

Budget Committee Meeting

August 30, 2012, 2:30 pm
Minutes

Present:

Ken Takeda	VPAS, Chair
Robert Sprague	VPAA
Betsy Regalado	VPSS
Judy Chow	Academic Senate
Ashanti Lyles	AFT Classified
Dionne Morrissette	AFT Classified
Olga Shewfelt	AFT Faculty Guild
Vidya Swaminathan	AFT Faculty Guild
Eric Ichon	Teamsters
Abel Rodriguez	SEIU
Gabriel Brown	ASO President
Nabil Abu-Ghazaleh	Guest, President
Fran Leonard	Guest, College Council
Rebecca Tillberg	Guest, Academic Services
Casey Hunter	Guest, Student Services
Helen Lin	Resource, Academic Affairs
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 2:40 PM. Current agenda approved as written.
2. **Approval of Minutes.** The minutes of July 26, 2012 were approved by consensus.
3. **Old Business** (none).
4. **New Business:**
 - a. **District Budget Committee, August 7, 2012.** The Chair reviewed selected topics and information from the most recent DBC meeting:
 - **Ending balances:** 7 of the 9 colleges had positive ending balances from last fiscal year. Southwest and Valley ended the year in a deficit position.
 - **Reserves:** A 5% general reserve has been set aside from the college balances. This reserve can be used for operating needs. In addition a

7.5% general reserve will be set up taken from two different sources: 5% from the 12/13 state apportionment (taken “from the top”) and 2.5% from college balances. The majority of the college balances reside with East and Pierce, including recent ending balances and old, set aside balances that are separately invested. The latter are tagged for restoration. Olga Shewfelt commented that this part of the reserve was essentially a loan from East and Pierce.

- b. **12/13 Final Budget:** West’s final budget is \$27,921,435 which includes ending balance, open orders carried forward, and ITV distribution. A schedule showing this budget by sub-major commitment item was distributed to the group and is included in these minutes. West’s share of the State apportionment has gone down from the amount used in all the preliminary budget schedules from \$26,133,357 to \$25,962,888. This is due to two factors: the 5% reserve which was created from revenue and the workload reduction from the May revise, about 1.7%.
- **12/13 Workload Reduction:** A workload reduction occurred between the tentative and final budgets as a result of the governor’s may revise. For West this meant down to 6,170 from 6,290. At this date, we are still budgeted at the higher workload. Olga Shewfelt asked when West will reflect the new budget for the lesser workload. Ken Takeda responded that we won’t make any changes now because we need to see 1st Quarter 12/13 results for the College and the November election results for Proposition 30. If the governor’s tax measures pass, we will receive a larger workload. Real changes in the form of additional class offerings will occur in Spring, and potentially Summer, semesters.
 - **12/13 Budget Detail:** The report entitled “West Los Angeles College, FY 12-13 Budget” (included in these minutes) was displayed for the group and the Chair had the following comments: column E is the final budget as approved by the Board, column F is the final budget as actually submitted by West, and column G represents possible solutions. The gap line item of \$1.3M is gone between column F and column E; District reduced the “teaching hourly” line item. Column G shows the following changes: removal of the contingency \$261K, addition of the FON subsidy of \$245K, reduction of other expense by \$100K in anticipation of expected SFP recovery, and a restoration of teaching hourly by \$626K to bring it more closely in line with expected expenditure. These changes almost balance the budget (still short by \$19K). The downside is that the column G budget uses up all the 11/12 ending balance. Judy Chow asked where the ending balance comes into play and Ken Takeda responded that it is included in the final allocation.
- c. **Budget Committee’s Role vis-à-vis the Planning Committee.** This discussion grows out of the following Accreditation recommendation: “...the team could

find no evidence of integrated evaluation processes tying resource allocation to planning to determine how well resource decisions influence subsequent allocation decisions as the basis for institutional improvement.” Rebecca Tillberg spoke to this issue, starting with a brief summary of what is meant by an integrated evaluation process: plan, execute, evaluate, use results of evaluation for next plan. Rebecca’s notes include the following questions:

- a. What criteria are used in resource allocation decisions?
- b. How are resources assessed and tied back to planning?
- c. Did the resources achieve the desired objectives?
- d. Where is the evidence?

Fran Leonard reiterated that West has a process for resource allocation, but no criteria are evident to guide the decision making process. Rebecca Tillberg added that West does not have a process for reducing resources. Olga Shewfelt stated that she felt there were two main issues: 1) it is not clear that we have a solid list of criteria, and 2) we need to integrate evaluation with planning. Also, is the issue that the College has too high a percentage of its budget devoted to compensation? The President responded that the issue, given the College has difficulty changing compensation, is that it must raise additional funds in order to meet the accreditation standards. Rebecca Tillberg presented a chart (included with these minutes) which expanded the process to include more steps, especially cross-validation. Betsy Regalado expressed concern about the time involved in following the process as presented. Olga Shewfelt noted that if the role of the Planning Committee is to manage the process, then the supervisors should do the evaluation. Ms. Shewfelt also expressed concern about the time commitment implied by steps 1 and 2; we might not have enough time to meet the accreditation report deadline.

Betsy Regalado asked if we have been asked to review the Mission Statement and the Master Plan. Rebecca Tillberg responded that we need only review the Master Plan at this time. The President said we should show evidence of progress towards a data driven Master Plan (as opposed to vision driven). Rebecca Tillberg commented that there are specific areas that the College must do, like measurable outcomes, but not a complete revision. Ken Takeda reiterated the need to show progress towards this goal in the next budget cycle, which starts in winter 2013, noting that the first deadline for the F2014 budget occurs in March 2013. Olga Shewfelt expressed agreement with the Chair. The President suggested that timelines be added to the graphical representation. Rebecca Tillberg responded that she expected the review process to begin in September 2012, or no later than October 2012. The President noted that the College response to the Accreditation report will go the Board on January 15, 2013. Ken Takeda stated that he would bring budget data to the next Budget Committee meeting and Rebecca Tillberg said she would bring suggested dates for the steps outlined in her graph. Rebecca Tillberg also made a request for volunteers for focus groups.

At 4:15 pm the meeting adjourned.

