

# Budget Committee Meeting

September 26, 2013, 2:30 PM

Draft Minutes

## Present:

Ken Takeda	VPAS, Chair
R.L. Sprague	VPAA
Phyllis Braxton	VPSS
Claire Norris	Academic Senate
Judy Chow	Academic Senate
Vidya Swaminathan	AFT Faculty Guild
Olga Shewfelt	AFT Faculty Guild
Ashanti Lyles	AFT Classified
Eric Ichon	Teamsters
Rebecca Tillberg	Guest, PIE Chairperson
Helen Lin	Resource, Academic Affairs
Hansel Tsai	Resource, Admin Services
Maureen O'Brien	Resource, Admin Services

1. **Call to Order/Approval of Agenda.** The meeting was called to order by the Chair at 2:45 PM. A quorum was not immediately achieved so the approval of the agenda was postponed.
2. **Approval of Minutes.** A quorum was achieved so the minutes of the July 25, 2013 meeting were adopted by a motion from Vidya Swaminathan. Olga Shewfelt seconded this motion.
3. **Committee Self Evaluation.** Rebecca Tillberg suggested some additions to the “accomplishments” section of the evaluation: 1) F2013 concluded with a sizable ending balance indicating substantial fiscal viability, 2) PIE and Budget Committee developed and used a model for the allocation of available resources based on requests from Program Review, 3) The work of the Committee resolved a recommendation made in the College’s Accreditation Review- the need to evaluate the use of financial resources – by completing the cycle of planning through resource allocation. The Committee approved the evaluation with the revisions noted above: motion by Olga Shewfelt, second by Judy Chow. The Committee Self Evaluation will come to College Council in November.
4. **FY2013/14 Final Budget.** On September 11, the Board of Trustees approved the District’s final unrestricted general fund budget at \$588.5 million, of which \$32.7

million is allocated to West. West's allocation includes a \$2.5 million ending balance, third highest in the district after East and Pierce. The Chair noted that little new money from any sources is expected this fiscal year, and if some were to materialize, the District would likely restore money borrowed from the surpluses of East and Pierce in past years.

5. **FY 2013-14 Financial Projection.** The Chair commented that a financial projection this early in the year is likely to be unreliable. That being said, the report viewed by the Committee can be summarized as follows:

	<b>FY 12/13(actual)</b>	<b>FY 13/14 (projected)</b>
Revenues	\$ 32,220,466	33,242,555
Expenditures	\$ 29,746,486	<u>32,486,128</u>
Y/E Balance	\$ 2,473,980	756,427

Increased costs in 13/14 include wages (3% COLA), benefits, utilities, prioritized resource requests and funding of the "All Things Global" initiative to attract international students. The Chair noted that only 1.57% of the COLA is reimbursed by the State; the remainder must be borne by the College. Some other items noted by the Chair: additional revenue includes the FON subsidy of \$245K and the District incentive funds of \$313.6K for growth higher than funded by the State. In addition the President's travel budget has been increased by \$5K. During the last 5 years of budget reductions, the President's travel budget had been drastically reduced. Olga Shewfelt spoke in support of this modest increase.

6. **District Budget Committee 9-18-13.** At its' recent monthly meeting the DBC approved a recommendation to change the rules governing college repayment of past operating deficits to the district. These changes would require West to accelerate its repayment period from five to three years, beginning in 13/14, and double its 13/14 payment of \$119,233 to \$238,466 in both 14/15 and 15/16. In addition, colleges with new presidents would be exempted from debt repayment for one year, which, because of recent Presidential retirements and resignations, would apply to all the other colleges with debt: City, Harbor, Southwest and Valley. These colleges would also be eligible to have a portion of their debt forgiven if they meet certain criteria. Olga Shewfelt said she argued on behalf of West's participation in possible debt forgiveness at the DBC but her efforts were not successful. This recommendation may be presented to the Board Budget and Finance Committee in October.

7. **PIE Committee.** Rebecca Tillberg provided updates in several areas:

- Holly Bailey-Hoffman has been elected co-chair of the PIE Committee.
- Program Review workshops to assist in the use of the software are underway and will occur every Friday in HLRC 218

- Program Review deadlines have been advanced in order for ideas and resource requests to integrate more smoothly into the planning and budgeting cycle each year. The deadline this year is October 25 and one month subsequent is set aside for validation.

**8. Selection of Co-Chair.** The College Council has issued guidelines for the selection and responsibilities of co-chairs which the Chair intends to follow with regard to electing a co-chair for the Budget Committee. Olga Shewfelt suggested that the Committee set up procedures for conducting this election. Some discussion followed. Eric Ichon mentioned that this particular Committee would require a fair amount of preparation which might discourage interest. To mitigate this concern, Olga Shewfelt suggested that the VPAS would continue to generate documents for the meetings because this responsibility proceeded naturally from his job responsibilities. The Chair indicated that a co-chair would have time to develop the necessary expertise. The Chair also stated the responsibilities of the Co-Chair would include 1) conferring in advance of each meeting with the Chair, 2) attending State sponsored budget meetings, 3) attending District Budget Committee each month. It was decided that Ken Takeda, the current Chair, would take nominations at the next meeting, October 24, 2013, then voting would take place by secret ballot. All current members would vote.

**9. Adjournment.** 4:15 pm.