Los Angeles Mission College  
Budget and Planning Committee  
MINUTES  
April 22, 2010  
Campus Center, Room 1 from 12:10 – 1:05 PM (55 minutes)

Present: Cathy Brinkman, Lilamani De Silva, Karen Hoefel, Alma Johnson-Hawkins, Leslie Milke, Frances Nguyen, Joe Ramirez, Zoila Rodriguez-Doucette, Sandy Thomsen, Debbie Wong

Guests: Judith Valles, Stephanie Atkinson-Alston, Roman Juarez for Luz Nunez

Meeting was called to order by Co-Chair Leslie Milke at 12:10 PM

1. Reviewed/approved of the minutes of March 4, 2010

Sandy motioned to approve minutes and Lilamani seconded. The committee approved the minutes.

2. FY 2009-2010 College financial update

Karen said the college projects expenditures closed to $26.8 M for the fiscal year 09-10 and $400K deficit for this year. The college might be able to break even if some additional funding comes through. She expects that the college will make base for 2011 and expressed that the college is in no jeopardy of not making base. Joe mentioned that other colleges around the state are planning not to make base in order to balance their budgets and asked if we could do the same. Karen said this is not currently being discussed as a strategy at our District, and the District is encouraging the colleges to make base. She is expecting 2% growth funds which are still being debated in Sacramento. Karen said the college will have a $25.5M allocation and projects to have $28.0M expenditure for 2011, which will create a $2.5M deficit. All nine LACCD colleges are projecting deficits totaling $33M.

The District is planning a 5% contingency reserve to help colleges, but no distribution will be done until the end of the year. The District is assessing the situation and making strategies to meet the different obligations. Karen is working on securing an allocation at least the same as last year’s, which will cause the College to absorb the utility costs for the new buildings. The District expects to be in good financial health by the end of the year and some of their funds could go towards the 5% contingency reserve.

Karen is expecting $7M backfill for categorical programs for next year and said the May revise might be delayed until June. She said the new expenditures projected for Mission were those associated with the maintenance of the new building and not for any new staff. Karen said that while it is very hard to come up with $2.5M to cover the deficit with just reductions, the committee can make recommendations for the new buildings to reduce maintenance costs such as installing low voltage lighting which can reduce the cost anywhere from 60 to 70%. Another recommendation could be to replace paper towel with electric hand dryers to save on paper and labor.

Karen said the culinary arts building was expected to open in the spring. Leslie brought up the issue of opening the building with not staff and said the college needs to plan for those positions. Alma mentioned this created issues when developing programs. Judith said those positions should have been considered years ago. Leslie explained that the building plans were done many years ago and at the time the plans were mostly a creative exercise and did not become serious until more recent.
Karen mentioned that as long as the State and the College keep growing, there is no problem to hire staff and develop programs. She said no bond funds can be used for anything other than the buildings. The only other funds that can be used are through growth funds, which are now capped.

3. **Update in Block Grant funding**
Karen said there were $360K unspent Block Grant funds and asked the committee how much of those funds the college wants to allocate. She reported that very little additional funds had been allocated to the college in the last 2 years. The funds were set aside for instructional and materials, but last year only $100K were allocated.

Frances said we still need to pay about $40K for database renewals and Library memberships, which become more expensive as student population grows. Karen said it would be better if those renewals didn’t come from general 10100 funds. Leslie said Moodle could also be paid with Block Grant funds. Alma said there was an idea circulating to have the District pay for Moodle and invoice colleges for their use, but this had not materialized. As of now, the colleges need to pay individually for Moodle. Leslie suggested leaving the Block Grant as they are now to cover these contingencies.

4. **Review of FY 2010-2011 over base requests presented by administrators in March and suggestion for funding**
Karen suggested that all Over Base Allocation Requests be presented to the Budget and Planning Committee, which would identify other sources to fund the requests. This work could be done in the next two weeks. Other sources of funding could include bonds and innovation funds. Cathy said the innovation funds needs to be spent by June 30th and is projected that the funds will be spent. **ASSIGNMENT:** Cathy will provide a report to Frances about innovation and CTE funds by May 1st.

5. **Review of shared governance committee self evaluation**
**ASSIGNMENT:** The completed self-evaluation form is due by May 20th.
For question number 2(Accomplishments) Leslie suggested mentioning the finalization of the operational plan process, since this was the first time the process had been completed from beginning to end. Another suggestion was the workshops.
For question number 3 (Priorities) Leslie suggested streamlining the process and Alma suggested clarifying the request process. One example was the Education Planning Committee (EPC).
Leslie said the committee needs to review the shared governance document to see if the process is mentioned or if it needs be to written down. She said the committee needs to remind others to refer to the governance document to learn about the process. She also suggested promoting the unit assessment process.
The committee mentioned they were not aware of SFPs expenditure plans. Cathy said she asked all SFPs to prepare an end of the year report for everyone to know how the funds were spent for the college. Leslie would like the committee to know how SFPs will spend the funds during the year, and not find out after the fact.
**ASSIGNMENT:** Cathy will ask SFPs to complete a template which specifies their spending plan.
For question number 5 Leslie suggested to review the committee charter.
Leslie mentioned that Debbie, Sandy, Zoila and Luz were ending their term with the committee soon.
**ASSIGNMENT:** Leslie will ask Angela Echeverri to appoint new members for the committee to replace Debbie and Sandy. Cathy is a new voting member which brings the voting members to 15.

**ADJOURN:** Meeting adjourned at 1:05 PM