



# Budget Development Committee

March 2, 2022 | 11:00 am – 1:00 pm | 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, Kristina Whalen  
Faculty Member, At-Large-1, Tina Inzerilla  
Classified Professional-1, Alesia High  
Classified Professional-2, Stephany Chavez  
Faculty-1 (appointed by F/A), Heike Gecox  
PBC Member-2, Rajinder Samra  
PBC Member-3, David Rodriguez  
PBC Member-4, Sarah Thompson  
PBC Member-5, Thomas Orf  
PBC LPCSG Student, Thomas Blakely

#### Guest:

LPC Admin Services Officer  
Sui Song

#### Members Absent:

Faculty Member, At-Large-2, Ashley Young  
PBC Member-1, Rajeev Chopra  
PBC Member-2, Rajinder Samra  
SEIU Rep, Mike Alvarez

### Call to Order at 11:03 am

### Review and Approve Agenda

Motion, Sarah Thompson      Second, David Rodriguez

### Review and Approve 2/16/22 Minutes

Motion with note date changes,  
David Rodriguez      Second, Thomas Blakely

### Year-End Closing/ Budget Development Calendar

- Ms. Song shared the draft fiscal year-end closing calendar with the group
- Upon District approval, the calendar will go out
- Tentatively April 1 is the closing date for all purchase orders, contracts, and change orders
- Office Depot and Amazon orders are due by May 6 because of shipping delays
- P-Card use ends on June 3, along with conference expense claims, travel advances, travel mileage reimbursements, and acceptance of new fiscal year requisitions
- Disbursement requests are due on June 10; it is ok to send them in early
- Deposits must arrive at Admin Services by June 22 in FY 21-22
- P-Card due dates are for the users only
- All LPC managers received a 2022-23 Budget Development calendar and position control spreadsheet, which is due 3/1/22
- The discretionary spreadsheet goes out to managers on 3/4/22
- A budget development meeting will take place on 3/10/22 to answer questions and help guide the process
- There is an anticipated increase of revenue for FY202-23 with a 5.3% COLA
- The plan is to use a percentage model to distribute the incoming revenue from the State; it will not stay flat as it has in previous years

### Budget and CARES Update

- VP Raichbart shared a budget update/comparison between FY 2020-21 and 2021-22 with the team
- Year to date salary spending
  - \$14.8 million, instructional- Balance of \$7.4
  - \$4 million, Classified – Balance of \$2.3
  - \$6.7 million, Benefits – Balance of \$3.3
  - \$65 thousand, Materials and Supplies – Balance of \$136 thousand

- \$600 thousand, Services – Balance of \$760 thousand
- \$22 thousand, Equipment – Balance of \$14 thousand
- Transfer activity picks up in May
- Overall, about sixty-four percent of the budget is spent
- CARES/HEERF spending remains consistent
- HERF I and II allocations are expended
- HERF III allocation of \$5.2 million has about \$3.2 million spent
- It is important to note that pre-COVID general fund salaries are now charged to HERF
- Eventually, the positions will move back to the general fund and may have an impact
- The old budget allocation model connected to FTES will be used for the upcoming fiscal year
- The increased FTES at Chabot will change the split to 40/60
- The committee addressed their concern where additional money is available to support additional FTEF and potential use of the reserves
- Possible ways to grow enrollment at LPC is to focus on future fire academies, using ISA, and building other programs
- Funds to support retirees are placed in an irrevocable trust and requires a continual deposit
- The committee requested clarity on how the RUMBLE is funded and where it is as a 3A line item

## **2022-23 Shared Governance Worksheet**

- A copy of the worksheet will go out to the committee for feedback
- A complete worksheet is due back by 4/1/22
- The creation of the subcommittee was to address the need for an advisory board for the College Council and budgetary decisions
- At the next meeting, a review of hiring faculty and classified positions and how they will fit into the budget; concerns will go back to the executive team
- Ideally, the future openings/hiring will route through the committee for review

## **Good of the Order**

- Ms. Thompson provided the committee with an SCFF update; she recently gave a presentation to the SCFFF Equity Coalition

- The presentation outlined the proposal for modifying the SCFF by reducing the FT calculation from fifteen to nine units with the addition of cost/living metric into the supplement
- It would eliminate the success metric
- Ms. Thompson will present the information at the FACC Advocacy and Policy Conference with a key legislator on hand

**Adjournment at 12:10 pm**