

West Los Angeles College  
Budget Committee Meeting  
August 24, 2011  
Minutes

**Present:** John Oester (Administrative Services), Bob Sprague (Academic Affairs), Eric Ichon (Teamsters), Maureen O'Brien (Resource), Judith-Ann Friedman, and Rebecca Tillberg

1. Mr. Oester called the meeting to order at 2:25 pm.
2. **Minutes from April 27 meeting:**  
Minutes of the April 27, 2011 meeting were reviewed but not approved as there were not enough members present for a quorum. There were no requests for correction.
3. **Review of fiscal 2010-11 closing statements:**  
Mr. Oester distributed a schedule showing budget to actual for FY2011, the fiscal year just ended, and comparative actual results for the five previous fiscal years. The total surplus for FY2011 is \$1,864,000, a significant increase from the amount previously projected. The increase was due primarily to the following factors:
  - a. \$238,000 -- pro-rata share of the redistribution of state-wide unclaimed apportionment.
  - b. \$179,000 -- this was an expected increase to non-resident tuition (out-of-state and international) but had not been included in the projection because we were unable to quantify it in advance. Eric Ichon commented that he thought the full-page ads that West has placed in "Study in the USA" have been instrumental in increasing our international enrollment.
  - c. \$155,000 -- dedicated revenue was higher than expected in a number of categories, including parking citations, international student capital outlay, salvage sales, and facility rentals.
  - d. \$45,000 -- a retroactive adjustment to West's FY 2010 surplus.
  - e. \$99,000 -- fall adjunct salaries had not been corrected to actual, so the projected budget was incorrect.
  - f. \$229,000 -- various savings in "other expense" categories, including cost of contracted grant writing, cost of etudes software maintenance, and others.
4. **Draft 10100 Budget Scenarios for 2011-12:**  
Mr. Oester distributed two draft budget projections for the current fiscal year, one without a carry forward of the FY2011 surplus and the other with the carry forward of the surplus. Each of these drafts show FY2012 under three scenarios depending on the severity of the workload reduction: at 6.213%, at 8%, and at 10.41%. The schedules illustrate that without the carry forward of the FY 2011 surplus, West would finish the current year in a deficit position under all three scenarios. The projections include the hiring of 7 custodians at a workload reduction of 6.213%. However, at any higher reduction, only 2 new custodian hires are projected. Mr. Oester also pointed out that many of the income items we received in FY2011 will not be recurring.

Mr. Sprague posed several questions for consideration by the committee:

- a. What is the impact on 10100 of the cutbacks in categoricals? What is the impact on students?
- b. He felt it would be helpful if the budget reports could show a comparison by month by year. In other words, August 2011 would be side-by-side with August 2010.

- c. Should the Committee be seeing draft budget projections for FY2013? Mr. Oester responded that these would be available shortly.

Mr. Sprague also commented on the 10100 contributions from Westside Extension which he stated were currently at 10% of Extension revenue. He indicated that the growth of Contract Education should allow for at least a contribution at the same 10% level. He further stated that Contract Education is using surplus for development purposes and may, in the future, be able to contribute more than 10% of revenue.

**5. Establish next meeting date:**

No meeting date was established.

The meeting was adjourned at 3:00pm.