

Membership

Academic Senate

Glen Baghdasarian
Angela Echeverri
Jeff Hernandez
Robert L Stewart Jr.
Eddie Tchertchian
Joshua Wentz

Faculty Guild

Ruby Christian Brougham
Joseph Guerrieri
Sandra Lee
John McDowell
Olga Shewfelt
Joanne Waddell*

Unions/Association

Mary-Jo Apigo
Arif Ahmed
Kathleen Becket
Suleman Ishaque
Steve Paine
Vacant-Build & Trade

College Presidents

Seher Awan
Mary Gallagher
Barry Gribbons
Otto W. Lee
James M. Limbaugh
Alexis Montevirgen
Monte Perez*
Albert Román**
Katrina VanderWoude

STUDENT TRUSTEE REPRESENTATIVE

vacant

* Co-chairs

**Interim

District Budget Committee

Sept 9, 2020

1:30 pm – 3:30 pm

Zoom Meeting

<https://laccd.zoom.us/j/97383735014>

Meeting ID: 973 8373 5014

One tap mobile

+16699006833,,97383735014# US (San Jose)

+12532158782,,97383735014# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 973 8373 5014

Find your local number: <https://laccd.zoom.us/u/aboaCgHRaL>

1. Call to Order (*Monte Perez*)
2. Approval of Agenda
3. Approval of Minutes for Aug 12, 2020
4. Chancellor's Remarks/Updates
5. ECDBC Reports and Recommendations
6. Enrollment Update & Reporting (Cornner)
7. FON Update (Gutierrez)
8. Self-Evaluation for FY 2019-20 (Gordon)
9. 2021-22 Proposed Budget Development Calendar (Gordon)
10. DBC Recommendations to the Chancellor
11. Items to Be Addressed by ECDBC
12. Other Business

Future DBC Meetings: Oct 14, Dec 9, Jan 13, Feb 10, Mar 10, Apr 14, May 12, Jun 9

*Future ECDBC Meetings: Sep 16, Oct 21, Nov 18, Dec 16, Jan 20, Feb 17, Mar 17, Apr 21
May 25, June 22*

Archived documents can be found on the DBC website:

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

District Budget Committee Meeting Minutes
 August 12, 2020
 1:30-3:30 p.m., Zoom Meeting

Roll Call X Indicates Present

Academic Senate

Glen Baghdasarian	X
Angela Echeverri	
Jeff Hernandez	X
Robert L. Stewart Jr.	X
Eddie Tcherchian	X
Joshua Wentz	X

L.A. Faculty Guild

Ruby Christian Brougham	X
Joseph Guerrieri	X
Sandra Lee	X
John McDowell	X
Olga Shewfelt	X
Joanne Waddell*	X

Unions/Association

Arif Ahmed; Local 721	
Mary-Jo Apigo; Local 911 Teamster	X
Kathleen Becket; SEIU Local 99	X
Suleman Ishaque; Local 1521A	X
Steve Paine; Class Mgmt. Rep	X
Vacant-Build & Cost Trade	

College Presidents

Seher Awan	X
Mary Gallagher	X
Barry Gribbons	X
Otto W. Lee	X
James M Limbaugh	X
Alexis Montevirgen	X
Monte E. Perez*	X
Albert Roman**	X
Katrina VanderWoude	X

Student Trustee Rep

Vacant

* DBC CO-chairs

** Interim

Also Present

Resource Persons

Ryan Cornner
 Jeanette L. Gordon
 Mercedes Gutierrez
 Lieutenant Jones
 Deborah La Teer
 Gregory Mazzarella
 Melinda Nish
 Francisco C. Rodriguez
 Captain Rubio
 Maria L. Veloz

Guests

Myeshia Armstrong
 Silvia Barajas
 Kristi Blackburn
 Lawrence L. Bradford
 Grace Chee
 Daniel Hall
 Tom Jacobsmeyer
 Anil Jain
 Mike Lee
 Rasel Menendez
 Erika Miller

Guests

Valencia Moffett
 Maury Pearl
 Laura Elena Ramirez
 Jim Reeves
 Farah Saddigh
 Pamela Sanford
 Rolf Schleicher
 Bob Suppelsa
 Shawn Tramel
 Cassaundra Walker
 Harry Ziogas

1. **Call to Order** - at 1:35 p.m. by Joanne Waddell
2. **Approval of Agenda** – The Items on the Agenda was approved.
3. **Approval of Minutes** - The minutes of the July 15, 2020 meeting were approved.
4. **Chancellor's Remarks/Updates**
 - To secure and increase enrollment we are participating in a social media blitz and advertisement marketing campaign that will continue throughout the year.
 - A Special Board meeting will be held on August 19, 2020 to approve a \$3 million-dollar emergency contract to secure laptop devices for first time Fall students.
 - LA County Sheriff's Contract a small working group of which consists of the Deputy Chancellor, Budget Chancellor and Administrator staff were appointed to oversee the LASO contract of which expires December 31, 2020.
 - State Budget seems to be stable at the moment; College Presidents were asked to come with a 2.5% budget cut plan given there is some level of instability at the State. At the end of the year, Colleges must balance to their allocations. Cuts should not be made to class schedules if there are enough students to make it go, however there are some classes with soft enrollments that may need to be adjusted.
 - The budget includes a line item for the Framework on Racial Equity and Social Justice to correspond to the Boards resolution. A chancellor's advisory committee is currently being formed for Black and African American Student Affairs, with its first meeting to be in September.
 - Begin reconstituting the Sheriff's oversight committee, and tasked a smaller working group to go over the Sheriff's contract which expires December 31, 2020.
 - Currently in consultation with the labor groups on a Supplemental Retirement Plan (SRP) and could go to the Board in September.
 - Responded formally to the DBC recommendation for Establishing Principles and Priorities to Manage Budget Cuts
5. **ECDBC Reports and Recommendations (Gordon)**
 - ECDBC activity at its last meeting include reviewing the sheriff's contract and overtime invoices and discussed the deployment schedule and food purchases and the ability to submit these costs to FEMA.
 - Captain Rubio and Lieutenant Jones provided additional detail and answered questions from the committee.
 - A request was made to provide cost comparisons of the expenses under the current contract to other models.
 - Requests a typical example of the deployment schedule, i.e. what are the duties during a regular week vs a "covid" week.
 - Dr. Nish reminded the committee that the Chancellor's working group and oversight committee will be tasked to review the contract and review the Sheriff's operations and that any questions or recommendations that the DBC committee has regarding the Sheriff be sent to these committees.
6. **Enrollment Update & Reporting (Cornner)**
 - Fall 2020 is behind 17% in terms of enrollment and 13% in terms of headcount.
 - A fresh desk system was implemented to allow colleges to have tracking and email system to respond to students concerns and requests. Fresh caller phone system will also be implemented to provide extra support for student.
 - 2019-20 320 report was finalized; reported 98,792 FTES, a .7% increase above the prior year.
7. **FON Update (Gutierrez)**

- Currently the District faculty is count is above the FON and the District is projected to meet the obligation. HR continues to work on the critical hires; of the 11 critical hires, 8 positions have been filled.

8. 2019-20 P2 Adjustment (Gordon)

- A document titled “2019-20 College Hold Harmless vs SCFF Calculation” was presented and discussed. This document illustrates the change between the 2019-20 final budget allocation utilizing the old District allocation model against the new District SCFF allocation model.

9. 2020-21 Final Budget Development (Gordon)

- **2019-20 College Balances**
 - ending balance of 136 million; \$125.6m ending balance and \$11m of open orders.
 - 4 colleges currently are ending in a negative,
 - because the year end is not final, these numbers will change.
- **2020-21 Final Budget**
 - The final 2020-21 budget was reviewed and discussed
 - The proposed Final Budget will be presented to the Board of Trustees for adoption on September 2, 2020.

10. DBC Recommendation to the Chancellor

- No recommendations for the Chancellor

11. Item to Be Addressed by ECDBC

- None

12. Other Business

- No other business

The meeting was adjourned at 4:03 p.m.



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



Committee Name: DISTRICT BUDGET COMMITTEE

For Academic Year: 2019-2020

Date of Self Evaluation: September 9, 2020

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 2019	CANCELLED						CANCELLED
Aug 2019	08/14/2019	16 members 15 guests	X		X		<ol style="list-style-type: none"> Review 2018-9 P2 Adjustments Review 2018-19 Projected Ending Balances 2019-20 Final Budget Development STRS/PERS Rate Increase
Sep 2019	09/11/2019	17 members 18 guests	X		X		<ol style="list-style-type: none"> 2019-20 Budget Supplemental Information 2018-19 \$18m distribution City College Debt Repayment Proposal District Allocation Model Implementation 2020-21 Proposed Budget Development Calendar
Oct 2019	CANCELLED						CANCELLED
Nov 2019	11/13/2019	18 members 16 guests	X		X		<ol style="list-style-type: none"> 2019-20 First Quarter Financial 311Q Report Self-Evaluation for FY 2018-19
Dec 2019	CANCELLED						CANCELLED
Jan 2020	1/29/2020	18 members 21 guests	X		X		<ol style="list-style-type: none"> Discuss Enrollment & FON 2020-2021 Governor's Budget Faculty Guild Motion on College Debt Repayment
Feb 2020	Cancelled						CANCELLED
Mar 2020	03/11/2020	21 members 21 guests	X		X		<ol style="list-style-type: none"> Review 2018-19 Recalc and 2019-20 P1 Update 2019-20 2nd Quarter Financial Status by College 2020-21 Proposed Preliminary Allocation 2018-19 Self Evaluation
Apr 2020	04/15/2020	21 members 23 guests	X		X		<ol style="list-style-type: none"> CARES Act COVID-19 Expenses 5 Year Fiscal Forecast Ending Balance vs Reserves
May 2020	05/13/2020	23 members 19 guests	X		X		<ol style="list-style-type: none"> 2019-20 Revenue Update & 3-year scenarios Update District Accountability Measures & Debt Repayment Policy Info Tech Restructure Year End Balance Projection 3rd Qtr.311 Report 2020-21 Proposed Tentative Budget
Jun 2020	06/10/2020	23 members 20 guests	X		X		<ol style="list-style-type: none"> 2019-20 Year End Balance Projection 2019-20 Covid-19 Expenditures 2020-21 Budget Updates 2020-21 Proposal DBC/ECDBC dates
Average Attendance		38.8					

Major Committee Accomplishments & Achievements in Past Year	<ol style="list-style-type: none"> 1. Continued early review of FON hiring, which helps the District meet its target. 2. Recommend the termination of the college debt repayment policy and update the District Accountability Measure.
Major Obstacles/Problems with Committee Function	<ol style="list-style-type: none"> 1. Instability of State Student Centered Funding Formula and underfunding of the Community College System.
Recommendations for Improving Committee Process/Efficiency	<ol style="list-style-type: none"> 1. . 2. .
Committee Goals (If Appropriate) for Coming Year	<ol style="list-style-type: none"> 1. Recommend Establishing Principles and Priorities to Manage Budget Cuts.

Chair/Co-Chair Signature: _____

Chair/Co-Chair Name: _____

Dr. Monte Perez

Chair/Co-Chair Signature: _____

Chair/Co-Chair Name: _____

Joanne Waddell



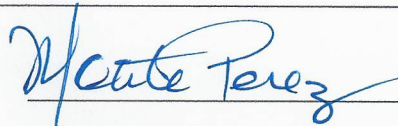
Los Angeles Community College District
District-wide Governance Committee
Self-Evaluation Form



Committee Name: DISTRICT BUDGET COMMITTEE							
For Academic Year: 2018-2019				Date of Self Evaluation: November 13, 2019			
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 2018	07/18/2018	20 members 10 guests	X		X		1. Review Student Centered Funding Formula 2. Discuss Enrollment & FON
Aug 2018	08/16/2018	18 members 16 guests	X		X		1. Review Student Centered Funding Formula 2. Review 2017-18 Projected Ending Balances 3. 2018-19 Final Budget Development 4. Discuss Enrollment & FON
Sep 2018	09/19/2018	22 members 14 guests	X		X		1. Review Student Centered Funding Formula 2. 2019-20 Proposed Budget Development Calendar 3. Review DBC Self Evaluation 4. Discuss Enrollment & FON
Oct 2018	10/17/2018	17 members 17 guests	X		X		1. Review District Allocation model development timeline 2. Review SCFF Metrics by College 3. Approve DBC Self Evaluation
Nov 2018	<i>Cancelled</i>						<i>Cancelled</i>
Dec 2018	12/05/2018	17 members 15 guests	X		X		1. Discuss Enrollment & FON 2. 2018-19 First Quarter Financial Status Report
Jan 2019	1/30/2019	23 members 17 guests	X		X		1. Discuss Enrollment & FON 2. 2018-2019 Governor's Budget
Feb 2019	<i>Cancelled</i>						<i>Cancelled</i>
Mar 2019	03/13/2019	23 members 15 guests	X		X		1. Review 2018-19 Revenue Update from P1 2. 2018-19 2 nd Quarter Financial Status by College 3. 2019-20 Proposed Preliminary Allocation 4. Discuss Enrollment & FON
Apr 2019	04/10/2019	20 members 12 guests	X		X		1. Review and Discuss ECDBC Recommendations on District Allocation Model 2. Faculty Co-Chair nominees 3. Discuss Enrollment & FON
May 2019	05/15/2019	21 members 20 guests	X		X		1. Review, Discuss and Recommend New District Allocation Model 2. Discuss Enrollment & FON 3. Review 2019-20 May Revise 4. Year End Balance Projection 3 rd Qtr.311 Report 5. Approve 2019-20 Proposed Tentative Budget
Jun 2019	06/12/2019	17 members 17 guests	X		X		1. Discuss feedback on new District Allocation Model 2. Adopt 2019-20 DBC/ECDBC Meeting Dates 3. Review 2018-19 Year End Balance Projection by Location.
Average Attendance		35.1					

<p>Major Committee Accomplishments & Achievements in Past Year</p>	<ol style="list-style-type: none"> 1. Continued early review of FON hiring, which helps the District meet its target. 2. Approved timeline for development of new LACCD funding allocation model. 3. Approved LACCD funding allocation model. 4. Reduce the debt repayment from 3% to 1%.
<p>Major Obstacles/Problems with Committee Function</p>	<ol style="list-style-type: none"> 1. Instability of State Student Centered Funding Formula and underfunding of the Community College System.
<p>Recommendations for Improving Committee Process/Efficiency</p>	<ol style="list-style-type: none"> 1. Add additional information into the minutes. 2. Distribute the handouts and reports to the committee 72 hours in advance. 3. Provide additional detail on the enrollment reports.
<p>Committee Goals (If Appropriate) for Coming Year</p>	<ol style="list-style-type: none"> 1. Re-examine the concept of debt repayment, ending balances and college structural deficits.

Chair/Co-Chair Signature:



Chair/Co-Chair Name:

Dr. Monte Perez

Chair/Co-Chair Signature:



Chair/Co-Chair Name:

Joanne Waddell

2021 - 2022 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
SEPTEMBER, 2020	DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES
September 9	District Budget Committee reviews proposed Budget Development Calendar.
OCTOBER, 2020	DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES
October 7	Adoption of Budget Development Calendar.
NOVEMBER, 2020	DEVELOPMENT OF BUDGET OPERATION PLAN
November 1	Initial assessment projections of Districtwide accounts.
November 2	1st Quarter Reports due from colleges.
November 2 - 13	Constituencies review of 1st Quarter Report and Districtwide projections.
November 15	1st Quarter Report due to State.
November 18	Budget and Finance Committee receives briefing on 1st Quarter Rep.
DECEMBER, 2020	CONSTITUENCIES PROJECTIONS REVIEW
December 1 - 18	A) Constituencies review of mid-year projections; B) Review of Districtwide Accounts Projection.
December 2 - 3	Planning Budget Formulation (PBF) Workshop
December 2	1st Quarter Report submitted to Board of Trustees for approval.
JANUARY, 2021	GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS
January 6	Dedicated Revenue Projections due to the Budget Office.
January 6 - 11	Budget Office reviews colleges' 2021-22 dedicated revenue projections.
January 8	Budget Office distributes Budget Operation Plan Instructions;
January 11 - 28	Constituencies review Proposed 2021-22 Preliminary Allocation.
January 15 - 25	Cabinet reviews Proposed 2021-22 Preliminary Allocation.
January 18	CFO and Accounting Office provide initial ending balance projections.
January 20	Budget and Finance Committee Meeting.
FEBRUARY, 2021	CONSTITUENCIES REVIEW BUDGET STATUS
February 4	2nd Quarter Reports due from colleges.
February 5	Budget Office distributes 2021-22 Preliminary Allocation.
February 10 - 19	A) Cabinet reviews 2021-22 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 15	2nd Quarter Report due to State.
February 17	A) Budget and Finance Committee receives briefing on 2nd Quarter Report; B) CFO and Accounting Office update ending balance projections.
MARCH, 2021	PREPARATION OF PRELIMINARY BUDGETS
March 3	2nd Quarter Report submitted to Board of Trustees for approval.
March 4	Deadline for Planning Budget Formulation (PBF) changes.
March 4 - 15	Technical review of PBF data and upload to SAP.
March 18	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.
March 23 - April 30	Open period for Tentative Budget adjustments (First Adjustment).
March 24	Budget and Finance Committee Meeting.
APRIL, 2021	REVIEW OF PRELIMINARY BUDGET DATA
April 9	CFO and Accounting Office update ending balance projections.
April 13 - 21	Constituencies review budget status.
April 21	Budget and Finance Committee Meeting.
April 22 - May 13	Budget meetings on preliminary budgets conducted with college administrators.

2021 - 2022 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
MAY, 2021	REVENUE PROJECTIONS UPDATED
May 3	Revise revenue projections based on Governor's proposed State Budget (May Revise).
May 4	3rd Quarter Reports due from colleges.
May 4 - 10	A) Constituencies review May Revise update;
May 5	Board of Trustees authorization to encumber new year appropriations. B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment) starts.
May 12	A) Cabinet receives briefing on Tentative Budget; B) CFO and Accounting Office update ending balance projections.
May 14	Budget Operation Plans due to the Budget Office.
May 15	3rd Quarter Report due to State.
May 19	A) Budget and Finance Committee receives briefing on 3rd Quarter Report; B) Budget and Finance Committee reviews Proposed Tentative Budget.
JUNE, 2021	TENTATIVE BUDGET
June 2	A) Adoption of Tentative Budget; B) 3rd Quarter Report submitted to Board of Trustees for approval.
June 11	CFO and Accounting Office update ending balance projections.
June 17	Deadline for submission of revised Dedicated Revenue for Final Budget.
JULY, 2021	REVISION TO REVENUE PROJECTIONS/ALLOCATIONS
July 5 -9	Constituencies review of Budget status.
July 14	Presidents present recommendation for Districtwide Accounts allocation to District Budget Committee.
July 21	A) CFO and Accounting Office run 1st closing activities; B) Budget and Finance Committee to review Proposed Final Budget.
July 27	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
July 30	Final year-end closing and establishment of actual ending balances.
AUGUST, 2021	FINAL BUDGET
August 24 - 31	Publication budget available for public review.
SEPTEMBER, 2021	FINAL BUDGET/YEAR-END ANALYSIS
September 1*	Public Hearing and adoption of Final Budget.
September 3	File Final Budget report with County and State agencies.

Prepared 09/11/18

* Could be approved later depending on Board Meeting date.

FALL 2020: Credit Enrollment Comparison

Census day for Fall 2020 (WSCH) is September 14

Day
8

Day relative to beginning of instruction

Tuesday, September 8, 2020

Tuesday, September 3, 2019

HEADCOUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2020	14,512	24,466	8,486	9,350	18,055	5,193	11,430	15,898	10,760	118,150
Fall 2019	14,910	24,662	9,005	10,332	19,197	6,375	13,339	16,334	13,187	127,341
2020 % of 2019	97%	99%	94%	90%	94%	81%	86%	97%	82%	93%

ENROLLMENT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2020	34,079	59,266	20,146	19,909	44,331	10,334	24,391	35,993	23,150	271,599
Fall 2019	35,167	63,456	23,072	22,580	48,464	13,804	29,905	38,262	28,460	303,170
2020 % of 2019	97%	93%	87%	88%	91%	75%	82%	94%	81%	90%

SECTION COUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2020	1,181	2,090	651	615	1,492	416	1,064	1,366	855	9,730
Fall 2019	1,293	2,276	715	687	1,628	506	1,208	1,446	915	10,674
2020 % of 2019	91%	92%	91%	90%	92%	82%	88%	94%	93%	91%

Enrollment divided by Section	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
Fall 2020	28.9	28.4	30.9	32.4	29.7	24.8	22.9	26.3	27.1	27.9
Fall 2019	27.2	27.9	32.3	32.9	29.8	27.3	24.8	26.5	31.1	28.4
2020 % of 2019	106%	102%	96%	98%	100%	91%	93%	100%	87%	98%

¹ Source: LACCD Student Information System, PS_CLASS_TBL, PS_STDNT_ENRL tables.

² Enrollment and Section count: Includes Credit PA, WSCH (if applicable), DSCH, Ind Study, and Work Exp. Excludes Non-Credit Adult Ed and Non-Credit Tutoring. 2019 Section count reflects the information as of the end of the term (instead of the relative day listed above).

³ Headcount, Enrollment and Section Count numbers for East exclude In-Service Training (IST) classes.

⁴ Headcount and Enrollment numbers exclude students with Waiting status and drops from waitlists.

⁵ Due to COVID-19, priority registration for Fall 2020 started approximately 6 weeks later comparing to Fall 2019, and open enrollment registration for Fall 2020 started approximately 5 weeks later comparing to open enrollment for Fall 2019. Priority registration for Fall 2020 started on 6/8/20, whereas it was 4/29/19 for Fall 2019. Open enrollment registration for Fall 2020 is 7/1/20, whereas it was 5/28/19 for Fall 2019. Also, Fall 2020 term start date is 8/31/20, and Fall 2019 term start date was 8/26/19.