

Membership

Academic Senate

Dan Wanner
Donald Gauthier
Jeff Hernandez
Joseph Perret
Josh Miller
Leslie Milke

Faculty Guild

Armida Ornelas
Joanne Waddell
John McDowell*
John Sikora
Olga Shewfelt
Sandra Lee

Unions/Association

Hao Xie
Kathleen Becket
Leila Menzies
Velma Butler/Shirley Chen
Page
Vi Ly
Vacant-Build& Const Trade

College Presidents

Erika A. Endrijonas
Kathleen F. Burke
Larry Frank
Linda D. Rose
Marvin Martinez*
Monte Perez
Otto W. Lee
Renee Martinez
Robert Sprague**

**STUDENT TRUSTEE
REPRESENTATIVE**

Bryant Woodert

* Co-chairs

**Interim

**District Budget Committee
May 18, 2016
1:30 pm – 3:30 pm
Educational Services Center, Board Room**

1. Call to Order (*Co-Chair Mr. John Mc Dowell*)
2. Approval of Agenda
3. Approval of Minutes for April 20, 2016
4. Chancellor's Remarks/Updates
5. DBC Co-Chair Election (Administration)
6. Year End Balance Projection – 3rd Qtr Report
7. 2016-17 May Revise
8. 2016-17 Proposed Tentative Budget
 - JLMBC/Wellness Program Presentation
9. Enrollment Update (M. Pearl)
10. FON Update (Román)
11. Proposed 2016-17 DBC Meeting Dates
12. DBC Recommendations to the Chancellor
13. ECDBC Reports and Recommendations
14. Items to Be Addressed by ECDBC

Future DBC Meetings: June 29

Future ECDBC Meetings: June 7

Please bring your own copy.

Los Angeles Community College District

District Budget Committee Meeting Minutes (DRAFT)

April 20, 2016

1:30-3:30 pm, Educational Services Center, Board Room

Roll Call X Indicates Present

Academic Senate

Donald Gauthier/Angela Ecleven	X
Jeff Hernandez	X
Joseph Perret	
Josh Miller	X
Leslie Milke	
Dan Wanner	X

L.A. Faculty Guild

Armida Ornelas	X
Joanne Waddell	X
John McDowell*	X
John Sikora	
Olga Shewfelt	X
Sandra Lee	

Unions/Association

Hao Xie; Sup Rep Local 721	X
Kathleen Becket; SEIU Local 99	
Leila Menzies; Class Mgmt Rep	X
Velma Butler/Shirley Chen Page; AFT Staff Guild	
Vi Ly; Local 911 Teamster	
Vacant-Build & Trade	

College Presidents

Erika A. Endrijonas	X
Kathleen F. Burke	X
Larry Frank	X
Linda D. Rose	X
Marvin Martinez*	X
Monte Perez /Daniel Villanueva	X
Otto W. Lee/Nestor Tan	X
Renee Martinez	X
Robert Sprague**	X

Student Trustee Rep

Bryant Woodert	
----------------	--

* DBC CO-chairs

** Interim

Also Present

Resource Persons

Adrianna Barrera

Jeanette Gordon
Deborah La Teer
Albert Roman

Ryan Cornner
Iris Ingram
Ann Tomlinson
John Al-Amin
Kevin Jeter
Sarah Song
Shawn Tramel
Mike Lee
Luis Dorado
Chito Cajayon

Guests

Violet Amrikhas
Shirly Page

1. **Call to Order** by DBC Co-Chair Mr. Marvin Martinez at 1:35 pm.
2. **M/S/P Agenda** – Approved with no changes.
3. **M/S/P Approval of Minutes** – Minutes of March 16, 2016 were approved.
4. **Chancellor’s Remarks/Updates** (*Dr. Barrera*)
 - Pierce College Farm Walk was a success
 - Overview of the LA College Promise, which is the commitment of 1 year free tuition community college education for any student graduating out of LAUSD and entering the community colleges. Vice Chancellor Robert Miller will have more information in May.
5. **Enrollment Update** (*M. Pearl*)
 - 2nd Period FTES Report that will be submitted to the State. 107,397 totaled FTES for 2nd Period.
 - 3% increase for the District as a whole after the Re-calculation. 1st period report predicted a 4.62% growth but 2nd Period FTES showed a downward revision to 3%
 - P2 numbers becomes the funded base for the District. Base numbers went up so percentages are affected.
 - State is averaging 1.1% of FTES growth. Some colleges as of P1 were on decline or flat and LACCD is considered above state average.
 - There was a motion for ECDBC to be tasked with recommendation to come up with strategies to increase enrollment (EMC). Motion was second and passed. Details would be discussed by the ECDBC such as Is it needed? How would it look like? Will colleges retain their autonomy?
6. **FON** (*Dr. Román*)
 - Tentatively on track to hire 242 faculty target (includes assumption of vacancies of possible retirees that may come up) comprised of all faculty hired in Spring 2016 and Fall 2016 up to FON deadline in October.
 - 31 positions cleared to start in Fall
 - 31 positions in clearance process. The assignment has not started yet
 - 166 positions that have intent to fill. Posted positions.
 - FON number target for the Fall is 1696.

7. FY 2016-17 Fiscal Viability Goals (J. Gordon)

- Fund Balance is minimum 10%
- Salary and Benefits goals is 85% - 87%
- Full time Equivalent Students is 1% - 2% overcap
- Annual Operating Excess has no deficiency
- There is a prediction that there will be a decline in Ending Funding Balance starting in 2018-2019 FY and then in 2019-2020 primarily due to the loss of the EPA funding.
- There is a question to why the District as a whole is holding onto money when colleges are in the red? If the goal is 10% and is met but there is excess of 10%, why can funds not be touched to address college concerns.
 - Only Contingency reserve can be touched during the year.
- There is a motion for ECDBC to address the concerns of the reserve goals.

8. DBC Recommendations to the Chancellor –

- N/A

9. ECDBC Reports and Recommendations

- *Meeting previously cancelled*

10. Items to be Addressed by ECDBC

- Review of Budget Allocation Model
- Districtwide enrollment management committee discussion
- Distribution of Recalc
- Reserve Policy
- Budget Implications of College Promise

The meeting was adjourned at 2:55 pm.

Future Meetings: May 18, June 29



LOS ANGELES COMMUNITY COLLEGE DISTRICT

4

2015-16 Third Quarter Financial Status Report

District Budget Committee May 18, 2016

DBC 05/18/16

Projected Ending Balance

Projected Revenue	\$667.5 million
Projected Expenditures	<u>\$628.7 million</u>
Projected Revenue vs Expenditures	\$ 38.8 million

5

Balances Carried Forward for 2014-15	<u>\$ 76.3 million</u>
Projected Ending Balance	\$115.1 million
Percent of Projected Expenditures	18.3%

DBC 05/18/16



Projected Reserves

As of 3rd Quarter 2015-16

	Balance	% of Expense
Designated by Board	77,512,716	12.3%
Unrestricted	37,571,698	6.0%
Total Projected Ending Balance	115,084,414	18.3%

Components of Balance:

General Reserve (6.5%)-Designated by Board	41,478,716	
Contingency Reserve (3.5%)	16,405,763	*
Prop 30 Reserve- Designated by Board	8,500,000	
PERS/STRS Contingency- Designated by Board	22,000,000	
College Ending Balance /Open Orders	21,165,935	*
Unspent \$57.7 Mandate Revenue - Designated by Board	5,534,000	

* Available for FY2016-17 Carryforward

FTEs

- 2015-16 Funded Base = 104,269
- 2015-16 Budget Year Target = 107,401
 - Planning Growth Target = 3.00%
 - State Funded Enrollment Growth = 3.0%

BUDGET PLAN FOR MANDATED COST REIMBURSEMENT

GOAL 1: MARKETING (i.e. social media app's; websites' redesign; radio spots; publications)				
Location	Budget	Submitted College Plan	Expenses	Description of Expenses
City	\$20,000	Brochures and flyers for "One More Class" campaign. This marketing effort is to highlight the benefit of taking one more class to expedite the completion of a degree or certificate, the potential to qualify for additional financial aid, and increase enrollment. (Internal marketing) -- \$10,000 College Open House, which will be held to highlight our programs and services to the local community. Flyers and brochures will be distributed to advertise event which will be held in January 2016. -- \$10,000	\$0	The college received donations for the college Open House event, flyers were printed in-house, and the college used existing outreach materials to highlight programs and services. The college has also used categorical funds for outreach (external) marketing. This funding is being utilized on advertising and marketing for the Summer 16 term. We plan to expend all of this funding for outreach materials and print ads.
East	\$20,000	Additional printing of catalog & schedules to reach growth audience; Announcements for extended hours for Library, Admissions and Records, Financial Aid, Counseling, and brochures for new programs. -- \$10,000 Contracts for advertising with local media outlets (planned) -- \$10,000	\$15,000	Additional printing of catalog & schedules to reach growth audience; Announcements for extended hours for Library, Admissions and Records, Financial Aid, Counseling, and brochures for new programs. Contracts for advertising with local media outlets (planned)
Harbor	\$20,000	Update website, print catalogs and schedule of classes for Winter Session. Thirty sections were offered to generate approximately 170 FTES.	\$5,887	Printing and Supplies
Mission	\$20,000	Increase student recruitment efforts, branding (college mascot, social media Facebook, international and veteran outreach programs)	\$20,000	The College held senior day events and incurred costs of providing busing service to incoming students, design and publishing forms to invite LAMC alumnus to important college events. The College spent money on outreach coordinating staff and outreach materials that are printed inhouse or by outside vendors for the purpose of introducing and highlighting new programs and services such as Veterans programs, Math & Science programs, new Student Health Center, counseling branding and marketing, and staff time updating websites. The College has also used categorical funds for outreach activities.
Pierce	\$20,000	Cable Television Ads/Digital Ads (Time Warner) promoting Summer 2016 Session -- \$10,000 Runs 4 weeks Metro Bus Shelter and Bus Interior Ads (Outfront Media) for Summer 2016 -- \$10,000 Runs 4-5 weeks (5th week is free bonus)	\$0	Time Warner Agreement #4500223999 executed \$21,200.00 however invoices will not be paid until June 2016. Outfront Media Agreement \$5400224000 executed \$8,469.00 however invoices will not be apid until June 2016.
Southwest	\$20,000	Dec. 16 Wave Community Newspapers (Website ad for Winter/Spring Enrollment) Dec. 11 UpSnap (Mobile enrollment advertising for Winter/Spring Enrollment) Dec. 3 KJLH (Radio spot for Winter/Spring Enrollment) Nov. 30 KDAY (Radio spot for Winter/Spring Enrollment) Dec. 15 LaOpinion (Mobile ads for Fall Semester) Dec. 18 The Sentinel (Website ad for Winter/Spring Enrollment) Dec. 17 Our Weekly (Website ad for Winter/Spring Enrollment) Dec. 1 Cortney Holman (Videographer producing video on LASC).	\$20,000	Dec. 16 Wave Community Newspapers (Website ad for Winter/Spring Enrollment) Dec. 11 UpSnap (Mobile enrollment advertising for Winter/Spring Enrollment) Dec. 3 KJLH (Radio spot for Winter/Spring Enrollment) Nov. 30 KDAY (Radio spot for Winter/Spring Enrollment) Dec. 15 LaOpinion (Mobile ads for Fall Semester) Dec. 18 The Sentinel (Website ad for Winter/Spring Enrollment) Dec. 17 Our Weekly (Website ad for Winter/Spring Enrollment) Dec. 1 Cortney Holman (Videographer producing video on LASC).
Trade-Tech	\$20,000	Public Relations: Advertising on MTA Buses	\$35,000	MTA advertising
Valley	\$20,000	TV and Radio marketing campaign/advertisements	\$0	We have not received the invoice for payment yet.
West	\$20,000	Power 106 Radio ads targeted at traditional age students to promote Winter Session Power 106 Radio ads targeted at traditional age students to promote Spring Semester 45,000 Direct mail pieces to surrounding community which reaches multiple demographics to promote Spring Semester. (NOTE: the college will contribute an additional \$5,000 to cover the total cost of \$15,000)	\$20,025	RADIO: Jan 3 - 17, Power 106 spots promoting Open House & Spring; -- \$12,025 MAILER: American Foothill Printing printed and mailed 45,000 pieces promoting college programs, program information sessions, and Spring Enrollment. Mailer dropped week of Jan 4. -- \$8,000
Total	\$180,000		\$115,912	

BUDGET PLAN FOR MANDATED COST REIMBURSEMENT

GOAL 1: OVER-CAP FUNDING (i.e. increase number of high demand classes offered, increase number of students enrolled)																				
Location	Budget	Submitted College Plan		Expenses	Description of Expenses															
City	\$0	N/A		\$0	N/A															
East	\$3,447,520	549 sections identified in 32 high demand courses generating 14,872 additional actual and projected enrollments in 2015-16, over 2014-15. (High demand courses defined as a minimum of 4 sections offered. Subject areas included are: ACCTG, ADM JUS, ANATOMY, ANTHRO, ASTRON, BIOLOGY, CH DEV, CHEM, CHICANO, CO SCI, COMM, EARTH, ECON, ENGLISH, HEALTH, HISTORY, MATH, POL SCI, PSYCH, SOC.		\$2,585,640	549 sections identified in 32 high demand courses generating 14,872 additional actual and projected enrollments in 2015-16, over 2014-15. (High demand courses defined as a minimum of 4 sections offered. Subject areas included are: ACCTG, ADM JUS, ANATOMY, ANTHRO, ASTRON, BIOLOGY, CH DEV, CHEM, CHICANO, CO SCI, COMM, EARTH, ECON, ENGLISH, HEALTH, HISTORY, MATH, POL SCI, PSYCH, SOC.															
Harbor	\$0	N/A		\$0	N/A															
Mission	\$487,680	LAMC received \$457,840 to be utilized toward increasing the offering of high demand courses to boost enrollment growth. In comparison to fiscal year 2014/2015, the College enrollment management plan to double the course offering for Winter term, 2% increase in Fall 2015, 7% increase in Spring 2016. The College used 100 FTES from Summer 2015 for fiscal year 2014/15 funding purpose. The College plans to generate additional enrollment to meet the growth target of 4.5%.		\$698,000	Winter 2016: the College generates 100 more FTES compared to Winter 2015 at the additional instructional salary and benefits (\$230,000) for 101 addtl hrly instr hours. Though the projected FTES to be generated in Spring 2016 is about 1% less than same term last Spring due to somewhat lower fill rate, the College funds the additional sal and bnfts of reg instrs (\$293,000)and hrly-instructor (\$175,000).															
Pierce	\$1,182,800	<p>\$ 328,000 -- Increase 40 course offerings in Fall Term 2015 to 1714 sections to serve 1,600 additional students over Fall Term 2014 of 1674 sections</p> <p>\$ 680,000 – Increase 85 course offerings in Winter Term 2016 to 196 sections to serve 3520 additional students to serve over Winter 2015 Term of 111 sections</p> <p>\$ 106,000 -- Increase 6 course offerings in Spring Term 2016 to 1683 sections to serve 280 additional students over Spring 2015 Term of 1677 sections.</p>		\$0	The college chose against 5% growth.															
Southwest	\$389,760	In an effort to provide increased access to the college to the community that LASC services and decrease the time to graduation, LASC will and has increased the number of sections offered in winter 2016 by 36% and increased the number of sections offered in spring 2016 by 24%. This will result in an increase of FTES for winter 2016 of 30% and an increase of FTES for spring 2016 of 14%.		\$389,760	Increased the number of sections offered in winter 2016 by 36% and increased the number of sections offered in spring 2016 by 24%. This will result in an increase of FTES for winter 2016 of 30% and an increase of FTES for spring 2016 of 14%.															
Trade-Tech	\$1,440,120	<p>\$1,374,840 - Increase in Winter Intersession</p> <table border="0"> <tr> <td></td> <td>2014-15</td> <td>2015-16</td> </tr> <tr> <td>Classes Offered/Taught:</td> <td>140</td> <td>224</td> </tr> <tr> <td>Enrollment:</td> <td>3,524</td> <td>4,790</td> </tr> <tr> <td>Classes Increased:</td> <td>41</td> <td>84</td> </tr> <tr> <td>Enrollment Increased:</td> <td>857</td> <td>1,266</td> </tr> </table>			2014-15	2015-16	Classes Offered/Taught:	140	224	Enrollment:	3,524	4,790	Classes Increased:	41	84	Enrollment Increased:	857	1,266	\$1,497,457	Winter Intersession instructors salary and benefits
	2014-15	2015-16																		
Classes Offered/Taught:	140	224																		
Enrollment:	3,524	4,790																		
Classes Increased:	41	84																		
Enrollment Increased:	857	1,266																		
Valley	\$0	N/A		\$0	N/A															
West	\$837,840	N/A		\$477,069	Additional cost for Winter 2016 -- \$241,669 Additional Cost for Spring 2016, as of 3/31/2016 -- \$235,400															
Total	\$7,785,720			\$5,647,926																

BUDGET PLAN FOR MANDATED COST REIMBURSEMENT

GOAL 1: BASIC SKILLS (i.e. increase Math and English courses, increase student support services)				
Location	Budget	Submitted College Plan	Expenses	Description of Expenses
City	\$238,342	Last Spring, the college expended \$438,3337, \$951,149, and \$51,691 on hourly instruction in Math, English, and Learning Skills. With this funding, the college will expend an additional \$149,000 for 27 Math sections, \$32,000 for 3 sections in English, and \$56,000 for 14 Learning Skills sections. These 44 sections are in support of basic skills classes for our First Year Experience and City Pathways programs which we would not have been able to support without this funding. We project that we will serve an additional 860 students in Math, 80 students in English, and 450 students in our Learning Skills courses.	\$238,342	The college expended \$149,241 for additional mathematics courses, and spent an additional \$88,000 for english courses to provide basic skills classes for students.
East	\$638,669	96 sections identified in 7 high demand Basic Skills courses generating 2,956 additional and projected enrollments in 2015-16, Over 2014-15. (High demand Basic Skills subject areas included are: READING, ENGLISH, LRNSKIL, MATH)	\$479,002	96 sections identified in 7 high demand Basic Skills courses generating 2,956 additional and projected enrollments in 2015-16, Over 2014-15. (High demand Basic Skills subject areas included are: READING, ENGLISH, LRNSKIL, MATH)
Harbor	\$133,077	The \$133,077 was used to offer a Winter Session, the first at Harbor College since 2009, with 34 sections that will generate approximately 170 FTES. The schedule was carefully selected to include UC and CSU transfer courses and courses with historically high enrollment.	\$225,105	Winter Session Salaries and Benefits as of January 31. 2016
Mission	\$135,508	The College plans to utilize \$135,508 to increase offerings in basic skill courses with goal to advance students to college-level programs and career-path education that leads to employment opportunities of higher pay. The College also plans on increasing student support services, in particular assessing the student for college-ready, developmental, or remedial education and intervention when necessary.	\$75,000	Increase in basic skills (Math, English, and Reading) - 10 basic skills sections anticipated to be offered in Winter & Spring. Student support services. Skill assessment in math, reading, and writing for proper course placement (college-level, developmental or remedial). -- \$25,000 Counseling interventions -- \$50,000
Pierce	\$151,409	\$155,000 -- Increase course offerings in basic skills courses to 235 sections in ESL and MATH to serve 480 additional students over 221 sections in the previous academic year.	\$140,000	Basic skills offereing are scheduled for winter intersession and Spring terms.
Southwest	\$133,077	The college has increased the number of Adult Education sections for non-credit Adult Education for winter 2016 and spring 2016 by 27% and 23% respectively to address Assembly Bill 86. This will result in an increase of FTES for winter 2016 of 33% and an increase of FTES for spring 2016 of 29%. The number of basic skills Math and English classes in winter 2016 and fall 2016 has been increased to accelerate completion of the Associates at Arts degree.	\$133,077	Increased the number sections for non-credit Adult Education for winter 2016 and spring 2016 by 27% and 23% respectively to address Assembly Bill 86.
Trade-Tech	\$155,007	\$304,726 - Additional Enhanced Non-Credit Courses	\$245,590	Enhanced non-credit courses for Spring (\$49,118 for Feb 2016 x 5)
Valley	\$281,835	To serve the students and increase student success the college increase many basic skills English and Math classes. Increased 3 Math Sections – Late start- Fall semester Increased 1 English 28 section- Late start Fall semester	\$283,578	<i>See below</i>
Valley			\$22,536	Added 4 math 115 @ units fall late start
Valley			\$37,560	Added 4 Math 125 @ 5 units each- Fall semester late start
Valley			\$45,072	Added 3 English 28; 2 English 67; 2 English 28 ; 1 English 21 @ 3 units- winter sess.
Valley			\$31,926	Added 1 Math 110 @ 5 units; added 4 math 115 @ 3 units- Winter session
Valley		This is scheduled to pay in the spring beginning February	\$45,072	Added 3 math 125 @ 5 units; 3 math 114@ 3units - Spring
Valley		This is scheduled to pay in the spring beginning February	\$28,170	Added 2 English 67; 2 english 68; 1 english 28 @ 3 units- Spring late start
Valley		This is scheduled to pay in the spring beginning February	\$33,804	Added 5 section english 101; 1 section English 103 - Spring late start
Valley		This is scheduled to pay in the spring beginning February	\$39,438	Added 2 sections Math 125; 1 math 266; 2 math 114 - Spring late start
West	\$133,077	Added 18 sections for growth -- \$108,000 Increased marketing and recruitment -- \$25,000	\$88,128	Added 8 sections (\$102/STD hour) in Fall 2015 and Winter 2016 -- \$48,960 Added 16 sections (\$102/STD hour) in Spring 2016 -- \$39,168
Total	\$2,000,001		\$1,907,822	

BUDGET PLAN FOR MANDATED COST REIMBURSEMENT

GOAL 2: STUDENT SERVICES (i.e. hire additional tutors, extend library hours)				
Location	Budget	Submitted College Plan	Expenses	Description of Expenses
City	\$322,155	Last year, the college expended \$9,824 for hourly counseling and \$26,113, \$23,327, and \$72,440 for tutoring in Math, English, and Learning Skills. We also spent \$25,855 on additional library hours. These funds will provide over 1,200 adjunct counseling hours (\$114,609) to serve over 1,800 students. We will also augment each of the tutoring areas by \$25,000 to provide an additional 1,600 hours of tutoring in Basic Skills and other academic disciplines. Funds will also be used to staff the library with over 1,600 hours of additional Library support to students (\$132,546). This will extend hours of coverage during the weekends and evenings for the winter and spring terms.	\$111,138	To date, the college has spent \$83,363 for increased counseling hours, \$19,987 for hourly librarian hours, and \$2,657 for tutors in the Learning Skills area. Will expend the remaining funds by the end of the fiscal year.
East	\$555,855	\$41,484 – Hire additional tutors (@ 3,000 total hours) \$69,160 - Extend library hours 13 hours/week year-round \$172,040 – Honors program, Law Project Pathway \$64,515 – Supplemental Instruction coaches \$62,502 – Student Services Assistant (GO East LA) \$62,502 – Student Services Assistant (Outreach & Recruitment)	\$416,891	\$41,484 – Hire additional tutors (@ 3,000 total hours) \$69,160 - Extend library hours 13 hours/week year-round \$172,040 – Honors program, Law Project Pathway \$64,515 – Supplemental Instruction coaches \$62,502 – Student Services Assistant (GO East LA) \$62,502 – Student Services Assistant (Outreach & Recruitment)
Harbor	\$166,863	Provide the student support services required to offer a Winter Session, including library services and tutoring. Expand the number of counseling classes for Winter Session. Cost = \$38,863 Offer increased access to counseling services particularly for evening/weekend and summer sessions. Cost = \$128,000	\$104,883	Counseling Classes, Learning Skills Center (Tutors and Unclassified), Librarian Salaries (Hourly, Extra Assign, unclass)
Mission	\$154,839	The College received \$154,839 to augment the student support services to students that include increase in student tutoring, extending library hours especially in Winter session. The College plans on training faculty for instructional technology and Canvas as the new online course management system to start June 2016.	\$159,839	The College funds approx. \$55,000 hourly librarian salary that include extended hour during Winter intersession, \$20,000 in hourly counseling, and about \$55,000 in student assistant and tutoring. In addition, the College plan to fund new online course management, virtual counseling, developing educational plans for evening and weekend students, training on new course management system. The College had also used categorical and basic skill funds to ensure adequate support to students.
Pierce	\$364,490	\$25,000 -- Professional Development within Student Services through workshops and conferences <ul style="list-style-type: none"> \$10,000 On campus workshops \$15,000 Off campus conferences \$40,000 -- Provide extended Library Hours <ul style="list-style-type: none"> 160 additional weekend hours (adjunct librarian/library technician/support staff) 240 additional weekday hours (adjunct librarian/library technician/support staff) 32 additional final week hours (adjunct librarian/library technician/support staff) \$100,000 -- Increase student engagement support and create a space for evening student engagement <ul style="list-style-type: none"> \$25,000 Supervision expense of evening space for students \$75,000 FFE replacement costs for ASO space \$40,000 -- Increase international veterans student support through outreach and support material <ul style="list-style-type: none"> \$10,000 -- Marketing and information materials for Veterans Support \$10,000 -- Marketing and information materials for International Student Support \$20,000 – Outreach staffing \$10,000 -- Develop student leadership through student leadership institute to engage in leadership activities on campus <ul style="list-style-type: none"> \$5,000 – Workshops and training \$5,000 – Staffing oversight \$150,000 -- Increase student opportunities to visit transfer schools <ul style="list-style-type: none"> \$90,000—student transportation Expenses \$20,000—First Year experience programming \$20,000 – Transfer Center programming/activities/workshops/conferences \$20,000 – EOPS additional staffing and programming 	\$121,114	\$85,622 Commitments and Expenses incurrerd in First year Experience and Pierce College Annual Open House Farm Walk for outreach to new students, provide a forum to expose community to programs. \$35,491 of additiional Librarian/ligray technican/support staff hours from Fall, Winter, spring terms.

BUDGET PLAN FOR MANDATED COST REIMBURSEMENT

GOAL 2: STUDENT SERVICES (i.e. hire additional tutors, extend library hours)													
Location	Budget	Submitted College Plan	Expenses	Description of Expenses									
Southwest	\$129,243	The College will use these funds to hire adjunct librarians for the winter 2016 intersession and for spring 2016 to offer Saturday hours; to hire tutors in the Student Success Center to support the winter 2016 intersession students and 2016 spring semester students, and adjunct counselors.	\$129,243	The College Library and Student Success Center are open on Saturday from 9 am – 1 pm. There is a librarian and library tech on staff each Saturday. The college kept the same hours through the winter intersession as well. The Student Success Center provides tutoring on Fridays and Saturdays in all levels of math and English as well as Psychology and computer lab support									
Trade-Tech	\$304,726	\$155,007 - Tutors and Open Labs on Saturdays <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;">2014-15</td> <td style="text-align: center;">2015-16</td> </tr> <tr> <td>Numbers of Tutors @0.5FTE:</td> <td style="text-align: center;">10</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Number of Hours Open:</td> <td style="text-align: center;">1,750</td> <td style="text-align: center;">2,640</td> </tr> </table>		2014-15	2015-16	Numbers of Tutors @0.5FTE:	10	15	Number of Hours Open:	1,750	2,640	\$339,304	Tutors and Open Labs - \$152,371 Fall actual & \$186,933 for Spring (projection)
	2014-15	2015-16											
Numbers of Tutors @0.5FTE:	10	15											
Number of Hours Open:	1,750	2,640											
Valley	\$317,584	Increase Tutoring hours: \$96,604 Increase ARC supervision for all terms including summer and winter: \$20,304 Library Saturday OT hours:\$ 6,300 Library Technician: \$50,541 Tuesday through Saturday to extend library evening and Saturday hours mid fall through end of Spring semester Librarian hourly: \$70,630 (fall, winter, spring and summer) Librarian to support students and coverage: \$73,205	\$176,494	<i>See below</i>									
Valley			\$49,812	Increase Tutoring hours: including winter and benefits									
Valley			\$11,873	Increase ARC supervision for all terms including summer and winter: with benefits									
Valley			\$1,889	Library Saturday OT hours:									
Valley			\$8,478	Library Technician: Tuesday through Saturday to extend library evening and Saturday hours mid fall through end of Spring semester New hire beg. 12/1/15									
Valley			\$39,153	Librarian hourly: \$70,630 (fall, winter, spring and summer)									
Valley			\$65,290	Librarian to support students and coverage:									
West	\$174,197	Increase of library and learning center hours of operation -- \$12,000 Added 21 non-credit enhanced sections for basic skills -- \$84,000 Professional Development -- \$18,000 Tutoring -- \$60,000	\$133,830	Increased Library and Learning Center hours four days per week in Fall 2015 -- \$7,711 Added 14 non-credit enhanced sections in Fall 2015 and Winter 2016, 21 STD Hours -- \$42,840 Added 18 non-credit enhanced sections in Spring, 22.11 STD Hours -- \$18,042 Additional tutors' salaries -- \$47,237 Professional Development -- \$18,000									
ITV	\$10,048		\$10,048	We plan to change the Admissions and Records Assistant position from 1/2 time to full time to improve service to students									
Total	\$2,500,000		\$1,702,784										
GOAL 2: BACCALAUREATE PROGRAM													
Location	Budget	Submitted College Plan	Expenses	Description of Expenses									
West	250,000	Dental Hygiene 4-Year Program Coordination -- \$160,000 Travel -- \$13,000 Classified Staff -- \$77,000	\$137,476	Salaries and Benefits of Coordinator -- \$122,761 Conferences -- \$11,509 Office Supplies -- \$2,302 Printing and Advertising -- \$904									
Total	250,000		\$137,476										

BUDGET PLAN FOR MANDATED COST REIMBURSEMENT

GOAL 3: ACCREDITATION (i.e. preparation activities for location accreditation)				
Location	Budget	Submitted College Plan	Expenses	Description of Expenses
City	\$100,000	Funding will be used to provide faculty/staff support from Christine Tinberg (0.50 FTE - \$69,727) and Emil Mubarakshin (0.25 FTE - \$31,856) to assist with evidence gathering, report writing, and related Accreditation Team support and training.	\$101,293	\$4,487 was used to provide support for the accreditation team visit, \$1,137 for accreditation supplies, and \$50 for printing costs. The balance will be used to cover the support costs for staff support for the accreditation report.
East	\$100,000	Faculty reassigned time to serve as Accreditation Co-Chair	\$75,000	Faculty reassigned time to serve as Accreditation Co-Chair
Harbor	\$100,000	Provide release time for faculty co-chairs of the Accreditation Steering Committee; provide support needed during the Accreditation visit in March 2016 with estimated cost = \$100,000	\$66,333	Salaries, Benefits and Membership
Mission	\$100,000	The College plans to use the \$100,000 toward preparing for coming ACCJC visit in March of 2016, covering for staff working on self-study report and printing cost of self-study reports, town hall and community meetings.	\$190,000	The College funds the salary and benefits of accreditation salary and benefits and staff extra assignments and overtime to be on self-study writing team and coordinating the ACCJC team site visit. The College incurred expenses related to accreditation self-study training, design and publishing of self-study reports, site visit hospitality, townhalls & retreat. The College anticipates total resources attributed to 2016 Accreditation self-study, coordination, and team visit to amount to approx. \$190,000 by FY end Jun 30.
Pierce	\$100,000	\$124,750 -- Fund Accreditation Coordinator salary and benefits	\$149,097	Salary of accreditation coordinator
Southwest	\$100,000	The college will use a portion of these funds for accreditation related activities such as paying for the Self-Evaluation hard copy reports and various materials and supplies necessary for the team visit.	\$100,000	The college will use these funds for accreditation related activities i.e. Self-Evaluation reports and various materials and supplies necessary for the team visit.
Trade-Tech	\$100,000	\$100,000 - Faculty Accreditation Co-Chair	\$100,993	Salary and benefits for faculty accreditation co-chair - \$94,527 and printing - \$6,466
Valley	\$100,000	Since we are still in the approval process and finalizing the Quality Focus Essay as part of the Self-Evaluation Process, the college is still in the planning process and has not allocated all the funds until there is broader discussion. Also as of now we are not sure the OT line item is correct for the Web Architect position that helped build and we would like to support the program review enhancements.	\$19,128	
Valley				<i>See below</i>
Valley				\$596 <i>Supplies</i>
Valley				\$1,119 <i>Software (Infrastructure/Compliance/ expansion)</i>
Valley				\$1,951 <i>Printing (accreditation Document and supporting materials)</i>
Valley				\$0 <i>Contract (eLumen) - software</i>
Valley				\$486 <i>Contract /Maintenance</i>
Valley				\$140 <i>Membership & Fees</i>
Valley				\$0 <i>Travel</i>
Valley				\$0 <i>Visiting Team Expenses (estimate dependent on number of members and expenses)</i>
Valley				\$14,835 <i>Equipment (Infrastructure: OIE,SLO, Curriculum, Program Review/Data)</i>
Valley				\$0 <i>OT (program review system enhancements, accreditation IT & clerical)</i>
Valley				\$0 <i>SLO position increase (Winter)</i>
Valley				\$0 <i>SLO position increase (Spring)</i>
Valley				<i>Estimate - Total</i>
Valley				<i>To be allocated for additional expenses and QFE items.</i>
West	\$100,000	Team Visit Hospitality -- \$22,000 Activities and Staff Support -- \$21,000 Coordinator -- \$35,000 Printing -- \$7,000 Website development and maintenance -- \$15,000	\$100,000	Team Visit -- \$3,111 Activities & Staff Support's salaries -- \$31,038 Coordinator's Salary -- \$54,472 Printing Report -- \$11,379
Total	\$900,000		\$901,844	

**General Observations Related to Increased District Funding in the
Governor's Proposed 2016/2017 May Revise Budget
May 17, 2016**

Summary

After last week's May Revise, the total projected increase to the ongoing LACCD unrestricted General Fund totals \$17,524,000. This represents an increase of \$10.7 million in growth funds (2%), a base augmentation of \$6.8 million (our Districts share of the system wide base augmentation of \$75 million) and a \$24,000 increase in our Apprenticeship program funding.

Further, the District will receive restricted one-time, categorical, and mandated funds in the amount of \$49,000,000. Although this is a significant sum of money, it must be remembered these funds are restricted to very specific purposes and, in many instances, are one-time in nature. In other words, this money cannot be used for on-going, long term expense nor to be considered as funding that will be received on a regular basis.

Projected Impact on LACCD

Unrestricted (on-going) General Fund

- Base Augmentation at 9.2% generates \$6,800,000
- COLA - \$0. This is an unfortunate reduction of \$2.6 million which was in the Governor's proposed January, 2016/2017
- No additional funding for F/T Faculty or Enhanced Non-Credit Rate Equalization
- Total projected new revenues to unrestricted General Fund: \$17,524,000 – comprised of \$10.7 million growth, \$6.8 million base increase, and \$24,000 Apprenticeship Program augmentation

Restricted, One-time Categorical, and Mandated Funds

- Prop 39 (energy efficiency) funds - \$4.5 million
- New Strong Workforce (CTE) Funds - \$11 million
- Scheduled Maintenance and Scheduled Equipment - \$20.1 million – a reduction of \$5.4 million from the Governor's proposed January, 2016/2017 budget
- Data Security/TTIP Funds - \$1.4 million
- Basic Skills Funds - \$2.1 million
- Unknown impact of funding for Open Education Resources, Institutional Effectiveness, Online Education Initiative, Adult Education, Innovation Fund, Equal Employment Opportunity Program – Total impact yet to be determined One-Time Mandates Reimbursement - \$9.7 million – an increase of \$2.7 million over the Governor's proposed January, 2016/2017 budget

It should be noted there are no proposed increases or reductions in Student Success, Student Equity, EOPS or DSPS funding for the 2016/17 fiscal year.

Overall, the Unrestricted 2016/17 General Fund increase over the 2015/16 Unrestricted General Fund is 2.6%.

Overall, the 2016/17 Restricted, One-time Categorical, and Mandated Funds increase over 2015/16 Restricted, One-time Categorical, and Mandated Funds is 30.3%

**General Fund Unrestricted
Projected Ending Balance
2015-16**

As of 3rd Quarter 2015-16

	Balance	% of Expense
Designated by Board	77,512,716	12.3%
Unrestricted	<u>37,571,698</u>	<u>6.0%</u>
Total Projected Ending Balance	115,084,414	18.3%

Components of Balance:		
General Reserve (6.5%)-Designated by Board		41,478,716
Contingency Reserve (3.5%)		16,405,763 *
Prop 30 Reserve- Designated by Board		8,500,000
PERS/STRS Contingency- Designated by Board		22,000,000
College Ending Balance /Open Orders		21,165,935 *
Unspent \$57.7 Mandate Revenue - Designated by Board		5,534,000

* Available for FY2016-17 Carryforward

**Los Angeles Community College District
Projected Budget Augmentations
FY 2016-17**

Description	Final Signed Budget 2015-16		Governor's January Proposal 2016-17		Governor's May Revise 2016-17		Jan vs May Change to LACCD
	System	LACCD	System	LACCD	System	LACCD *	
General Fund							
Increased Access (2%)	156,457,000	14,660,000	114,700,000	10,700,000	114,700,000	10,700,000	-
COLA	61,022,000	5,280,000	29,300,000	2,600,000	-	-	(2,600,000)
base augmentation	266,692,000	25,394,000	-	-	75,000,000	6,800,000	6,800,000
Apprenticeship	-	-	1,800,000	24,000	1,800,000	24,000	-
Enhanced Non Credit Rate Equalization	49,000,000	3,973,000	-	-	-	-	-
Full Time Faculty Funding	62,320,000	5,756,000	-	-	-	-	-
Total Ongoing Base Increase	595,491,000	55,063,000	145,800,000	12,924,000	191,500,000	17,524,000	4,200,000
Categorical/Restricted							
Student Success	100,000,000	8,000,000	no change	-	no change	-	-
Student Equity	85,000,000	9,200,000	no change	-	no change	-	-
EOPS	33,680,000	3,000,000	no change	-	no change	-	-
COLA for restricted programs	2,500,000	-	1,300,000	?	-	-	-
Career Technical Education (Pathways Grant)	48,000,000	grant	48,000,000	?	48,000,000	?	-
Proposition 39	38,700,000	3,000,000	45,200,000	4,000,000	49,300,000	4,500,000	500,000
Workforce - to system (60%)	-	-	200,000,000	-	120,000,000	11,000,000	11,000,000 ?
Workforce - to region (40%)	-	-	-	-	80,000,000	-	-
Basic Skills (7%)	60,000,000	grant	30,000,000	2,100,000	30,000,000	2,100,000	-
Scheduled Main/Instructional Equipment	148,000,000	13,500,000	289,000,000	25,500,000	219,400,000	20,100,000	(5,400,000)
Data Security/TTIP	-	-	3,000,000	-	15,000,000	1,400,000	1,400,000 ?
Institutional Effectiveness	17,500,000	grant	10,000,000	-	10,000,000	?	-
Innovation Awards	-	-	25,000,000	-	25,000,000	?	-
Open Education Resources (Zero Textbook Cost)	-	-	5,000,000	?	5,000,000	?	-
Adult Ed - system office	525,000,000	grant	-	-	5,000,000	-	-
Online Education Initiative	-	-	-	-	20,000,000	?	-
Equal Employment Opportunity Program	-	-	-	-	2,300,000	200,000	200,000 ?
Total Categorical/Restricted	1,058,380,000	36,700,000	656,500,000	31,600,000	629,000,000	39,300,000	7,700,000
Other/one time							
Apportionment deferrals	94,500,000	-	-	-	-	-	-
Mandate Reimbursements	632,000,000	57,670,000	76,000,000	7,000,000	105,500,000	9,700,000	2,700,000
Cal Grant B (\$300 to Students)	-	-	-	-	2,200,000	-	-
Total Other/One Time	726,500,000	57,670,000	76,000,000	7,000,000	107,700,000	9,700,000	2,700,000
Grand Total	2,380,371,000	149,433,000	878,300,000	51,524,000	928,200,000	66,524,000	14,600,000

* Projected amount is based on the proportional share of LACCD FTES to the State system, currently 9.2%.

**Los Angeles Community College District
Preliminary Revenue and Costs
General Fund Unrestricted - Fund 10100**

As of 3rd Qtr 2015-16

		FY 2016-17
Ongoing Revenue Increases		
COLA @ 0%		-
Base Augmentation		6,800,000
Growth @ 2%		10,700,000
Apprenticeship		24,000
Total Ongoing Revenue Incr \$		17,524,000
 Ongoing Expense Increases		
Cost of Growth	2,148 FTES (2.00%) @\$2,785 per FTES	5,982,000
Salary Increase	assumes 2.8% based on negotiated formula	12,400,000
Health & Welfare	assumes 5% increase	3,204,000
Step\Column Increases	1.5% of classified salary	1,457,000
PERS mandated increase		2,688,000
STRS mandated increase		3,578,000
Other	1.5% of non salary exp increases	1,396,000
Total Ongoing Expense Incr \$		30,705,000
Total Difference \$		(13,181,000)
 less: use of 2015-16 PERS/STRS reserve		 4,454,560
Total Deficit for FY 2016-17		(8,726,440)

Los Angeles Community College District
District Budget Committee

2016-2017
Proposed Tentative Budget

May 18, 2016

Budget Planning Priorities

- Set Enrollment Growth Target for FY 2016-17 = (2% funded growth + (?)% over-cap)
- Meet FON Obligation for Fall 2016 - Cover hiring of full-time faculty to maintain the Faculty Obligation Number
- Address Increases in STRS and PERS Contribution
- Plan Proposition 30 Temporary Tax Expires
- Ensure funding is adequately provided for facilities maintenance, instructional Support and other operation needs
- Maintain a minimum of 10% reserves

Impact on LACCD Based on Governor's May Revise

Unrestricted General Fund (for General Operations):

- No COLA
- Funded Growth Revenue (2%) \$10.7 million
- \$6.8 million increase in base allocation funding for support of district general operating expenses

Restricted General Fund:

- \$2.1 million for Basic Skills
- \$4.5 million for energy efficiency projects (Prop 39)
- \$20.1 million in Scheduled Maintenance & Instructional Equip

Other State Funded Funds:

- 9.7 million in state mandate block grant for outstanding mandate claims, facilities, scheduled maintenance, instructional supports, and other district obligations (?)

Budget Planning Assumptions

- Budget Development is an Incremental and Deliberative Process
- Based on Governor's May Revise
- Revenue Assumptions:

- No COLA
- Base Increase of \$6,800,000
- Funded Enrollment Growth – 2%

=> Assumes a 2% funded enrollment growth planning:

2015-16 Estimated funded base FTES = 107,401

+ 2% enrollment growth = 2,148

Projected FTES Needs = 109,549

- Maintain a 6.5% General Reserve and a 3.5% Contingency Reserve
- No distribution of the projected balances (\$42.6 m) until year end

2016-17 Allocation Assumptions

- Total General Fund Unrestricted Budget Allocations – \$745.4 million
- College Allocations - \$491 million, includes a 2% of advance funded growth revenue of \$10.7m , a \$90.3 million of the EPA fund distribution, and a \$6.8 million increase in base augmentation
- Centralized Services Accounts are budgeted at \$72 million
- Educational Services Ctr (\$26.3 million) and Information Technology (\$11.1 million) Allocations
- Contingency Reserve (3.5%) - \$22.1 million
- General Reserve (6.5%) - \$40.9 million
- Deferred Maintenance Reserve (2.0%) - \$12.6 million
- STRS/PERS Reserve - \$17.2 million
- Prop 30 Reserve - \$8.5 million
- Projected ending balance = \$42.6 million. No distribution of the projected balances until year end

JLMBC Wellness Proposal



District Budget Committee


May 18, 2016

Joint Labor Management Benefits Committee

The mission of the Joint Labor-Management Benefits Committee is to select and review the District's health benefits plans and providers to contain costs while maintaining the quality of the benefits available to employees. The cooperation between representatives of labor and management has resulted in the ability of our employees to enjoy an outstanding benefits program.

LACCD Coalition for Wellness Resolution

February 6, 2013

	Board of Trustees Los Angeles Community College District		ACTION REVISED
	Com. No. BT2	Division Board of Trustees	Date: February 6, 2013

Subject: **RESOLUTION – LACCD COALITION FOR WELLNESS**

The following resolution is presented by Trustee Svorkin:

WHEREAS, The Board of Trustees' goal is to educate, encourage, and help support its employees, and to recognize the high number of incidences of acute and chronic diseases within the Los Angeles Community College District (LACCD) employee population that can be prevented or reversed by proper nutrition, daily exercise, and behavior modification; and

WHEREAS, The 2008 health management industry reports showed a seven percent higher rate of diabetes incidents in comparison to the entire Southern California region and that 80 percent of the LACCD employee population had been diagnosed and/or treated for **coronary-diseases cardiovascular-related diseases and conditions; and now, therefore, be it**

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby supports awareness and intervention for its employees and their families and invests in improving the quality of life for its employees through Districtwide health promotions and incentives that support the initiatives identified by the LACCD Coalition for Wellness; and be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby commissions the LACCD Coalition for Wellness to work with the Chancellor, Deputy Chancellor, and College Presidents to promote health awareness and prevention to all District employees in each worksite that will include, but not be limited to, the following:

- 1) Create a team at each worksite to support Districtwide efforts and media campaigns for employees to increase awareness of the risk factors and health prevention measures associated with their chronic diseases.
- 2) Promote immediate Districtwide action to encourage daily exercise of all employees at work and at home by supporting and encouraging participation in activities before or after work hours for weight reduction and maintaining healthy weight.
- 3) Educate, provide guidelines, and promote healthy food choices to the employees and student population.

Chancellor and Secretary of the Board of Trustees By: <u><i>Qualtruff</i></u> Date: <u>2/6/13</u>	<table border="1"> <tr> <td>Candaele <u>Absent</u></td> <td>Santiago</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field <input checked="" type="checkbox"/></td> <td>Svorkin <u>M</u></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Park <input checked="" type="checkbox"/></td> <td>Veres</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Peckman <input checked="" type="checkbox"/></td> <td>Campos <u>Ave</u></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td>Student Trustee</td> <td>Advisory Vote</td> </tr> </table>	Candaele <u>Absent</u>	Santiago	<input checked="" type="checkbox"/>	Field <input checked="" type="checkbox"/>	Svorkin <u>M</u>	<input checked="" type="checkbox"/>	Park <input checked="" type="checkbox"/>	Veres	<input checked="" type="checkbox"/>	Peckman <input checked="" type="checkbox"/>	Campos <u>Ave</u>	<input checked="" type="checkbox"/>		Student Trustee	Advisory Vote
Candaele <u>Absent</u>	Santiago	<input checked="" type="checkbox"/>														
Field <input checked="" type="checkbox"/>	Svorkin <u>M</u>	<input checked="" type="checkbox"/>														
Park <input checked="" type="checkbox"/>	Veres	<input checked="" type="checkbox"/>														
Peckman <input checked="" type="checkbox"/>	Campos <u>Ave</u>	<input checked="" type="checkbox"/>														
	Student Trustee	Advisory Vote														

Page 1 of 2 Pages Com. No. BT2 Div. Board of Trustees Date 2/6/13

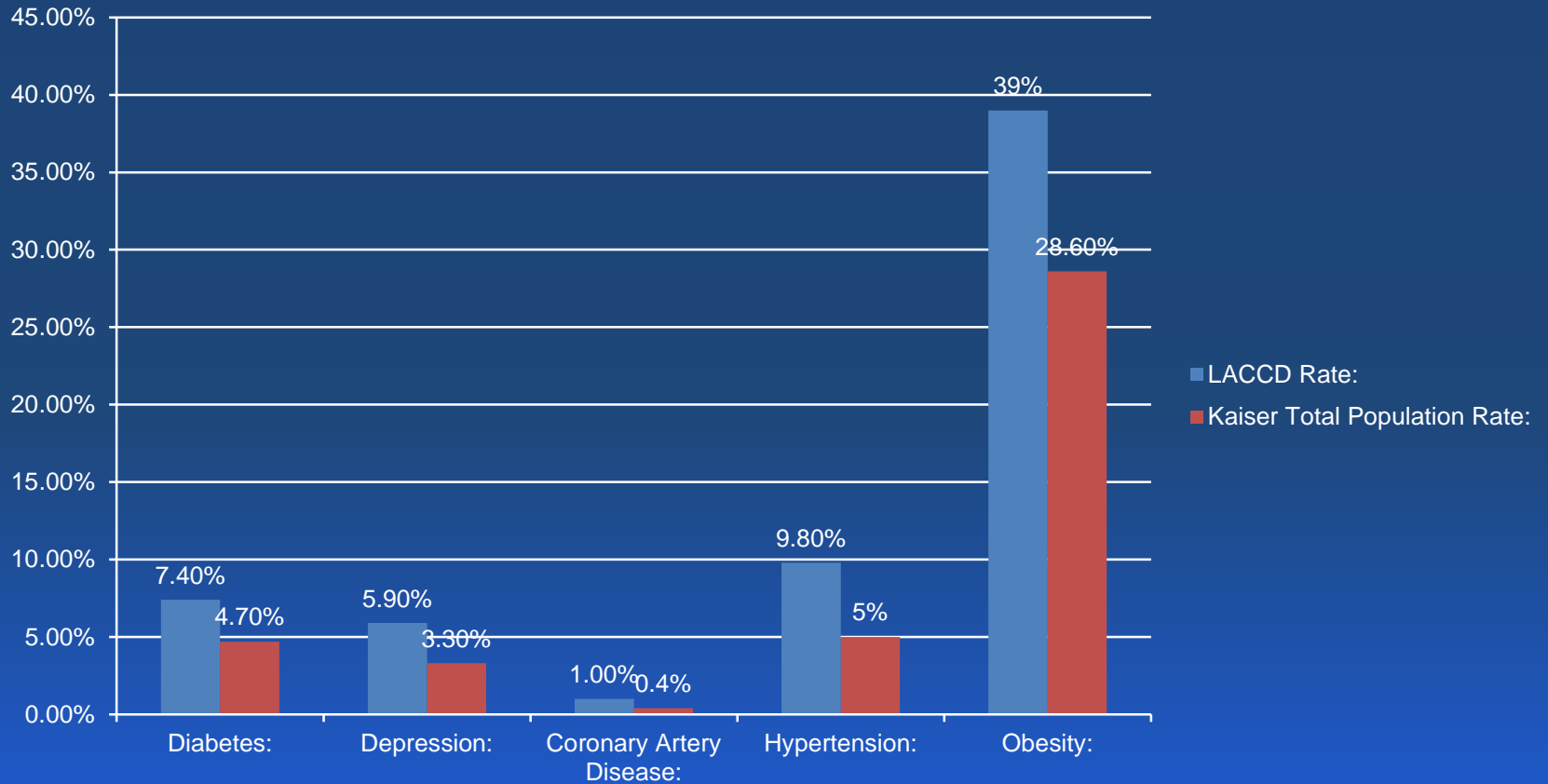
Master Benefit Agreement

Upon ratification of the July 1, 2014 through June 20, 2017 Master Benefits Agreement, the parties agree to form a task force of the JLMBC. The purpose of the task force will be to:

1. Explore the feasibility of initiating a wellness incentive program

State of our Employees

■ Kaiser Data



Wellness Program Guidelines

LACCD
Health Benefits Unit

Wellness Program Office
1 FTE Employee Benefit Specialist
1 FTE Senior Personnel Assistant

WELLNESS
CHAMPION
City

WELLNESS
CHAMPION
East

WELLNESS
CHAMPION
Harbor

WELLNESS
CHAMPION
Mission

WELLNESS
CHAMPION
Pierce

WELLNESS
CHAMPION
South-West

WELLNESS
CHAMPION
Trade

WELLNESS
CHAMPION
Valley

WELLNESS
CHAMPION
West

WELLNESS
CHAMPION
ESC

WELLNESS
CHAMPION
VDK

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

WELLNESS
TEAM

Wellness Program Campaigns

- Behavior change programs
 - Daily Steps for maximum health benefits
- Health education materials
 - Rainbow of produce colors for healthy eating
- Weight reduction programs
 - Brought to worksites
- Discounted gym memberships
 - Negotiated by Wellness Program Office
- Health seminars and classes
 - Healthy meal cooking demonstrations
- Individual and group competitive challenges
 - Walking challenge, Slam Dunk Basketball tournament

Wellness Budget

LACCD: High support Wellness Budget



Item	Qty	Total Cost	NOTES
Staffing Costs			
Employee Benefits Specialist	1	\$ 124,372.30	Salary plus benefits;
Senior Pers. Asst.	1	\$67,494.60	dedicated
Wellness Champions	11	\$217,283.00	.2 FTE for up to \$19,753.00
subtotal:		\$409,149.90	
Wellness Campaigns			
contract svcs		\$550,000.00	program services; site support services; behavior change campaigns, Biometric Screening
Materials/supplies		\$30,000.00	operational and Health Education Materials
incentives		\$12,000.00	participation incentives
travel expenses		\$1,000.00	for staff mileage reimbursement
Kick Off Meetings/Events	77	\$19,250.00	\$250 per 11 sites * 7 programs
Gym membership Discounts	6	\$60,000.00	6 different facilities/Gyms; all EE's,
subtotal		\$672,250.00	
Total Projected Budget		\$1,081,399.90	



JLMBC Request

District Budget Committee Recommend to
Chancellor that

Wellness Program Budget of \$1,081,399.90 be included in the
2016-2017 budget going forward

Questions





Board of Trustees

Los Angeles Community College District

ACTION

REVISED

Com. No. BT2

Division Board of Trustees

Date: February 6, 2013

Subject: **RESOLUTION – LACCD COALITION FOR WELLNESS**

The following resolution is presented by Trustee Svonkin:

WHEREAS, The Board of Trustees' goal is to educate, encourage, and help support its employees, and to recognize the high number of incidences of acute and chronic diseases within the Los Angeles Community College District (LACCD) employee population that can be prevented or reversed by proper nutrition, daily exercise, and behavior modification; and

WHEREAS, The 2008 health management industry reports showed a seven percent higher rate of diabetes incidents in comparison to the entire Southern California region and that 80 percent of the LACCD employee population had been diagnosed and/or treated for ~~coronary diseases~~ **cardiovascular-related diseases and conditions**; and **now, therefore, be it**

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby supports awareness and intervention for its employees and their families and invests in improving the quality of life for its employees through Districtwide health promotions and incentives that support the initiatives identified by the LACCD Coalition for Wellness; and be it further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District hereby commissions the LACCD Coalition for Wellness to work with the Chancellor, Deputy Chancellor, and College Presidents to promote health awareness and prevention to all District employees in each worksite that will include, but not be limited to, the following:

- 1) Create a team at each worksite to support Districtwide efforts and media campaigns for employees to increase awareness of the risk factors and health prevention measures associated with their chronic diseases.
- 2) Promote immediate Districtwide action to encourage daily exercise of all employees at work and at home by supporting and encouraging participation in activities before or after work hours for weight reduction and maintaining healthy weight.
- 3) Educate, provide guidelines, and promote healthy food choices to the employees and student population.

Chancellor and Secretary of the Board of Trustees

By *[Signature]*

Date 2/6/13

Candaele <u>Abrent</u>	Santiago <u>✓</u>
Field <u>✓</u>	Svonkin <u>17</u> ✓
Park <u>✓</u>	Veres <u>✓</u>
Pearlman <u>✓</u>	Campos <u>Ave</u>
	Student Trustee Advisory Vote

Board of Trustees

Los Angeles Community College District

Com. No. BT2	Division	Board of Trustees	Date: February 6, 2013
--------------	----------	-------------------	------------------------

- 4) Support Districtwide interventions to reverse sedentary lifestyles by increasing the availability of at-work physical activities, such as walking clubs and competitions, available bike trails, and no-cost access to gyms/fitness centers for employees.
- 5) Educate and bring awareness to alternative medical interventions and promote regular health screenings and annual health risk assessments; and be if further

RESOLVED, That the Board of Trustees of the Los Angeles Community College District, in valuing its employees, hereby places great importance on their health and welfare and commits to partnering with the LACCD Coalition for Wellness to battle the numerous chronic diseases and reduce their occurrences that are prevalent in the LACCD employee population.

LACCD Wellness Guidelines

Purpose

The Los Angeles Community College District Board of Trustees adopted a Resolution – LACCD Coalition For Wellness, on February 6, 2013. The Wellness Guidelines align with the Resolution’s goal to educate, encourage and help support its employees, and to recognize the high number of incidences of acute and chronic diseases within the LACCD employee population that can be prevented or reversed by proper nutrition, daily exercise and behavior modification, and where applicable incorporates provisions of the WELCOA Well Workplace Checklist.

The Wellness Guidelines provide the foundation for LACCD entities (nine colleges, satellite and offsite locations, and the Educational Service Center) to develop activities and modify work environments and practices to support the health and well being of LACCD employees. In addition to the benefits for employees and retirees, positive benefits are likely to accrue to families of employees, resulting in better health for families, and the community.

In accordance with the Resolution, the LACCD Coalition for Wellness along with the Chancellor, Deputy Chancellor, and College Presidents will promote health awareness and prevention to all District employees at each worksite to include the following health and wellness program components:

1) Wellness Team: Each site shall establish a wellness team (WELCOA, Section I, subsection 2, Recommendation 1, 4). This is a team of employees that meet formally to support District wide efforts and informational campaigns for employees to increase awareness of the risk factors and health prevention measures associated with their chronic diseases (WELCOA Section I, subsection 1, Recommendation item 1), advocate for policy change, and create health-friendly work environments.

A wellness team shall be comprised of employees who represent a cross section of the employee population, and shall consist of members of all bargaining units; AFT 1521, AFT 1521A, Teamsters 911, SEIU 99, SEIU 721, Building and Construction Trades Council, unrepresented, retirees and administrators. (WELCOA, Section I Subsection 1, recommendation 1; Subsection 3, recommendation 1; Section II, subsection 1, recommendation 2, 3, 4).

The Total Wellness Program Office shall utilize data/metrics specific to each LACCD site and will work with each Wellness Team to set and meet annual program goals. (WELCOA, Section III, subsection 1,2,3,4)

2) Wellness Champion: The President of each college and Deputy Chancellor of the ESC and VDK along with the Wellness Team of each worksite facility shall select a Wellness Champion to lead and coordinate the Wellness activities at their local site under the guidance and direction of the district Total Wellness Program Office. In collaboration with site management and employees, this person is to lead a Wellness Team with the goal of coordinating and encouraging wellness activities at the local site. Wellness Champions will attend district meetings led by the Total Wellness Program Office to support the coordination of the overall district goals and wellness activities. Regarding time commitment, Wellness Champions will require no less than a .2 assignment to plan and implement the site's strategic wellness plan.

3. The LACCD Total Wellness Program Office will guide and assist campus, satellite and off site employees in the development of Worksite Wellness programs, directly coordinate goals and objectives, and performance of the ESC Health and Wellness program, including the regular gathering and reporting of Health and Wellness performance metrics to the Joint Labor Management Benefits Committee (JLMBC) who will then report back to the Board of Trustees on an annual basis).

4. The JLMBC shall, on a regular or annual basis, use the metrics provided by the Total Wellness Program Office to identify trends and work through the Chancellor's office, Deputy Chancellor's office, and the College Presidents seek authorization to modify the program as needed in order to achieve greater successes and greater participation on the Health and Wellness program initiatives (WELCOA, Section IV).

The Total Wellness Program Office, shall;

1. Promote immediate District wide action to encourage daily exercise of all employees at work and at home by encouraging participation in activities before or after work hours for weight reduction, smoking cessation, healthy eating, and other beneficial health and wellness activities.

2. Attempt to develop contractual relationships with fitness clubs for discounted membership fees/dues, to help encourage employees to utilize Fitness facilities before or after work, or during other non-work hours.

3. Support employees requests to bring diet service/weight loss agency programs, to each campus, satellite or off-site facility, and the ESC as employee request, through contract processes to obtain facility access and help to reduce costs/service fees charged to District employees.

The above are examples of the types of programs to be offered, but are not limited to these specific examples, and the Total Wellness Program Office and JLMBC are encouraged to identify opportunities for greater participation and successes for each program component (WELCOA, Section V, subsection 1; Section VI, Subsection 1-7).

4. Facilitate education, provide guidelines, and promote healthy food choices to employees and student population (WELCOA, Section V).

Such activities can include developing a policy to require 50% healthy food options in all sundry vending machines at all District facilities, reducing the size and number of soda cans/bottles being sold. Activities can include healthy food preparation demonstrations for various sites and developing and implementing marketing/advertising campaigns for healthy food choices (WELCOA, Section V).

5. Facilitate education and bring awareness to alternative medical interventions and promote regular health screenings and annual health risk assessments (WELCOA, Section VI, Subsection 9).

6. Lead district wide interventions to reverse sedentary lifestyles by increasing the availability of at-work physical activities, such as walking clubs and competitions, available bike trails, and no-fee/cost access to gyms/fitness centers for employees (such as Community Services courses, non-credit or credit courses) (WELCOA, Section V).

I. Creating an Employee Worksite Wellness Infrastructure

(1) Measureable wellness Goals shall be included in each site's strategic plan

(2) Financial Resources for Wellness Activities: Worksite Wellness programs should utilize available resources within the district Total Wellness Program Office.

(3) Computer Access: district sites, to the extent possible, shall make computers and email accounts available to employees in order to facilitate health education, increased participation in employee

wellness surveys and access to Employee Assistance Programs and incentive programs.

- (4) Communication and Promotion: district sites shall promote, at all levels of organization, their wellness initiatives as well as other resources such as Employee Assistance Programs and other wellness-related programs available to employees.
- (5) Quality and Accessibility: district sites shall have a plan for routinely monitoring the quality of wellness programs provided and employee access to programs across all work sites. The Wellness Champion will be responsible for the evaluation plan and discussing findings with WEC and the Total Wellness Program.
- (6) Liability Issues: district sites shall address liability issues depending on the nature of the wellness activity. Worksite Wellness activities usually occur outside of work hours ex; before and after work or during scheduled breaks. Participation in wellness activities is voluntary. As a general reference, injury that occurs during non-pay status is defined as before work, after work and non-paid time during the normal workday. All employees shall be informed of the above information.

II. **Supporting Employee Participation in Wellness Activities**

Consistent with the Americans With Disability Act and Amendments to the Americans With Disability Act, the District's Wellness programs are voluntary, non-retaliatory, and provide equal access to all voluntary participants. Any and all incentives or support for employees participating in wellness programs shall be provided without regard to any actual or perceived limitation, and with due regard for the ability of each participant to participate in their own manner

- (1) Incentives: LACCD may provide employees with donated incentives for participating in wellness activities. Guidelines will specify value limits and approval criteria for awarding incentives. Both long and short-term incentives are appropriate to endure engagement and sustained participation. Subject to ADA review Placeholder
- (2) Wellness-related Vendors: Employee programs at the worksite during non-working hours, ex; weight management programs, are admissible with a Facilities Use permit or within a Wellness Program vendor contract.

III. **Increasing Employee Levels of Physical Activity in The Workplace**

- (1) Activity Space: Access to Facilities space for wellness activities including exercise at district sites when available. Exercises that do not require specialized or protected equipment/facilities are encouraged.

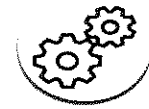
IV. Improving Access to Healthier Food in the Workplace

- (1) Vending and Food Service: Each site shall negotiate vending and food service contracts to ensure nutritious and healthy snacks and food options, that follow the U.S. Department of Agriculture's recommendations found at www.mypyramid.gov, at catered events, in vending machines, in cafeterias, and in snack bars.
- (2) Food Storage and Preparation: Environmental accommodations for food preparation and storage (sinks, refrigerators, microwaves) are encouraged to support employees in bringing healthy lunches and snacks to work.

V. Reducing and Managing Stress in the Work Place

- (1) Stress Reduction, Conflict Mediation, and Management Training opportunities shall be provided annually to all employees in order to improve inter-personal communication skills, stress and conflict reduction skills, and improve time management skills in order to reduce conflict and stress in the work place.
- (2) Breaks, Lunch Time and before and after duty hours are ideal times to undertake workplace wellness initiative activities. College Presidents and site managers are encouraged to support all wellness activities in order to help prevent stress and promote the overall health and wellbeing of all employees.

LACCD: High support Wellness Budget



Item	Qty	Total Cost	NOTES
Staffing Costs			
Employee Benefits Specialist	1	\$ 124,372.30	Salary plus benefits;
Senior Pers. Asst.	1	\$67,494.60	dedicated
Wellness Champions	11	\$217,283.00	.2 FTE for up to \$19,753.00
subtotal:		\$409,149.90	
Wellness Campaigns			
contract svcs		\$550,000.00	program services; site support services; behavior change campaigns, Biometric Screening
Materials/supplies		\$30,000.00	operational and Health Education Materials
incentives		\$12,000.00	participation incentives
travel expenses		\$1,000.00	for staff mileage reimbursement
Kick Off Meetings/Events	77	\$19,250.00	\$250 per 11 sites * 7 programs
Gym membership Discounts	6	\$60,000.00	6 different facilities/Gyms; all EE's,
subtotal		\$672,250.00	
Total Projected Budget		\$1,081,399.90	

2015-16 Second Period Apportionment Attendance Report

Apportionment FTES

	<i>City</i>	<i>East</i>	<i>Harbor</i>	<i>Mission</i>	<i>Pierce</i>	<i>Southwest</i>	<i>Trade-Tech</i>	<i>Valley</i>	<i>West</i>	<i>ITV</i>	<i>Total</i>	
Summer 2015/2	credit	278	2,160	338	262	1,435	241	557	82	81	0	5,433
	non-credit	58	71	7	3	28	20	13	5	23	0	228
	enhanced	82	630	0	5	0	21	168	58	10	0	974
	418	2,861	345	269	1,463	282	738	146	114	0	6,635	
Fall 2015	credit	5,363	9,886	3,285	2,943	6,613	2,138	5,346	5,777	3,127	142	44,620
	non-credit	173	167	29	94	141	15	70	26	134	0	850
	enhanced	223	203	57	57	269	277	300	42	0	0	1,370
	5,760	10,256	3,314	3,094	6,753	2,422	5,692	6,103	3,303	142	46,840	
Winter 2016	credit	623	1,378	171	252	765	404	644	654	438	0	5,328
	non-credit	44	23	1	0	30	19	13	4	5	0	139
	enhanced	14	35	12	96	65	2	0	0	0	0	223
	681	1,436	172	252	795	434	753	723	445	0	5,691	
Spring 2016	credit	4,931	9,167	2,914	2,669	6,148	1,945	5,107	5,312	3,063	145	41,401
	non-credit	93	193	36	32	140	47	43	26	98	0	707
	enhanced	236	110	133	133	284	301	323	96	0	0	1,483
	5,260	9,470	2,950	2,834	6,288	2,276	5,451	5,661	3,256	145	43,592	
Summer 2016/1	credit	1,234	334	227	198	271	287	576	784	581	66	4,559
	non-credit	16	0	0	0	0	0	50	0	0	0	66
	enhanced	19	0	0	0	0	0	0	0	0	0	19
	1,269	334	227	198	271	287	626	784	581	66	4,644	
Total 2015-16	13,388	24,357	7,008	6,647	15,570	5,701	13,259	13,416	7,700	353	107,400.9	
Total Credit	12,429	22,925	6,936	6,323	15,232	5,015	12,229	12,609	7,290	353	101,341	
Total Non-Cr Regular	385	454	73	129	338	100	188	61	260	0	1,989	
Total Non-Cr Enhanced	574	978	0	195	0	585	842	746	150	0	4,070	

2015-16 P2 FTES + 1% --- Scenario 1

<i>Credit</i>	12,554	23,154	7,005	6,386	15,384	5,066	12,352	12,735	7,363	357	102,355
<i>total Non-Credit</i>	969	1,447	73	327	342	693	1,040	845	414	0	6,120
<i>Non-Credit Reg</i>	389	459	73	130	342	101	190	62	263	0	2,009
<i>Non-Credit Enhanced</i>	580	988	0	197	0	591	850	753	151	0	4,111
Total	13,522	24,600	7,078	6,714	15,726	5,758	13,392	13,550	7,777	357	108,475

2015-16 P2 FTES + 2% --- Scenario 2

<i>Credit</i>	12,678	23,383	7,074	6,450	15,537	5,116	12,474	12,861	7,436	360	103,368
<i>total Non-Credit</i>	978	1,451	74	330	345	700	1,051	823	418	0	6,181
<i>Non-Credit Reg</i>	392	464	74	132	345	102	192	62	265	0	2,029
<i>Non-Credit Enhanced</i>	586	998	0	199	0	597	858	761	153	0	4,151
Total	13,656	24,844	7,148	6,780	15,882	5,815	13,525	13,684	7,854	360	109,549

2015-16 P2 FTES + 3.38% --- Scenario 3

<i>Credit</i>	12,849	23,699	7,170	6,537	15,747	5,185	12,643	13,035	7,537	365	104,766.7
<i>total Non-Credit</i>	992	1,481	75	335	350	709	1,065	834	424	0	6,264
<i>Non-Credit Reg</i>	398	470	75	133	350	104	195	63	269	0	2,057
<i>Non-Credit Enhanced</i>	594	1,011	0	202	0	605	870	771	155	0	4,208
Total	13,841	25,180	7,245	6,872	16,097	5,894	13,708	13,869	7,960	365	111,031

LACCD Fall 2017 FON Projected Amounts by College ^
Based on Estimated 3% Growth Over Updated Fall 2016 Projected Amount for All Colleges
(May 16, 2016)

<u>Line</u>	<u>City</u>	<u>East</u>	<u>Harbor</u>	<u>Mission</u>	<u>Pierce</u>	<u>South- West</u>	<u>Trade</u>	<u>Valley</u>	<u>West</u>	<u>Total</u>
Fall 16 Projected Amounts by College (Adjusted for Fall 15 Actuals and Fall 16 Early Separations)^,*										
1	220.0	355.7	122.1	99.4	261.6	86.3	214.1	212.3	125.0	1698.1
2	Estimated 2016 "Late" Separations - (Based on 7 Year Average)									
	6.0	4.0	2.0	2.0	6.0	2.0	3.0	5.0	2.0	32.0
3	Estimated 2017 "Early" Separations - (Based on 8 Year Average)									
	5.0	4.0	3.0	3.0	7.0	3.0	6.0	6.0	3.0	40.0
Fall 16 FTEF Adjusted for Estimated Separations (Line 1 - Lines 2 & 3) ^,*										
4	209.0	347.7	117.1	94.4	248.6	81.3	205.1	201.3	120.0	1626.1
5	Estimated Replacement of 2016-17 Separations - (Line 2 + 3)									
	11.0	8.0	5.0	5.0	13.0	5.0	9.0	11.0	5.0	72.0
Estimated Fall 17 FTE Amount (Assuming hiring only replacements Lines 4+5) *										
6	220.0	355.7	122.1	99.4	261.6	86.3	214.1	212.3	125.0	1698.1
7a.	Additional Hires Needed to Meet Possible Fall 17 FON with a 3.0% Increase Spread Across All Colleges ^,**									
	6.6	10.7	3.7	3.0	7.9	2.6	6.4	6.4	3.8	50.9
7b	Adjustments to total of lines 7a									
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Allocation by College of Projected Fall 17 FON with 2% Growth (Lines 6+ 7a.+ 7b) **										
8	226.6	366.4	125.8	102.4	269.5	88.9	220.5	218.7	128.8	1749.1
9	Total Hires including Replacements to Meet Fall 17 Total FON (Lines 5 +7a + 7b)									
	17.6	18.7	8.7	8.0	20.9	7.6	15.4	17.4	8.8	122.9

Note:

^ Fall 16 FON amounts based on Fall 16 hires approved by President on September 23, 2015. Adjusted for Fall 15 Actuals and Fall 16 Early Separations.

* Total includes about 1.6 FTEF reassigned to the District Office.

**Allocation based on spreading estimated 3% growth on the Fall 16 projected amounts approved by Presidents. The increase was calculated by adding 3% to Fall 16 FON advance amount of 1696.69 FTEF and subtracting total increase of 1731.1 FTEF by the updated projected Fall 16 hires (1698.1 FTEF). The difference of about 34 FTEF was then spread across the Colleges by the percent each college is of the total projected Fall 16 amount minus the FTEF at the District Office.

LACCD Fall 2017 FON Projected Amounts by College ^
Based on Estimated 2% Growth Over Updated Fall 2016 Projected Amount for All Colleges
(May 16, 2016)

<u>Line</u>	<u>City</u>	<u>East</u>	<u>Harbor</u>	<u>Mission</u>	<u>Pierce</u>	<u>South- West</u>	<u>Trade</u>	<u>Valley</u>	<u>West</u>	<u>Total</u>
Fall 16 Projected Amounts by College (Adjusted for Fall 15 Actuals and Fall 16 Early Separations)^,*										
1	220.0	355.7	122.1	99.4	261.6	86.3	214.1	212.3	125.0	1698.1
2	Estimated 2016 "Late" Separations - (Based on 7 Year Average)									
	6.0	4.0	2.0	2.0	6.0	2.0	3.0	5.0	2.0	32.0
3	Estimated 2017 "Early" Separations - (Based on 8 Year Average)									
	5.0	4.0	3.0	3.0	7.0	3.0	6.0	6.0	3.0	40.0
Fall 16 FTEF Adjusted for Estimated Separations (Line 1 - Lines 2 & 3) *										
4	209.0	347.7	117.1	94.4	248.6	81.3	205.1	201.3	120.0	1626.1
5	Estimated Replacement of 2016-17 Separations - (Line 2 + 3)									
	11.0	8.0	5.0	5.0	13.0	5.0	9.0	11.0	5.0	72.0
Estimated Fall 17 FTE Amount (Assuming hiring only replacements Lines 4+5)										
6	220.0	355.7	122.1	99.4	261.6	86.3	214.1	212.3	125.0	1698.1
7a.	Additional Hires Needed to Meet Possible Fall 17 FON with a 2.0% Increase Spread Across All Colleges ^,**									
	4.4	7.1	2.4	2.0	5.2	1.7	4.3	4.3	2.5	34.0
7b	Adjustments to total of lines 7a									
	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Allocation by College of Projected Fall 17 FON with 2% Growth (Lines 6+ 7a.+ 7b) **										
8	224.4	362.8	124.5	101.4	266.9	88.0	218.4	216.6	127.5	1732.1
9	Total Hires including Replacements to Meet Fall 17 Total FON (Lines 5 +7a + 7b)									
	15.4	15.1	7.4	7.0	18.2	6.7	13.3	15.3	7.5	106.0

Note:

^ Fall 16 FON amounts based on Fall 16 hires approved by President on September 23, 2015. Adjusted for Fall 15 Actuals and Fall 16 Early Separations.

* Total includes about 1.6 FTEF reassigned to the District Office.

**Allocation based on spreading estimated 2% growth on the Fall 16 projected amounts approved by Presidents. The increase was calculated by adding 2% to Fall 16 FON advance amount of 1696.69 FTEF and subtracting total increase of 1731.1 FTEF by the updated projected Fall 16 hires (1698.1 FTEF). The difference of about 34 FTEF was then spread across the Colleges by the percent each college is of the total projected Fall 16 amount minus the FTEF at the District Office.

Proposed DBC	Proposed ECDBC	Proposed <u>Board Dates</u>	Proposed Committee Meetings
July 20, 2016	July 5, 2016	July 13, 2016	July 20, 2016
August 17, 2016	August 2, 2016	August 10, 2016	
September 14, 2016	August 30, 2016	September 7, 2016	September 21, 2016
October 12, 2016	September 27, 2016	October 5, 2016	October 19, 2016
November 9, 2016	October 25, 2016	November 2, 2016	November 16, 2016
December 14, 2016	November 29, 2016	December 7, 2016	
January 18, 2017	January 3, 2017	January 11, 2017	January 25, 2017
February 15, 2017	January 31, 2017	February 8, 2017	February 22, 2017
March 15, 2017	February 28, 2017	March 8, 2017	March 22, 2017
April 12, 2017	March 28, 2017	April 5, 2017	April 19, 2017
May 17, 2017	May 2, 2017	May 10, 2017	May 24, 2017
June 14, 2017	May 30, 2017	June 7, 2017	June 21, 2017