

**Membership****Academic Senate**

Holly Bailey-Hofmann  
Lourdes Brent  
Angela Echeverri  
Jeff Hernandez\*  
Robert L. Stewart Jr.  
Dan Wanner

**Faculty Guild**

Joseph Guerrieri  
Sandra Lee  
John McDowell  
Rodger Mc Ginness  
Olga Shewfelt  
Joanne Waddell

**Unions/Association**

Arif Ahmed  
Kathleen Becket  
Velma Butler  
Iris Ingram  
Paulina Palomino  
Vacant-Build& Const Trade

**College Presidents**

Seher Awan  
Lawrence Buckley\*\*  
Erika A. Endrijonas\*  
Larry Frank  
Mary Gallagher  
Otto W. Lee  
James M. Limbaugh  
Marvin Martinez  
Monte Perez

**STUDENT TRUSTEE  
REPRESENTATIVE**

vacant

\* Co-chairs

\*\*Interim

District Budget Committee  
September 19, 2018  
1:30 pm – 3:30 pm  
Educational Services Center, Board Room

1. Call to Order (*Jeff Hernandez*)
2. Approval of Agenda
3. Approval of Minutes for August 16, 2018
4. Chancellor's Remarks/Updates
5. ECDBC Reports and Recommendations
6. New State Funding Formula (Preliminary Review/Discussion)
7. Enrollment Update (Cornner)
  - a. Future template enrollment , access & success Reports
8. FON Update (Román)
  - a. Fall 2018 Compliance
  - b. Fall 2019 Projection/Hiring Targets by College
9. 2019-20 Proposed Budget Development Calendar
10. Self-Evaluation for FY 2017-18
11. November 21 meeting date
12. DBC Recommendations to the Chancellor
13. Items to Be Addressed by ECDBC
14. Other Business

*Future DBC Meetings: Oct 17, Nov 21, Jan 30, Feb 13, Mar 13, Apr 10, May 8, Jun 12*

*Future ECDBC Meetings: Sep 25, Oct 30, Nov 27, Jan 8, Jan 29, Feb 26, Mar 26, Apr 23,  
May 21, June 25*

Supporting Documents can be found at:

<http://laccd.edu/Departments/DistrictLevelGovernance/DBC/Pages/default.aspx>



1. **Call to Order** by Erika A. Endrijonas at 1:40pm.
2. **Approval of Agenda** – Approved with no changes.
3. **Approval of Minutes for August 16, 2018** – Approved with no changes.
4. **Chancellor’s Remarks/Updates**
  - The Chancellor introduces the following individuals:
    - Dr. Seher Awan, President for Los Angeles Southwest College
    - Dr. Melinda Nish, Interim Deputy Chancellor
    - Dr. Lawrence Buckley, Interim President Los Angeles Pierce College
    - Mr. Kelly Williams, Student Trustee Rep.
  - Assembly Bill 3101 (Carrillo) – CCC Apply simplification was removed from the suspense list and will be moving forward fully funded.
  - New Funding Formula- Tremendous change for the community colleges, 3 years from now the District will be facing funding issues if we don’t shift resources, assist our student and support them to succeed.
5. **New Funding Model (Miller/Gordon)**
  - 2018 Budget Workshop report titled “*Overview of the Student Centered Funding Formula*” was reviewed
6. **ECDBC Reports and Recommendation**
  - ECDBC met on Tuesday, July 31, 2018 discussing the New Funding Model, but waiting on the State Chancellor’s Office to provide more information.
  - Los Angeles City College, and Los Angeles Harbor College will give a presentation as how they balance their budget for 2017-2018.
7. **Enrollment Updates (Cornner)**
  - The 2017-18 FTES report, CCFS 320 was submitted to the Chancellor’s office reporting an annual FTES of 99,994, reflecting a decline from the base of 107,991 of 7,991 FTES.
  - Preliminary Fall 2018 enrollment was distributed and is currently projected to be flat over the prior year.
8. **FON Update (Roman)**
  - Handout was distributed that shows the Probationary Faculty Hiring Notice – Fall 2018 as of 8/16/2018 goal of 51. Colleges had 59 recruitments with 9 failed searches.
  - Dr. Roman welcomes and requests that the committee members invite people to attend the California Community Colleges Job Fair scheduled for January 26, 2019 from 9:00 to 1:00PM
9. **2018-19 Final Budget Development (Gordon)**
  - **Preliminary 2017-18 College Balances**
    - The District will end the 2017-2018 fiscal year with an ending balance of \$125.8 million; 19.0% of expenditures.
    - The District received \$17 million in RDA settlement and placed it in the PERS/STRS reserve as agreed upon by DBC.
    - Two colleges ended the year with deficits.
  - **Proposed Final Budget**
    - Budget was built with the minimum state apportionment guarantee of \$622 million.
    - SSSP, Student Equity and Basic skills have been budgeted separately, pending college discussions on how to consolidate the programs.
10. **DBC Recommendation to the Chancellor**
  - No recommendations to the Chancellor
11. **Items to Be Addressed by ECDBC**

- A request was made to the ECDBC committee when addressing the new allocation model, to encourage that any changes made to the District Office budget allocation reflect the same level of examination that the colleges are being asked of.

**12. Other Business**

- No other business

The meeting was adjourned at 3:33pm.

*Future DBC Meetings: Sept. 19, Oct. 17, Nov. 21, Jan.30, Feb.13, Mar. 13, Apr, 10, May 8, Jun. 12*

*Future ECDBC Meetings: Jul. 31, Aug. 28, Sep. 25, Oct.30, Nov. 27, Jan. 8, Jan. 29, Feb. 26, Mar. 26, Apr.10, May 8, Jun 19*

## 2019 - 2020 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
<b>SEPTEMBER, 2018</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
September 19	District Budget Committee reviews proposed Budget Development Calendar.
<b>OCTOBER, 2018</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
October 10	Adoption of Budget Development Calendar.
October 31	1st Quarter Reports due from colleges.
<b>NOVEMBER, 2018</b>	<b>DEVELOPMENT OF BUDGET OPERATION PLAN</b>
November 1	Initial assessment projections of Centralized accounts.
November 1 - 12	Constituencies review of 1st Quarter Report and Districtwide projections.
November 15	1st Quarter Report due to State.
November 28	Budget and Finance Committee receives briefing on 1st Quarter Rep.
<b>DECEMBER, 2018</b>	<b>CONSTITUENCIES PROJECTIONS REVIEW</b>
December 3 - 21	A) Constituencies review of mid-year projections; B) Review of Centralized Accounts Projection.
December 5 - 6	Planning Budget Formulation (PBF) Workshop
December 12	1st Quarter Report submitted to Board of Trustees for approval.
<b>JANUARY, 2019</b>	<b>GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS</b>
January 3	Dedicated Revenue Projections due to the Budget Office.
January 4 - 9	Budget Office reviews colleges' 2019-20 dedicated revenue projections.
January 9	Budget Office distributes Budget Operation Plan Instructions;
January 11 - 28	Constituencies review Proposed 2019-20 Preliminary Allocation.
January 16 - 25	Cabinet reviews Proposed 2019-20 Preliminary Allocation.
January 17	CFO and Accounting Office provide initial ending balance projections.
January 23	Budget and Finance Committee Meeting.
<b>FEBRUARY, 2019</b>	<b>CONSTITUENCIES REVIEW BUDGET STATUS</b>
February 1	2nd Quarter Reports due from colleges.
February 4	Budget Office distributes 2019-20 Preliminary Allocation.
February 13 - 22	A) Cabinet reviews 2019-20 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 15	2nd Quarter Report due to State.
February 20	A) Budget and Finance Committee receives briefing on 2nd Quarter Report; B) CFO and Accounting Office update ending balance projections.
<b>MARCH, 2019</b>	<b>PREPARATION OF PRELIMINARY BUDGETS</b>
March 1	Deadline for Planning Budget Formulation (PBF) changes.
March 4 - 15	Technical review of PBF data and upload to SAP.
March 6	2nd Quarter Report submitted to Board of Trustees for approval.
March 20	Budget and Finance Committee Meeting.
March 21	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.
March 26 - May 3	Open period for Tentative Budget adjustments (First Adjustment).
<b>APRIL, 2019</b>	<b>REVIEW OF PRELIMINARY BUDGET DATA</b>
April 12	CFO and Accounting Office update ending balance projections.
April 16- April 19	Constituencies review budget status.
April 17	Budget and Finance Committee Meeting.
April 25 - May 16	Budget meetings on preliminary budgets conducted with college administrators.

**2019 - 2020 BUDGET DEVELOPMENT CALENDAR**

<b>DATE</b>	<b>ACTIVITY</b>
<b>MAY, 2019</b>	<b>REVENUE PROJECTIONS UPDATED</b>
May 1	Board of Trustees authorization to encumber new year appropriations.
May 2	3rd Quarter Reports due from colleges.
May 2	Revised revenue projections based on Governor's proposed State Budget.
May 6 - 10	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment) starts.
May 15	3rd Quarter Report due to State.
May 15	A) Cabinet receives briefing on Tentative Budget; B) CFO and Accounting Office update ending balance projections.
May 15	A) Budget and Finance Committee receives briefing on 3rd Quarter Report; B) Budget and Finance Committee reviews Proposed Tentative Budget.
May 16	Budget Operation Plans due to the Budget Office.
<b>JUNE, 2019</b>	<b>TENTATIVE BUDGET</b>
June 5	A) Adoption of Tentative Budget; B) 3rd Quarter Report submitted to Board of Trustees for approval.
June 14	CFO and Accounting Office update ending balance projections.
June 20	Deadline for submission of revised Dedicated Revenue for Final Budget.
<b>JULY, 2019</b>	<b>REVISION TO REVENUE PROJECTIONS/ALLOCATIONS</b>
July 1	File Tentative Budget report with County and State Agencies.
July 8 - 12	Constituencies review of Budget status.
July 19	A) CFO and Accounting Office run 1st closing activities; B) Budget and Finance Committee to review Proposed Final Budget.
July 30	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
<b>AUGUST, 2019</b>	<b>FINAL BUDGET</b>
August 2	Final year-end closing and establishment of actual ending balances.
August 26 - September 3	Publication budget available for public review.
<b>SEPTEMBER, 2019</b>	<b>FINAL BUDGET/YEAR-END ANALYSIS</b>
September 4*	Public Hearing and adoption of Final Budget.
September 6	File Final Budget report with County and State agencies.

Prepared 09/11/18

\* Could be approved earlier depending on Board Meeting date.



**Los Angeles Community College District  
District-wide Governance Committee  
Self-Evaluation Form**



<b>Committee Name: DISTRICT BUDGET COMMITTEE</b>							
<b>For Academic Year: 2017-2018</b>				<b>Date of Self Evaluation: September 19, 2018</b>			
Month	Meeting Date(s)	# of Members Attending	Agendas posted in advance		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
Jul. 2017	<i>Cancelled</i>	<i>Cancelled</i>					<i>Cancelled</i>
Aug. 2017	08/16/2017	21 members 18 guests	X		X		1. Review 2016-17 College Balances 2. 2017-18 Final Budget Development 3. Discuss Enrollment & FON
Sept. 2017	09/13/2017	20 members 14 guests	X		X		1. Review Financial Accountability Measures 2. 2018-19 Proposed Budget Development Calendar 3. Review DBC Self –Evaluation 4. Discuss Enrollment
Oct. 2017	10/11/2017	20 members 11 guests	X		X		1. District Planning Committee Report out 2. Review District Financial Accountability Measures 3. Discuss Enrollment & FON
Nov. 2017	11/08/2017	19 members 14 guests	X		X		1. Prop 98 tests and impact on LACCD 2. Discuss District Strategic Plan 3. Discuss Enrollment & FON
Dec. 2017	<i>Cancelled</i>	<i>Cancelled</i>					<i>Cancelled</i>
Jan. 2018	1/31/2018	21 members 19 members	X		X		1. 2018-2019 Governor’s Budget 2. 2017-2018 First Quarter Financial Status Report 3. DBC Recommendations to the Chancellor Creation of the “Emergency Enrollment Crisis Response Strike Team”
Feb. 2018	02/14/2018	22 members 11 guests	X		X		1. 2018-19 Proposed Preliminary Allocation 2. 2nd Quarter Financial Status 311Q 3. District Planning Committee (DPC) Report out 4. DBC Recommendation to the Chancellor a. Request Qtrly report of vacancies b. Chancellors Cabinet to review centralized c. Qtrly review of ESC/IT
Mar. 2018	<i>Cancelled</i>	<i>Cancelled</i>	X		X		<i>Cancelled</i>
Apr. 2018	04/11/2018	22 members 15 guests	X		X		1. Update on New State Funding Formula 2. Administrative Co-Chair nominees 3. Discuss Enrollment & FON
May 2018	05/16/2018	22 members 15 guests	X		X		1. DBC Co-Chair Nomination (Administration) 2. New Funding Model/May Revise 3. Year End Balance Projection 3 <sup>rd</sup> Qtr 311 Report 4. Approve 2018-19 Tentative Budget 5. Approve \$17 million to STRS/PERS Reserve
Jun. 2018	06/13/2018	19 members 15 guests	X		X		1. Review New Funding Model 2. Adopt 2018-19 DBC/ECDBC Meeting Dates 3. 2017-18 Year End Balance Projection by Location.
<b>Average Attendance</b>		34.6					

<p><b>Major Committee Accomplishments &amp; Achievements in Past Year</b></p>	<ol style="list-style-type: none"> <li>1. Continued early review of FON hiring, which helps the District meet its target.</li> <li>2. Strengthened the STRS/PERS Reserve to cover the annual increases through 2025.</li> <li>3. Reviewed District Strategic Plan reports from the District Planning Committee (DPC).</li> <li>4. Reviewed the District Financial Accountability Measures.</li> </ol>
<p><b>Major Obstacles/Problems with Committee Function</b></p>	<ol style="list-style-type: none"> <li>1. .</li> <li>2. .</li> </ol>
<p><b>Recommendations for Improving Committee Process/Efficiency</b></p>	<ol style="list-style-type: none"> <li>1. .</li> <li>2. .</li> </ol>
<p><b>Committee Goals (If Appropriate) for Coming Year</b></p>	<ol style="list-style-type: none"> <li>1. .</li> <li>2. .</li> </ol>

**Chair/Co-Chair Signature:** \_\_\_\_\_

**Chair/Co-Chair Name:** Erika A. Endrijonas

**Chair/Co-Chair Signature:** \_\_\_\_\_

**Chair/Co-Chair Name:** Jeff Hernandez





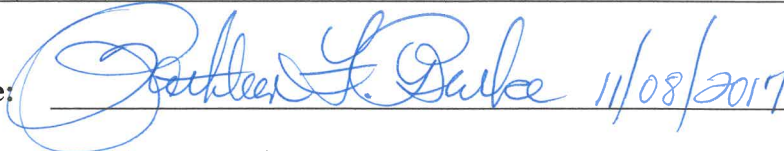
## Los Angeles Community College District District-wide Governance Committee Self-Evaluation Form



Committee Name: DISTRICT BUDGET COMMITTEE							
For Academic Year: 2016-2017				Date of Self Evaluation: September 13, 2017			
Month	Meeting Date(s)	# of Members Attending	Agendas posted in advance		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
Jul. 2016	07/27/2016	22 members 14 guests	X		X		<ol style="list-style-type: none"> <li>1. 2016-17 Preliminary FTES Targets</li> <li>2. 2016-17 Final Budget Development</li> <li>3. Refer review of District Allocation Model to ECDBC</li> </ol>
Aug. 2016	08/17/2016	16 members 12 guests	X		X		<ol style="list-style-type: none"> <li>1. 2016-17 Final Budget Development</li> <li>2. Recommendation to Chancellor to provide one year of funding to those colleges that hired faculty above their FON requirement</li> </ol>
Sept. 2016	09/14/2016	21 members 19 guests	X		X		<ol style="list-style-type: none"> <li>1. District Budget Committee Charge, Calendar, Membership</li> <li>2. 2017-18 Proposed Budget Development Calendar</li> </ol>
Oct. 2016	10/12/2016	21 members 14 guests	X		X		<ol style="list-style-type: none"> <li>1. Approve recommendation on use of \$9.9m in one time state mandate reimbursement revenue</li> <li>2. Review plan for STRS/PERS increases</li> </ol>
Nov. 2016	11/09/2016	19 members 17 guests	X		X		<ol style="list-style-type: none"> <li>1. DBC Self Evaluation for FY 2015-16</li> <li>2. Review Fall 2017 FON data</li> </ol>
Dec. 2016	<i>cancelled</i>						<i>cancelled</i>
Jan. 2017	<i>cancelled</i>						<i>cancelled</i>
Feb. 2017	02/01/2017	19 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. DBC Self Evaluation for FY 2015-16</li> <li>2. 2016-17 First Quarter Financial Status</li> <li>3. 2017-18 Governor's Budget Proposal</li> <li>4. Approve \$8.5m to STRS/PERS reserve</li> </ol>
Mar. 2017	03/15/2017	21 members 16 guests	X		X		<ol style="list-style-type: none"> <li>1. 2016-17 2nd Qtr. Financial Status Report</li> <li>2. 2017-18 Fiscal Viability Goals</li> </ol>
Apr. 2017	04/12/2017	18 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. ECDBC report on the Budget Allocation Model</li> <li>2. Recommendation to Chancellor to create enrollment strategy task force</li> <li>3. Recommendation to Chancellor to review Districtwide Marketing Plan</li> </ol>
May 2017	05/17/2017	21 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. 2016-17 3rd Qtr. Financial Status Report</li> <li>2. 2017-18 May Revise</li> <li>3. 2017-18 Proposed Tentative Budget</li> </ol>
Jun. 2017	06/14/2017	18 members 13 guests	X		X		<ol style="list-style-type: none"> <li>1. ECDBC updates on financial accountability plans from City, Harbor, and Southwest</li> <li>2. Valley College Debt Waiver Request</li> <li>3. Adopt 2017-18 DBC Meeting Calendar</li> <li>4. 2016-17 Year End Balance Projection</li> </ol>
<b>Average Attendance:</b>		34.6					
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>		<ol style="list-style-type: none"> <li>1. Completed evaluation of the District Allocation Model.</li> <li>2. Continued early review of FON hiring, which helps the District meet its target.</li> <li>3. Strengthened the STRS/PERS reserve to cover 100% of the annual increases through 2023.</li> </ol>					

<b>Major Obstacles/Problems with Committee Function</b>	1. Technical nature of materials requires advanced review which is not always available.
<b>Recommendations for Improving Committee Process/Efficiency</b>	1. Reevaluate schedule of meetings to align with the Board Summer Schedule. 2. Continue to develop orientation to new DBC members.
<b>Committee Goals (If Appropriate) for Coming Year</b>	1. Review the adopted Board Goals. 2. Receive report from the District Planning Committee (DPC). 3. Review of the District Financial Accountability Measures.

**Chair/Co-Chair Signature:**

 11/08/2017

**Chair/Co-Chair Name:**

Kathleen F. Burke

**Chair/Co-Chair Signature:**



**Chair/Co-Chair Name:**

Jeff Hernandez

# Estimated LACCD Fall 2019 FON compliance amount and Total Projected Regular Faculty Hires

(September 19, 2018)

Line	<u>Total</u>
1 Assumes Fall 18 FON Full-Time FTE Equals Compliance Amount	1560.8
2 Estimated "Late" Separations applied to Fall 18 FON	16.0
3 Estimated 2019 "Early" Separations	25.0
4 Estimated Fall 19 FTEF Adjusted for Estimated Separations (Line 1 minus Line 2 & 3)	1519.8
5 Estimated Fall 19 FTEF Compliance Amount based on Projected P2 FTES* ^ (Amount includes 1523 FTEF plus additional 57)	1580.0
6 <b>Estimated Hires to Meet the Estimated Fall 19 Projected Compliance number (Line 5 Minus Line 4)***</b>	<b>60.2</b>
7 <b>Estimated Contingency FTEF Hires to account for transfers, etc.</b>	<b>15.0</b>
8 <b>Estimated Fall 19 Hires with Contingency to Meet Estimated Compliance Amount on Line 5 Above (Lines 6 + 7) †</b> (The average replacement cost of a Full-Time Faculty for 2018 is \$77,063.)	<b>75.2</b>
^ Fall 19 Advance FON of about 1731 FTEF was based on credit FTES of about 102,667.	
^ Assumes the Fall 19 P2 credit FTES reported to State is the same as the 2018 Recalculation Amount of 93,005 FTES	
† For every 1 percent increase over the estimated P2 of 93,005 FTES, the hires required would increase by about 15 FTEF.	

# FALL 2018: Credit Enrollment Comparison

Day

Day relative to beginning of instruction

Census day for Fall 2018 (WSCH) is September 10

**Tuesday, September 18, 2018**

Tuesday, September 19, 2017

**22**

HEADCOUNT		City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2018		15,244	26,998	9,127	10,451	18,802	5,941	13,875	17,353	12,637	942	131,370
Fall 2017		15,346	32,456	9,400	10,423	19,032	6,158	13,919	16,857	11,837	1,016	136,444
2018 % of 2017		99%	83%	97%	100%	99%	96%	100%	103%	107%	93%	96%

ENROLLMENT		City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2018		35,494	65,742	23,299	22,774	46,618	13,539	30,353	39,798	28,432	1,228	307,277
Fall 2017		36,068	72,060	24,762	22,892	47,134	13,872	30,600	40,211	27,512	1,383	316,494
2018 % of 2017		98%	91%	94%	99%	99%	98%	99%	99%	103%	89%	97%

SECTION COUNT		City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2018		1,330	2,346	786	711	1,647	462	1,224	1,476	920	84	10,986
Fall 2017		1,293	2,561	863	708	1,625	505	1,188	1,514	958	84	11,299
2018 % of 2017		103%	92%	91%	100%	101%	91%	103%	97%	96%	100%	97%

Enrollment divided by Section		City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2018		26.7	28.0	29.6	32.0	28.3	29.3	24.8	27.0	30.9	14.6	28.0
Fall 2017		27.9	28.1	28.7	32.3	29.0	27.5	25.8	26.6	28.7	16.5	28.0
2018 % of 2017		96%	100%	103%	99%	98%	107%	96%	102%	108%	89%	100%

Source: LACCD Student Information System, PS\_CLASS\_TBL, PS\_STDNT\_ENRL tables.

\*Enrollment and Section count: Includes Credit PA, WSCH, DSCH, Ind Study, and Work Exp. Excludes Non-Credit Adult Ed and Non-Credit Tutoring. 2017 Section count reflects the information as of the end of the term (instead of the relative day listed above).

\*\*Enrollment registration for Fall 2017 started approximately 4 weeks later comparing to registration for Fall 2018. Open enrollment registration for Fall 2017 started 6/26/17, whereas it was 5/29/18 for Fall 2018.