



# Budget Development Subcommittee Agenda

August 31, 2020 | 12:00 pm – 2:00 pm | Zoom

## Special Meeting - Agenda

### LPC Mission Statement

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

### LPC Planning Priorities

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Budget Development Subcommittee Quorum: 7

A quorum is determined to be a simple majority (i.e., 50% +1) of the committee's voting members. An un-appointed seat does not count when determining a quorum. [\\*Shared Governance Handbook, Page 52](#)

#### **Members (non-voting):**

Chair, Anette Raichbart

#### **Members Present (16 voting):**

Administrator, At-Large-1, Kristian Whalen  
Administrator, At-Large-2, William Garcia  
Faculty Member, At-Large-1, Tina Inzerilla  
Faculty Member, At-Large-2, Ashley Young  
Faculty-1 (appointed by F/A), Vacant  
Classified Professional-1, Alesia High  
Classified Professional-2, Stephany Chavez  
SEIU Rep, Mike Alvarez  
LPCSG Student-1, Vacant  
PBC Member-1, Rajeev Chopra  
PBC Member-2, Rajinder Samra  
PBC Member-3, David Rodriguez  
PBC Member-4, Sarah Thompson  
PBC Member-5, Thomas Orf  
PBC LPCSG Student-1, Vacant

#### **Guest:**

LPC Admin Services Officer  
Sui Song

#### 1. Call to Order

#### 2. Review and Approve Agenda

#### 3. Review and Approve August 3, 2020 Minutes

#### 4. State Update, August Revision

#### 5. LPC Budget

- September, Town Meeting

#### 6. Adopted Budget

#### 7. Good of the Order

#### 8. Adjournment

**Next Regular Meeting: September 11, 2020 at 8:00 am**  
**\*Special PBC Meeting on September 18, 2020**



# Budget Development Committee

August 3, 2020 | 12:00 pm – 2:00 pm | Zoom

Meeting Minutes - Draft

## LPC Mission Statement

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## Budget Development Subcommittee

### Members (non-voting):

Chair, Anette Raichbart

### Members Present:

Administrator, At-Large-1, VP Whalen  
Classified Professional-1, Alesia High  
Classified Professional-2, Stephany Chavez  
Faculty Member, At-Large-1, Tina Inzerilla  
Faculty Member, At-Large-2, Ashley Young  
PBC Member-2, Rajinder Samra  
PBC Member-3, David Rodriguez  
PBC Member-4, Sarah Thompson  
PBC Member-5, Thomas Orf  
PBC Member-1, Rajeev Chopra  
SEIU Rep, Mike Alvarez

### Guests (non-voting):

#### **LPC Admin Services Officer**

Sui Song  
Craig Kutil  
Madeline Wiest  
Elizabeth Owens

## 1. Call to Order at 12:00 pm

## 2. Review and Approval of Meeting Agenda

Motion to Approve, Tom Orf                      Second, Rajeev Chopra  
No Abstentions

## 3. Review and Approval of July 27, 2020 Meeting Minutes

Motion to Approve, Tina Inzerilla              Second, Sarah Thompson  
Abstention, Rajeev Chopra

## 4. Review of July 29, PBC Meeting

At the meeting both Colleges expressed the need for financial responsibility and its impact on all agents. Discussion around knowing who the students are at each campus and fund accordingly.

Meeting ground rules were laid out while identifying various tasks, discussion points, and setting the expectation of solvency from the SCFF model.

A review of a chart comparing the number of FTS to people hired showed the increase of FTS did not correlate to the number of people hired. The LPC team felt that additional mandates necessitate the hiring. The group addressed the idea of having a central system to manage the process with fiscal control.

There is not a significant variation of student demographics between Chabot and LPC.

A phased in system was also discussed to allow each school time to come up to speed with any new funding model. Overall the group felt it was best to keep any new model to be straightforward as SCFF metrics are complex.

## 5. SAM Codes

A SAM code indicates the level of CTE a course has and is determined by the college. Enrollments by Discipline and SAM codes were shared and a comparison of the coding between colleges was given. The system has been updated within the past year to limit inaccuracy when entering the course coding.

When curriculum is updated, the older coding is not updated unless the college take the initiative and without a five-year review there is no mechanism in-place to force the change or flag it as incorrect. Reports can be pulled from the Chancellor's Office to review the status of a college's five-year review.

# Budget Development Subcommittee Minutes

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The Faculty member and Dean work with an advisory board to decide if the course should be labeled as a CTE Top code.

In looking at comparing data from both colleges there are discrepancies in the coding require clean-up of information. The clean-up of coding and data has been taken place at LPC.

If there is a move to a SCFF based model, the committee suggesting adding SAM code comparison to the PBC agenda as well as other house cleaning items. Training to assist with the knowledge of how to properly code is another recommendation.

The committee discussed previous zero budget recommendations, prioritizing need and how to categorize them as a one, two, or three.

- Identify overspending practices and budgetary inefficiencies at the unit and institution level/areas of collaboration for cost savings, improve accountability
- Prepare for reductions - Identify primary, secondary, and tertiary functions.
- Address the immediate needs of making sure LPC is positioned to maximize current SCFF revenue points by cleaning up coding and recording data. (COCI, Banner, Major Codes, and DegreeWorks)

## 6. Staffing Allocations

Discussion at the previous PBC meeting addressed over hiring, taking on unrealistic obligations, and the over reliance on categorical funds for critical and operational positions.

Another factor is the signing of bargaining unit agreements without financial support from the District.

## 7. Good of the Order

A tentative PBC meeting is scheduled on August 21, please hold August 17 for a potential BDC meeting.

## 8. Adjournment at 1:38 pm

# 20-21 LPC Tentative Budget

# Important data to remember

- SCFF “Hold harmless” to remain in place until 2023/2024
- 20/21 Budget is the same as our 19/20 Budget
- COLA @ 0%, Growth Funding 0%, Revenue Deferrals
- District plans to use the rollback set-aside funding
- The District intends to meet all negotiated contractual obligations
- Projected step, column and longevity increases: Added Cost = \$2.7 million
- Projected medical benefit increases of 8%: Added Cost = \$1.27 million
- Negotiated raise: Added Cost \$2.04 million
- Projected STRS rate decrease from 17.10% to 16.15%: Savings = \$125,000
- Projected PERS rate increase from 19.72% to 20.70%: Added Cost = \$108,000
- If additional monies become available from the state and/or federal government, all the above may change

# Current Budget (Tentative)

		2020-2021		
FTES	7447 Goal/ 7105 Actual	Unrestricted	Restricted	Combined
<b>Revenues:</b>				
Prop 98/ SCFF		29,819,064	-	29,819,064
Federal Revenue		-	3,575,723	3,575,723
Other State Revenue		54,794	6,421,009	6,475,803
Other Local Revenue		2,193,695	716,967	2,910,662
<b>Total Revenues</b>		<b>32,067,553</b>	<b>10,713,699</b>	<b>42,781,252</b>
<b>Expenditures</b>				
Certificated Salaries		22,410,360	1,558,389	23,968,749
Classified Salaries		6,423,657	2,689,376	9,113,033
Employee Benefits		9,346,383	1,931,176	11,277,559
Books & Supplies		192,353	767,672	960,025
Operating Expenses		831,320	2,198,445	3,029,765
Capital Outlay		11,087	-	11,087
Other Outgo		-	16,295	16,295
Direct/Indirect Costs		-	-	-
<b>Total Expenditures</b>		<b>39,215,160</b>	<b>9,161,353</b>	<b>48,376,513</b>
Transfer In		187,347	308,747	496,094
Transfer Out		(753,087)	(2,141,451)	(2,894,538)
Contributions to Restricted		-	-	-
All Other Sources/Uses		-	-	-
<b>Increase/(Decrease) In Fund Balance</b>		<b>(7,713,347)</b>	<b>(280,358)</b>	<b>(7,993,705)</b>
<b>Beginning Fund Balance</b>		<b>654,731</b>	<b>826,087</b>	<b>1,480,818</b>
<b>Ending Fund Balance</b>		<b>(7,058,616)</b>	<b>545,729</b>	<b>(6,512,887)</b>