Los Angeles Mission College  
Budget and Planning Committee  
MINUTES  
May 06, 2010  
Campus Center, Room 4 from 12:17 – 1:08 PM (51 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, Maury Pearl, Eloise Cantrell, Roman Juarez (for Luz Nunez)

**Guests:** Stephanie Atkinson-Alston

**Absent:** John Morales

Meeting was called to order by Co-Chair Leslie Milke at 12:17 PM

1. **Review/Approval of minutes (April 22, 2010 meeting)**

   The committee reviewed the minutes, made corrections and by consensus approved the amended minutes.

2. **College budget update**

   Karen reported that the college is still projected to finish the fiscal year with $400K deficit, but hopes to realize some savings at the end of the year.

3. **Review of the division’s FY 2010-2011 overbase requests revised**

   Karen suggested, if agreed, that approximately $100K of Block grant would be allocated to fund certain expenses. It is prudent to reserve the rest of our block grant monies for future expenditures. We did not receive any additional block grant monies this year. Some expenditures may qualify for funding from the Bond program.

   Leslie stated that the division managers’ assignment was to review their requests, to exclude items that had already been paid by a different source, to identify line items that may be paid by Block grant, and to prioritize those items. Karen reiterated that the college is not in a position to add new salaries to next year’s budget, and that Block grant should only be used for purchases of small amounts. Leslie stated the committee will develop a method of prioritizing those requests that can be funded.

   Alma suggested reviewing the requests starting with the items that we absolutely have to do, and to support items that are important college-wide, because at this point is probably not possible to discuss items at the program level. This would allow departments to come to an agreement so each can fund their most critical needs.
Karen reiterated that the college needs to submit a realistic budget without relying on overbase funding, which will allow us a margin when we start to come out of the deficit.

Karen said there are $10Ms district-wide to backfill categorical programs for student services in the district that we have not yet factored in because the debate is not finalize.

Alma said there is soft money around campus and it is important to bring everyone to the table and discuss how some of the allowable costs can be leveraged so that the college and students can benefit, while still meeting the needs of their programs.

Karen said SFPs bring benefits to the college, but also add to overhead and to other functions that are already overwhelmed. She said we should be more conservative when implementing large technology efforts.

Alma asked the committee how we could start to have more conversations with college programs so we can have coordinated efforts to ensure that we have the revenue to support all the things we need to do in the future. Leslie said those conversations are a priority that Budget and Planning Committee should have for next year.

Karen suggested identifying activities that could generate revenue off of our new buildings and use that money for the general pool of money.

Karen said every year we spend thousands of dollars in ink that end up costing more than the actual printer. She said we need to discuss centralized printing and printing limits to have more control of costs. Maury Pearl commented that some of those policy statements are included in the Technology Master Plan as part of the environmental objectives.

**Presentation of Division Over Base Requests**

Karen presented the request for her division and said that the revenue generated by the new student printing cards will be used to maintain the machines.

Maury stated that his division did not have any request for overbase allocation, except for student kiosks which would be covered by bond money.

**ASSIGNMENT:** Alma will send her request with all the line items to Leslie, Karen and Frances before the next June 4th meeting.

4. **Committee self-evaluation**

Leslie said she included in the committee evaluation a priority for next year to coordinate with SFPs and soft monies. She asked the committee to discuss how to improve the shared governance process when she emails the evaluation form for comment.
**ASSIGNMENT:** Leslie will email the committee members the evaluation form for feedback.

5. **Specially Funded Program purchasing deadlines.**

   Frances reminded the committee that the SFP deadline for purchasing is May 14 and to ensure that vendors deliver the good before June 30th.