

Budget Committee Meeting
June 2, 2010
Minutes

Present: John Oester (Administrative Services), Robert Sprague (Academic Affairs), Betsy Regalado (Student Services), Eric Ichon (Teamsters), Fran Leonard (College Council), Rebecca Tillberg (Academic Affairs), Meric Keskinel (Academic Senate), Abel Rodriguez (SEIU 721), Mark Pracher (Academic Affairs), Judith Ann Friedman (Academic Affairs), Ara Aguiar (Academic Affairs), Melinda Smith (Faculty), Helen Lin (Resource), Isabella Chung (Resource), MD Haque (Resource), Hansel Tsai (Resource)

1. The Operating Statement for the current year was presented.
 - a. Projected fiscal year ending deficit of \$31,365
 - b. In discussion of the 1% reserve amount shown on the operating statement, Mr. Sprague suggested for future discussion that the college should set a goal to have a reserve greater than the 1% required by the District.
2. The Vice Presidents' priority list was presented.
 - a. FON penalties - the college will be fined \$65,000 per position if the college does not fill the FON requirement next fiscal year. West is planning to fill 6 faculty positions.
 - b. \$60,734 for 2 custodians has already been budgeted for 2010-11.
 - c. Dean of Support Services - could be funded from DSP&S Director release time to the Academic Senate and from Foster/Kinship Care funds.
 - d. Learning Skills instructors - an English and a Mathematics instructor previously funded from other sources would now be covered by 10100 funds. Mr. Sprague was asked to provide data to show the amount of Basic Skills revenue generated by these two positions.
 - e. 4 Custodians - needed to meet the needs of the Science and Math building when it opens. They would most likely be hired in August instead of July, thereby saving approximately \$10,000 in salary expense compared to the number shown.
 - f. Financial Aid Supervisor - needed in order to keep up with the increased number of applications and demand for financial aid. Applications have doubled in past few years without the addition of any support staff. One half of the salary would be funded from BFAP.
3. Budget Change Explanation handout
 - a. A list detailing the differences between the 2009-10 and 2010-11 Operating Statement projections was distributed.
 - b. We begin the first of three repayments of the 08-09 deficit in 2010-11 (\$198,708)
 - c. Net revenue reduction of \$1,312,712
 - d. Total increase in expenses of \$526,329
 - e. Currently projected change in the deficit of \$1,839,041
4. Plan to Balance 2010-11 Budget handout:
 - a. The District has a \$10 million set aside that should be distributed to the colleges. West would receive 7.0% or \$700,000.
 - b. The Governor has proposed a 2.21% growth allowance. That would increase our funded FTES to 7200 resulting in an additional \$697,000 to WLAC
 - c. The Board could authorize the release of other excess reserve funds held by the District.
 - d. The additional faculty FON positions might reduce adjunct salary expenses by approximately \$197,460.

5. Motion on funding of VP Priority List
 - a. A motion was moved and seconded to recommend the first 7 items on the VP Priority List to the College Council pending District distribution of the \$10 million of set aside funds. With no objections, the motion was approved by consensus.
6. Presentation of request for new position – Senior Financial Analyst
 - a. Mr. Sprague stated that there is a need in the Academic Affairs office to centralize accountability for financial management, audits, and documentation for the many grant and SFP programs that the college has and is actively pursuing. This position would also supervise grant writing and operations.
 - b. Even though this would become a regular position, the costs of the position would be covered by grant funds.
 - c. Concerns were brought up whether or not this position should be under Administrative Services. More in-depth information about the position and its function was requested by members of the committee.
 - d. A motion was made to table a decision on the Senior Financial Analyst. There were no objections.
7. The next regular meeting of the committee is scheduled for June 30.