

BUDGET COMMITTEE  
DECEMBER 17, 2008  
MINUTES

Present: John Oester (Chair), Isabella Chung (Resource), Kathy Dickinson (AFT Classified), MD Haque (Resource), Marilyn Ingram (AFT Classified), Meric Keskinel (Academic Senate), Fran Leonard (College Council), Helen Lin (Academic Affairs), Ebonea Mc Alister (ASO secretary), Christina Misner (Classified AFT Alt), Matt Robertson (AFT Faculty), Olga Shewfelt (AFT Faculty), Hansel Tsai (Resource)

- I. Minutes for November 19 were approved.
- II. Handout and discussion of Deficit Reduction Plan

Operating Statement

- Middle column is the current year. Anticipated FTES this year 8,185.
- Right column is next year. Anticipated FTES is 8,840.
- Originally the operating statement was balanced. Line six is now \$486,188; it was originally \$4 million. We were previously told we would be paid for all FTES and we would therefore have a \$250,000 surplus. That has changed and the money went to the six colleges with big deficits.
- Presidents decided that any college that exceeded enrollment cap would be given funds to be applied to their cumulative deficits. We will only be paid for cumulative deficits of \$490,000.
- State will give District 1.43% growth. Anything above 7,369 is over West's cap. Growth @ 7,396 = \$468,188. Deficit payback was to be \$340,000 this year and \$150,000 next year. Deficit paybacks are now shown as zero.
- Projected deficit is \$3 million. State is reducing revenue to community colleges. Could be \$332 million mid-year cut. Our District would get reduced \$30 million. Chancellor will absorb \$10 million from reserves. Remaining \$20 million absorbed by colleges. West's share will be \$1,145,000 bringing the deficit to \$4.2 million.

Letter from Jeanette Gordon

- West needed to respond to her letter by last Friday, December 12, stating how we will cut the \$1,145,000.
- Addendum "A" is West's response to the District.
- Previously had been working on how to reduce the budget to cover the \$3 million deficit. The Deficit Reduction Plan reflects \$2,799,000 of solutions to end the \$3 million deficit. Response to Jeanette Gordon for the \$1,145,000 is included within the \$2,799,000.

- III. Discussion on Deficit Reduction Plan

Potential Revenue Sources

- Eliminate free student parking starting Summer 2009. Parking permit would be required for all lots, streets, anywhere on campus.

2008 revenues  
\$80,000

2009-10 revenues  
\$175,000

- Non-Resident tuition for online classes, possibly overseas classes. Start up next year might yield \$250,000 revenue. Long run could be millions. This is a possibility and has not been negotiated.
- Land Development and new leaseholds would not benefit us this year or next. In the future, could be a large revenue.
- Westside extension breaks even, but could possibly be enhanced.

#### Potential Expense Reductions

- Eliminating Summer 1 would save \$414,000 in adjunct faculty salaries. Summer 2 would begin on July 6.
- Assume change in District assessments becomes 0%: would save \$238,521.
- Assume change in Sheriff costs becomes 0%: would save \$27,682.
- Benefit premiums have sky rocketed. Not filling vacancies and reducing staff may lower the increase in benefit cost. Assume change in benefit cost becomes 0%: would save \$438,000.
- Change nights that student services is open from four nights to two nights per week:

2008-09 savings  
\$25,000

2009-10 savings  
\$50,000

- Freeze in travel Savings \$6,121.
- Purchasing freeze Savings \$351,170
- Section reductions at 20-23% range Savings \$1,858,938 in 2008-09.
- Hiring freeze (see item "C" in packet). Vacancies will not be filled.
- Block grants (Item D in packet). These could be used for supply items in various departments that require instruction materials and equipment.
- SFP contributions to personnel Savings first year of \$98,000 from specific actions volunteered by VP Regalado.
- SFP supplies savings of \$25,000.
- Item F – Faculty reassigned time has been reviewed, but no reductions were found.
- Item G - "D" basis employees are being review to see if they could go to "C" basis.
- Item H – All contracts are being reviewed. Many are equipment maintenance. Contracts for Westside Extension produce revenue. Although Extension pays money for a facility, revenue is generated from the students attending.
- Item I – Temporary assignments have been reviewed for *everyone* with a temporary assignment (including deans).
- Item J – Library budget and hours. Last year the library was give \$46,5000 of set aside funds for extra hours for the library. They have already over spent \$5,700 by December 1. Need to cease. What hours can they maintain for remainder of the year?
- Item K – Student workers were budgeted at \$182,000. Only \$86,000 has been spent. Professional experts were budgeted at \$78,000. Only \$12,000 has been spent.

- Item L – Marketing. Budgeted \$312,000 and \$171,000 has been spent. Transportation program will be funded by bonds. If the bus program is mentioned in all advertising, we could possibly charge that marketing to the bond.
- Non-credit courses: Instead of reducing credit classes, it is being discussed that non-credit classes be reduced first. However, these are not equal. Non-credit classes create revenue and regular classes do not.

Still \$1.4 million short. If the \$1,145,000 goes away we would have a deficit of \$250,000.

Academic Affairs has cancelled 48-50 classes for Winter Session. They are setting the criteria for cancelling classes for Spring and Summer.

Motion: Budget committee has accepted this proposal and will defer decision to College Council Executive Committee. MSP

Next meeting is scheduled for January 28. However, the District Budget Committee will be meeting twice in January so a second campus Budget Committee meeting may be called for January 14. The meeting adjourned at 1:20 p.m.