



# Budget Development Committee

January 29, 2021 | 8:30 am – 10:30 am | Zoom

## Meeting Minutes

### LPC Mission Statement

Las Positas College is 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 lifelong 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.
- ❖ Coordinate resources and provide professional development for effective online instruction and remote delivery of student support services and college processes to advance equitable student outcomes.

### Budget Development Committee

Quorum: 7

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

Chair, Anette Raichbart

#### **Members Present (12 voting):**

Administrator, At-Large-1, Kristian Whalen

Administrator, At-Large-2, Erick Bell

Faculty Member, At-Large-1, Tina Inzerilla

Faculty Member, At-Large-2, Ashley Young

Faculty-1 (appointed by F/A), Vacant

Classified Professional-2, Stephany Chavez

SEIU Rep, Mike Alvarez

LPCSG Student-1, Vacant

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

#### **Absent Members:**

PBC Member-1, Rajeev Chopra

Classified Professional-1, Alesia High

### 1. Call to Order at 8:34 am

### 2. Review and Approve Agenda

Motion, Tina Inzerilla Second, Sarah Thompson

Motion passed unanimously

### 3. Review and Approve 1/15/21 Minutes

Motion to approve, Sarah Thompson, Second, David Rodriguez

Motion passed unanimously

### 4. Budget Update

- The LPC budget shows the current is at about 50% which is in line with the present-day six-month mark
- The deficit and budget previously expected are off the table for now
- The May revise and April tax collection will provide a clearer outlook

### 5. CARES Allocation and Expenditure Update

- The CARES Act report is due to the State on 2/8/2021
- The report outlines all monies spent from March – December 31, 2020
- The District covered LPC's initial CARES Act of their deadlines to spend all of their funding by December 31, 2021
- A new allocation of CARES Act money was received in early January 2021
- The new allocation brings the funding available up to \$5.9 million
- The minimum spent on direct student aid 1.3 million
- A needs assessment went out to Classified, Faculty and Management
- The assessment will gauge how to best support those working from home
- VP Raichbart will follow-up with IT on software needs and how to get them out to those who need them
- Reimbursement of past purchases might be an option after the review and purchase of assessment needs
- The initial CARES Act balance is six hundred thousand dollars
- The money must be spent by May 19, 2021
- There are projects on campus that will utilize the funds to convert classes for on campus learning in social distanced format
- The committee discussed the deficits in Student Services support services for student
- Discussion on how to plan and prepare for two registration periods for summer and fall includes adding part-time counselors
- This consideration includes bringing back retirees
- Other points of discussion include: streamlining the onboarding process, retaining current students, locating potential web registration road blocks
- Other community colleges and four-year institutions have advisors who can assist students with everything but an ED plan

- The ability to answer phones remotely and assist student is something the CARES Act dollars can fund
- Options to assist students include a virtual welcome center, FAQs, and a one source of information/how to, limit manual process paperwork,
- A point of consideration is how to support new processes so they don't go unfinished
- The committee discussed specialize Counselors tied to a pathway
- The committee agreed overall changes were needed and additional funding is not a guarantee of success and retention
- Further discussion is necessary with all the pertinent parties in attendance

## **6. LPC 2021-22 Governance Worksheet**

- The committee reviewed and updated the governance worksheet
- No changes to the charge
- Tasks completed by the committee were
  - Reviewed CARES Act Funding
  - Monitoring budget on a monthly basis
  - Oversight of LPC budget development process
  - Review of Governor's State Budget
  - Creation of committee charge
  - Transparent fiscal updates to LPC community
  - Plan and prepare SCFF and PBC BAM advocacy

## **7. Good of the Order**

- **No updates**

## **8. Adjournment at 9:31 am**