

Budget Committee Meeting  
February 22, 2012  
Minutes

**Present:** Ken Takeda (Administrative Services), Betsy Regalado (Student Services), Robert Sprague (Academic Affairs), Olga Shewfelt (AFT Faculty Guild), Vidya Swaminathan (AFT Faculty Guild), Adrienne Foster (Academic Senate), Eric Ichon (Teamsters), Dionne Morrissette (Classified), Mister Searcy (ASO), Fran Leonard (Guest), Rob Hager (Guest), Ara Aguiar (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 2:00pm. The committee welcomed Ken Takeda (VP Administrative Services) as the new chair of the Budget Committee. Agenda approved as written.
2. Approval of Minutes of January 25, 2012 meeting:
  - a. Addition to item 4: "John Oester reviewed every single line item in the FY11-12 budget for the benefit of the committee members.
  - b. Correction to item 5: Adrienne Foster noted that the **[FON selections]** were not consulted with the Academic Senate.
  - c. Minutes approved by committee with two corrections.
3. Old Business:
  - a. Achieving the Dream cost projection will be reported on at the next meeting (March 22) of the Budget Committee.
4. New Business
  - a. Rebecca Tillberg will now serve as a resource of the Planning Committee to the Budget Committee. Rebecca presented the Planning Cycle diagram showing the linking of the planning process to the budgeting process. Rebecca also presented the Planning Connections: Alignment of Goals document and the 2012 planning agenda items from the 2012 self-study document.
  - b. 2011-12 2<sup>nd</sup> Quarter Review: Ken will present the monthly financial projection to the committee using the District's format. The college submits monthly and quarterly reports to the District Budget Office and reviews the projection with district budget staff on a regular basis. The most recent monthly financial report projects that the college will end the fiscal year with a positive balance of \$841k. Since the college started the fiscal year with a balance of \$1.9 million, we have an operating loss of \$1.1 million in the current fiscal year. The district has given the colleges a 5% expenditure reduction target for FY12-13. Ken reviewed the Proposed Budget Reduction Action Plans document with the committee.
  - c. 2012-13 Preliminary Budget: WLAC must submit a preliminary budget to the district by March 2<sup>nd</sup>. The District will have a tentative budget for FY12-13 by the end of May. The tentative budget reflects changes resulting from the Governor's May revise. The final budget will be

adopted by the Board of Trustees at the end of August. The District does not yet know the impact to the colleges resulting from the state's \$149 million shortfall. Currently, we must plan for a 1.52% workload reduction. Ken estimates that the college has a chance of breaking even next fiscal year if we only have to reduce 1.52%. Based upon discussions at the recent District Budget Committee meeting, colleges may have to plan for a 7% cut. If WLAC is required to cut the budget by 7% in FY12-13, we project that our ending balancing would be a deficit of \$1.9-2.2 million.

- d. Role of the Budget Committee: Ken emphasized the role of the Budget Committee members in dialogue and communication with each member's constituencies.
5. Future meeting schedule: The next meeting of the Budget Committee will be on March 22, 2:30pm. Another meeting is scheduled for March 28 at 2:00pm. Regular meetings of the Budget Committee will be changed to the 4<sup>th</sup> Thursday of each month.

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