate), Eric Ichon (Teamsters), Dionne Morrisette (Classified), Nabil Abu-Ghazaleh (Guest), Rob Hager (Guest), Colleen Matsuhara (Guest), Casey Hunter (Guest), Rebecca Tillberg (Resource), Hansel Tsai (Resource) Maureen O'Brien (Resource), Helen Lin (Resource)

1. Call to Order/Approval of Agenda: Meeting called to order at 2:40pm. Agenda approved as written.
2. Approval of Minutes of February 22, 2012 meeting:
 - a. Addition to item 4a: Rebecca Tillberg is not a member of the Budget Committee.
 - b. Minutes approved by committee.
3. Old Business:
 - a. Achieving the Dream cost projection: \$75k paid by District for membership in Achieving the Dream. \$11k paid by District for conference travel expenses. Grant funds were used for Sprague, Aguiar, and Friedman's travel expenses for the conference. \$14k for release time for C. Norris. \$35,957 for research position (not hired, position frozen).
 - b. Foundation operations: Ken distributed minutes from the 2/23/12 WLAC Foundation board meeting. The WLAC Foundation operates on a shoestring budget. Ken Takeda is the volunteer Executive Director. The Foundation board is considering hiring part-time administrative help.
4. New Business
 - a. February Monthly Projection (January close): Projected ending balance for the general fund is \$888,620 vs. the previous month's projection of \$841,130. The projected ending balance does not include journal voucher adjustments and administrative contributions from grants. Ken anticipates that we can finish the fiscal year with a little over \$1 million balance. The current projection includes the 5% expense reduction target for the current fiscal year.
 - b. 2012-13 Preliminary Budget: West's preliminary budget was uploaded to the District yesterday. The preliminary budget is the first step of three steps in the budgeting process. The tentative budget comes out in May after the governor's May revise. The final budget is adopted by the LACCD board at the end of August. Jeanette Gordon mandated that the colleges submit a preliminary budget reflecting a 7.08% workload reduction. The District's portion of the "February Surprise" is \$13.2 million and has not been factored into the budget projections. West's preliminary allocation for FY12-13 is \$26,133,157 and does not include

any ending balance. We are currently projecting a FY12-13 deficit over \$2 million. Benefits expenses are showing a trend of \$300-400k increase per year. Salaries and benefits in the FY12-13 budget already exceed the preliminary allocation. We don't know if any amount from the District contingency fund will be distributed to the colleges. If the 2012 tax measures pass, approximately \$1.4 million in funding will be restored and we will return to the -1.52% spending level. FY12-13 fall semester session cut 4.5% at 3,335 FTES and spring semester at 2,955 FTES. If funding is restored we plan to have a June 2013 summer session to recover base FTES. West's plan is to offer additional sections if funding is restored rather than having to cut sections that students may have already enrolled in. Olga Shewfelt emphasized communication with the college community and adherence to the principles for prioritizing planning and budgeting. Ara Aguiar said that the academic administration is working on guidelines for planning reductions in course offerings. They will include division chairs and faculty in the conversation and include parameters from the budget and enrollment management committees. Summary of the preliminary budget:

- i. Faculty hire in Dental Hygiene
- ii. Workload reduction reflected in hourly teaching
- iii. 1.5% step and column increase for permanent faculty and staff
- iv. 57% reduction in sub&relief/unclassified budget
- v. 10% reduction in non-permanent instructional aide budget
- vi. supply budget reduced 11%
- vii. Utilities budget reduced 4%
- viii. Contracts/Rentals budget reduced 21%
- ix. Other expense budget reduced 87%
- x. Equipment budget reduced 33%
- xi. Capital outlay reduced 24%
- xii. Interfund transfers reduced 12%
- xiii. 1% college reserve at \$261k
- xiv. Benefits increase by 7%
- xv. Contra account (deficit) \$2.73 million
- xvi. \$464k budgeted in fund 10600 for restoration of 371 FTES if tax measures pass in November.

c. Items held for next meeting:

- i. 4c. Consideration of Committee Co-Chair
- ii. 4d. District Budget Committee

5. Next Meeting Date: The next meeting of the Budget Committee will be on March 28, 2:00pm in Winlock.