

Budget Committee Meeting

November 29, 2012, 3:15 pm
Minutes

Present:

Ken Takeda	VPAS, Chair
Olga Shewfelt	AFT Faculty Guild
Eric Ichon	Teamsters
Ashanti Lyles	AFT Classified
Bob Sprague	VPAA
Abel Rodriguez	SEIU
Shalamon Duke	VPSS
Judy Chow	Academic Senate
Rebecca Tillberg	Guest, Academic Affairs
Karina Weatherly	Resource, Admin Services
Hansel Tsai	Resource, Admin Services
Maureen O'Brien	Resource, Admin Services

1. **Call to Order/Approval of Agenda.** Meeting called to order by the Chair at 3:23 pm. Ken Takeda asked that item 4.c, PIE Committee Report, be taken out of order after approval of the minutes so that Rebecca Tillberg could depart to work on urgent matters. Motion/second/passed: Approve the agenda with 4.c moved up in order.
2. **Approval of Minutes.** The minutes of the October 25, 2012 meeting were presented. Motion/seconded/passed: Approve the minutes as written.
4. **New Business:**

c. PIE Committee Report (R Tillberg): Reviewed the Joint Budget Committee and PIE Committee Meetings document. Goal is to better integrate West's institutional planning and resource allocation processes. This document is the product of meetings and conversation between the chairs of the two committees and lays out a process for the aligning the work of the committees. Target is to have 2012-13 Tentative Budget in May reflect spending priorities emerging from the program review process being driven by PIE. Suggestion was made to revise item 2b to "Resource planning: February, Preliminary Budget; May, Tentative Budget." B. Sprague motioned to adopt and recommend to College Council. E. Ichon seconded. Unanimously approved.

3. Old Business:

a. FY1213 1st Quarter Report (revised): Updated version from report presented at October Budget Committee. . An incorrect 1st quarter report was emailed with the agenda on Tuesday. The correct file was emailed today. In this revision projected expenditures are forecast to be about \$310,000 less than the October projection, primarily due to a \$300,000 lower estimate of year-end electricity costs. Still \$1.4 million deficit projected compared to current budget. Does not include Prop 30 money. 2nd quarter in January will be more reliable year-end projection due to entire Fall 2012 semester being included.

b. Contingency Reduction Plan (revised): Reviewed revised 2012-2013 Contingency Reduction Budget Plan with a 6% reduction target. Updated from version prepared last spring and presented to Budget Committee and at Town Hall in May. District still wants colleges to pursue their savings targets even though additional funds are coming from Prop 30. Revision shows where college planned to cut spending and where increases occurred, leaving a net increase in college spending compared to 2011-12. The question of whether colleges must continue pursuing these cuts was raised at District Budget Committee and referred to the DBC Executive Committee. Also referred was whether the District's contingency reserve should be reduced from 7.5% to 5%.

4. New Business:

a. District Budget Committee, November 14, 2012: Documents from the November 14 DBC were reviewed. Attention was directed to a chart that showed the distribution of Prop 30 funds, with West to receive \$2,456,006.

b. Post-Prop 30 Budget: Discussed Education Protection Act (EPA) fund, as Prop 30 is called. This fund is restricted to 1) Classroom instruction and 2) Other instructional activities. West's plan submitted this week is to apply those funds to hourly instruction (wages and benefits) in the Spring 2013 semester.

5. **Adjournment.** Some discussion occurred prior to adjournment regarding the next meeting time. December 13th was suggested at 2:30 pm in room SSB 414. At 4:30 pm the meeting was adjourned.