

BUDGET COMMITTEE  
OCTOBER 7, 2009  
MINUTES

Present: John Oester (Chair), Betsy Regalado (VP, Student Services), Matt Robertson (Instructor, Math), Fran Leonard (Chair, College Council), Isabella Chung (Resource)

I. Minutes for September 23 were approved as written.

II. Handout of Budget Planning documents:

- Memo dated April 21, 2008 sent by Mr. Oester to the college community reminding everyone that all purchasing, contracting, and hiring must be approved by the appropriate administrators designated by the Board. Anyone who obligates college funds without proper authorization may be subject to personal liability and/or disciplinary action.
- WLAC Budget Management Plan approved by the College Council Executive Committee on January 22, 2009. In light of the continuous deterioration of the college budget, Mr. Oester reminded the members that the cost saving measures outlined in the handout continue in effect.

III. Handout of Operations and Maintenance materials:

The WEC met with the President regarding the custodial situation:

- Upon reviewing the standards of cleanliness and personnel levels, the WEC will determine how many custodians are needed, but recommended the college immediately begin to fill 6 positions
- This recommendation has to go through the shared governance process, i.e. recommend by the Budget Committee, forwarded to the College Council Committee, and then to the President for approval.

The following handouts were distributed to committee members for review and discussion at the next meeting:

- Bond-related Positions – this document was written in 2007 in response to a request from District Facilities to analyze the additional personnel needed upon completion of all new buildings
- Maintenance & Operations Personnel Study General Guidelines – A study done by the District Office for all campuses as a guide to the staffing level for maintenance and trade personnel.
- WLAC Plant Facilities Strategic Plan which provides a detail review and analysis of the current staffing situation and suggested solutions.

IV. A pie chart of the non-salary (other expense) expenditures for FY 2008-09 was distributed and reviewed. This document is part of a college economic impact report prepared by Meric Keskinel.

- V. The Athletic department budget 2008-09 vs. 2009-10 was distributed. It shows that the department's total budget for the current year has increased slightly. The soccer team has been suspended this year due to lack of players. The budget for soccer has been shifted to other sports. This sport will be reinstated in the next fiscal year due to Title IX requirements.
- VI. The Unexpended Block Grant Funds handout shows a remaining balance of \$48,527 as of October 7, 2009.
- VII. WLAC Operating Statement for Budget Committee "Eyes Only" use during meetings. The projected deficit for FY 2009-10 is now \$746,706.
- \$138,000 Grant Matching Fund has been removed as Mr. Sprague confirmed that the matching funds will be met in other ways
  - Several personnel partially supported by the Title V program were moved back into the general fund as the program ended on September 30 and was not renewed
  - Other adjustments in non-salary areas were discussed

Budget detail information by line item accounts (Actual for FY 2008, Actual for FY 2009, and Budget for FY 2010) were provided to the committee members for review for possible for savings. This was collected at the end of the meeting, but will be discussed further at the next meeting.

- VIII. The next meeting is scheduled for Wednesday, October 21, at 2:00 p.m. in Winlock.