

**Membership**

**Academic Senate**

Kaycea Campbell  
Donald Gauthier\*  
Jeff Hernandez  
Leslie Milke  
Josh Miller  
Dan Wanner

**Faculty Guild**

Nabeel Barakat  
Sandra Lee  
John McDowell  
Armida Ornelas  
Olga Shewfelt  
Joanne Waddell

**Unions/Association**

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

**College Presidents**

Kathleen F. Burke\*  
Erika A. Endrijonas  
Larry Frank  
Otto W. Lee  
James M. Limbaugh  
Marvin Martinez  
Renee Martinez  
Denise Noldon\*\*  
Monte Perez

**STUDENT TRUSTEE  
REPRESENTATIVE**

Mandie Dixon

\* Co-chairs

\*\*Interim

**District Budget Committee  
November 9, 2016  
1:30 pm – 3:30 pm  
Educational Services Center, Board Room**

1. Call to Order (*Co-Chair Don Gauthier*)
2. Approval of Agenda
3. Approval of Minutes for October 12, 2016
4. Chancellor's Remarks/Updates
5. ECDBC Reports and Recommendations
6. DBC Self Evaluation for FY 2015-16
7. Enrollment Update (Cornner)
8. FON Update (Román)
9. DBC Recommendations to the Chancellor
10. Items to Be Addressed by ECDBC
11. Other Business

*Future DBC Meetings: Dec 14, Jan 18, Feb 15, Mar 15, Apr 12, May 17, Jun 14*

*Future ECDBC Meetings: Nov 29, Jan 3, Jan 31, Feb 28, Mar 28, May 2, May 30*

# Los Angeles Community College District

## District Budget Committee Meeting Minutes

October 12, 2016

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

**Roll Call**    X Indicates Present

**Academic Senate**

Kaycea Campbell	
Donald Gauthier*	X
Jeff Hernandez	X
Leslie Milke	X
Josh Miller	X
Dan Wanner	X

**L.A. Faculty Guild**

Nabeel Barakat	X
Sandra Lee	
John McDowell	X
Armida Ornelas	X
Olga Shewfelt	X
Joanne Waddell	

**Unions/Association**

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

**College Presidents**

Kathleen F. Burke*	X
Erika A. Endrijonas (Mike Lee)	X
Larry Frank (Mary Gallagher)	X
Otto W. Lee	X
James M. Limbaugh	X
Marvin Martinez	X
Renee Martinez	X
Denise Noldon	X
Monte Perez	X

**Student Trustee Rep**

Mandie Dixon

\* DBC CO-chairs

\*\* Interim

**Also Present**

**Resource Persons**

Adriana Barrera  
Ryan Cornner  
Jeanette Gordon  
Deborah La Teer  
Bob Miller  
Monica Martinez

**Guests**

Violet Amrikhas	Kevin Jeter
Daniel Hall	Rasel Menendez
Alex Immerblum	Sarah Song
Iris Ingram	Bob Suppelsa

1. **Call to Order** by Kathleen F Burke at 1:37 pm.
2. **M/S/P Agenda** – Approved with changes, moving item 6 (DBC Self Eval) below item 10.
3. **M/S/P Approval of Minutes** – Approved with changes, adding Dr. Barrera as resource person.
4. **Chancellor’s Remarks/Updates** (*Dr. Barrera*)
  - Dr. Barrera reported the L.A. Times came out in support of Measure CC
  - The Chancellor convened a meeting with the labor caucuses to share budget projections showing the impact to the district if Prop 55 is not passed by the voters.
5. **ECDBC Reports and Recommendations** (*Ms. Gordon*)
  - ECDBC was asked to look at the use of the \$9.9m in State Mandate Revenue.
  - After discussing scenarios, ECDBC unanimously recommended setting aside the 2016-17 One Time State Mandate Revenue (currently projected at \$9.9m) into the existing STRS/PERS contingency.
  - DBC approved this recommendation to move \$9.9m into the STRS/PERS reserve.
6. **Enrollment Update** (*Dr. Cornner*)
  - Census enrollments for full-semester classes and most short-term classes were used to develop projected FTES for Fall 2016. The current projection shows that for the District, FTES in Fall 2016 is 99.4% of Fall 2015 FTES. Because of the addition of short term classes, it is projected that Fall will see a .6% decrease from the prior year.
  - Scenarios were presented titled “best case,” “worst case,” and flat in terms of the 2016-17 FTES projections. These projections range from a decline of 2,234 FTES in “worst case” to an increase of 583 FTES in the “best case.”
  - The District final budget was built assuming 2% growth; the “best case” scenario represents a decline of \$7.5m in growth revenue, the flat scenario represents a decline of \$18m to the college budgets.
  - A motion was approved to *move the discussion of modifying the projections of FTES to the Chancellor’s Cabinet to discuss what scenario seems most realistic and their discussion be reported back to the DBC.*
7. **FON Update** (*Ms. Monica Martinez*)
  - An updated Fall 2016 hires schedule was distributed. The revised hiring commitment was 198.2 and the projected District hires are 210, the District will make its FON obligation for Fall 2016.
  - The preliminary Fall 2017 hiring commitment is 106, but this number can decrease depending on the 2016-17 enrollment trend and the number of early separations through spring 2017.
  - A request was made to provide a breakdown by demographics at the next meeting.
8. **DBC Recommendations to the Chancellor**
  - A motion was made and deferred to ECDBC to review *Request the Board of Trustees augment the 2016-17 budget allocation for all nine colleges to cover the salary expenditure increases (which include the 2.83% salary increase and the cost of the step and column increases).*
9. **Items to be addressed by ECDBC**

- Review the cost of augmenting the 2016-17 budget allocation to cover the cost of the salary increases (including step and column).

**10. DBC Self Evaluation for FY 2015-16**

- Moved to next meeting.

The meeting was adjourned at 2:35 pm.

*Future Meetings: Nov 9, Dec 14, Jan 18, Feb 15, Mar 15, Apr 12, May 17, Jun 14*



**Los Angeles Community College District  
District-wide Governance Committee  
Self Evaluation Form**



Committee Name: DISTRICT BUDGET COMMITTEE							
For Academic Year: 2015-2016				Date of Self Evaluation: September 14, 2016			
Month	Meeting Date(s)	# of Members Attending	Agendas posted in advance		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
July 2015	07/15/2015	19 members 17 guests	X		X		<ol style="list-style-type: none"> <li>1. State Budget Update</li> <li>2. 2015-16 Enrollment Planning Targets</li> <li>3. 2015-16 Final Budget Development</li> </ol>
August 2015	08/12/2015	19 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. 2015-16 Final Budget Development</li> <li>2. Prelim 2014-15 College Balances</li> <li>3. Distribution of \$5.7m Full Time Faculty Fund</li> <li>4. FON Update Fall 2015 and Fall 2016</li> <li>5. Districtwide Campus Safety Funding</li> <li>6. ECDBC Recommendation on \$57.7 million State Mandate Block Grant</li> </ol>
Sept. 2015	09/23/2015	22 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. District Budget Committee Charge, Calendar, Membership</li> <li>2. FON and Enrollment Update</li> <li>3. 2015-16 Budget Update</li> <li>4. 2016-17 Proposed Budget Development Calendar</li> </ol>
Oct. 2015	10/28/2015	20 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> <li>2. Bookstore</li> <li>3. Debt repayment policy</li> <li>4. 2015-16 Budget Update</li> <li>5. Plan for STRS/PERS increases</li> <li>6. 2016-17 Budget Planning and Development</li> </ol>
Nov. 2015	<i>cancelled</i>						<i>cancelled</i>
Dec. 2015	<i>cancelled</i>						<i>cancelled</i>
Jan. 2016	01/25/2016	18 members 13 guests	X		X		<ol style="list-style-type: none"> <li>1. Enrollment Update</li> <li>2. 2015-16 1st Qtr. Financial Status Report</li> <li>3. 2016-17 Governor's Budget</li> <li>4. ECDBC Reports &amp; Recommendations               <ol style="list-style-type: none"> <li>a. City College Financial Stability Plan Review</li> <li>b. STRS/PERS Increase Plan</li> <li>c. DBC Charge</li> </ol> </li> </ol>
Feb. 2016	02/17/2016	21 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> <li>2. DBC Charge and Self Evaluation for FY 2014-15</li> <li>3. 2016-17 Proposed Preliminary Allocation               <ol style="list-style-type: none"> <li>a. Revenue Assumptions</li> <li>b. Centralized Accounts Allocation</li> </ol> </li> </ol>
March, 2016	03/16/2016	21 members 19 guests	X		X		<ol style="list-style-type: none"> <li>1. Spring Enrollment Update</li> <li>2. 2015-16 2nd Qtr. Financial Status Report</li> <li>3. 2014-15 Recalc &amp; 2015-16 P1</li> <li>4. Discussion on use of \$57.7m Mandate Block Grant Funds</li> </ol>
April 2016	04/20/2016	19 members 16 guests	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> <li>2. 2016-17 Fiscal Viability Goals</li> <li>3. Discussion on use of \$57.7m Mandate Block Grant Funds</li> </ol>
May 2016	05/18/2016	23 members	X		X	4	1. FON and Enrollment Update DBC 11/9/16

		21 guests					<ol style="list-style-type: none"> <li>2. 2015-16 3rd Qtr. Financial Status Report</li> <li>3. 2016-17 May Revise</li> <li>4. 2016-17 Proposed Tentative Budget             <ol style="list-style-type: none"> <li>a. JLMBC Wellness Presentation</li> </ol> </li> </ol>
June 2016	06/29/2016	24 members 13 guests	X		X		<ol style="list-style-type: none"> <li>1. Enrollment Update</li> <li>2. Adopt 2016-17 DBC Meeting Calendar</li> <li>3. 2015-16 Year End Balance Projection</li> <li>4. State Budget Update</li> <li>5. JLMBC Wellness Program Proposal</li> </ol>
<b>Average Attendance</b>		36.5					
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>		<ol style="list-style-type: none"> <li>1. Established enrollment target for FY 2015-16.</li> <li>2. Reviewed District Debt Repayment Policy.</li> <li>3. Developed plan for STRS/PERS contingency and other unfunded liabilities.</li> <li>4. Recommended to DPC the creation of an enrollment management committee.</li> <li>5. Continued early review of FON hiring.</li> <li>6. DBC website is updated timely and provides supporting materials to all.</li> </ol>					
<b>Major Obstacles/Problems with Committee Function</b>		<ol style="list-style-type: none"> <li>1. Lack of clarity on the goals the Board has established as it relates to the budget and strategic plan.</li> <li>2. .</li> <li>3. .</li> </ol>					
<b>Recommendations for Improving Committee Process/Efficiency</b>		<ol style="list-style-type: none"> <li>1. Provide adequate orientation to new DBC members.</li> <li>2. DBC should review the adopted Board Goals.</li> <li>3. .</li> <li>4. .</li> </ol>					
<b>Committee Goals (If Appropriate) for Coming Year</b>		<ol style="list-style-type: none"> <li>1. Clarify the different roles and responsibilities of the DBC and ECDBC.</li> <li>2. Promote awareness of the DBC website to all District members.</li> <li>3. Complete the evaluation of the Allocation Model.</li> <li>4. Improve communications between DBC and DPC.</li> </ol>					

**Chair/Co-Chair Signature:** \_\_\_\_\_

**Chair/Co-Chair Name:** Kathleen F. Burke

**Chair/Co-Chair Signature:** \_\_\_\_\_

**Chair/Co-Chair Name:** Donald Gauthier

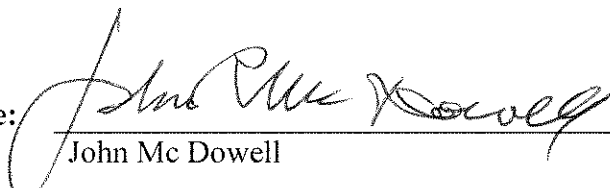
<b>June 2015</b>	06/17/2015	23 members and 19 guests	X		X							<ol style="list-style-type: none"> <li>1. DBC Co-Chair Election</li> <li>2. Adopt FY 2015-2016 DBC Calendar</li> <li>3. State Budget Update</li> <li>4. Enrollment Update</li> <li>5. FON Planning Targets for Fall 2015-16</li> <li>6. Proposed Student Equity Funding Distribution for 2015-2016</li> <li>7. Board Budget and Finance Committee and ECDBC Committee Report and Recommendations</li> </ol>
<b>Average Attendance</b>		37										
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>		<ol style="list-style-type: none"> <li>1. Reviewed &amp; refined District Budget Allocation Model, e.g. Sheriff's Contract.</li> <li>2. Reviewed &amp; approved District's Student Equity Funding formula.</li> <li>3. Established enrollment target for FY 2014-15.</li> <li>4. Initiated earlier review of FON Hiring.</li> <li>5. Improved integration of district planning with District Strategic Planning and Board Goals by recommending spending of the one-time state mandated reimbursement revenue.</li> <li>6. Improved communication with ECDBC with standing agenda item and monthly committee report.</li> </ol>										
<b>Major Obstacles/Problems with Committee Function</b>		<ol style="list-style-type: none"> <li>1. There is lack of a consistent knowledge base among DBC members.</li> <li>2. Information is not reaching all members of the District.</li> <li>3. Lack of clarity on the goals the Board has established as it relates to the budget and strategic plan.</li> </ol>										
<b>Recommendations for Improving Committee Process/Efficiency</b>		<ol style="list-style-type: none"> <li>1. Representatives of constituent groups should share information to members and report back constituent concerns.</li> <li>2. Distribute Agenda and backup documents in advance of committee meeting.</li> <li>3. Expand distribution list of DBC materials (agendas, minutes, handouts).</li> <li>4. Propose a joint meeting of the Budget and Finance Committee and DBC.</li> </ol>										
<b>Committee Goals (If Appropriate) for Coming Year</b>		<ol style="list-style-type: none"> <li>1. Revisit District Financial Accountability Measures with specific emphasis on debt repayment.</li> <li>2. To improve integration between planning and budget, schedule an annual meeting, bringing the participants of both the District Planning Committee and the District Budget Committee together.</li> <li>3. Clarify the different roles and responsibilities of the DBC and ECDBC.</li> <li>4. Complete the Committee Self Evaluation in a timelier manner.</li> </ol>										

**Chair/Co-Chair Signature:** \_\_\_\_\_

  
Marvin Martinez

**Chair/Co-Chair Name:** \_\_\_\_\_

**Chair/Co-Chair Signature:** \_\_\_\_\_

  
John Mc Dowell

**Chair/Co-Chair Name:** \_\_\_\_\_

# LACCD Fall 2017 FON Projected Total Regular Faculty Hires<sup>^</sup> Based on Meeting Fall 17 Advance FON

(November 8, 2016)

<u>Line</u>	<u>Total</u>
1	1660.3
Fall 16 FON Full-Time FTE Submitted to State <sup>^,*</sup>	
2	33.0
Actual 2016 "Late" Separations Included in Fall 16 FON	
3	40.0
Estimated 2017 "Early" Separations - (Based on 8 Year Average) <sup>^^</sup>	
4	1587.3
Fall 16 FTEF Adjusted for Estimated Separations (Line 1 - Lines 2 & 3) <sup>^,*</sup>	
5	73.0
Estimated Replacement of 2016-17 Separations - (Line 2 + 3)	
6	1660.3
Estimated Fall 17 FTE Amount (Assuming hiring only replacements Lines 4+5) <sup>*</sup>	
7a.	43.5
Additional Hires Needed to Meet Possible Fall 17 Advance FON <sup>^,**</sup>	
7b	0.0
Adjustments to total of lines 7a	
8	1703.8
Total Projected Amount to Meet Fall 17 Advance FON (Lines 6+ 7a.+ 7b) <sup>**</sup>	
9	116.5
Total Hires including Replacements to Meet Fall 17 Total FON (Lines 5 +7a + 7b)	

**Notes:**

<sup>^</sup> Based on LACCD Fall 16 FON report submitted to the State Chancellor's Office on November 1, 2016.

<sup>\*</sup> Total includes about 1.4 FTEF reassigned to the District Office.

<sup>\*\*</sup> Amount based on estimated Fall 17 Advance FON amount of 1703.8 FTEF from October 7, 2016 CCCCCO Memo 16-09 and attached spreadsheet dated October 7, 2016.

<sup>^^</sup> If the faculty member declared their intent to resign prior to 45 days before the end of the Spring 2017 term (before March 22, 2017), the resignation would be considered an "early" separation for the Fall 17 FON calculation and the employee would need to be replaced to meet the Fall 17 FON. If the faculty member declared their intent to resign after 45 days before the end of the Spring 2017 term (on or after March 22, 2017), the resignation would be considered a "late" separation for the Fall 17 FON calculation and could count in the Fall 17 FON calculation if the employee is not replaced in the Fall 17 term.



**Total LACCD Faculty New Hires Applicable to the Fall 16 FON**  
**By Ethnicity/Race and Gender\***

(As of November 9, 2016)

(All)

LOC

Department of Education Race Value	Gender		Values		Male		Total Employee Count	Total Percent
	Female							
	Employee Count	Percent	Employee Count	Percent	Employee Count	Percent		
Asian	14	6.90%	10	4.93%	24	11.82%		
Black or African American	11	5.42%	4	1.97%	15	7.39%		
Hispanic	18	8.87%	15	7.39%	33	16.26%		
White	29	14.29%	42	20.69%	71	34.98%		
Two of More Races	2	0.99%	2	0.99%	4	1.97%		
Unreported or Unknown	30	14.78%	26	12.81%	56	27.59%		
<b>Grand Total</b>	<b>104</b>	<b>51.23%</b>	<b>99</b>	<b>48.77%</b>	<b>203</b>	<b>100.00%</b>		

Note:

\* Includes 1 Hire associated with teaching all non-credit classes that was not included in the FON.  
Does not include transfers between colleges.