

**Membership**

**Academic Senate**

Glen Baghdasarian  
Charles Daniel  
Angela Echeverri  
Jeff Hernandez  
Robert L Stewart Jr.\*  
Eddie Tchertchian

District Budget Committee

November 9, 2022

1:30 pm – 3:30 pm

Zoom Meeting

<https://laccd.zoom.us/j/91675945538>

Meeting ID:916 7594 5538

**Faculty Guild**

Ruby Christian Brougham  
Joseph Guerrieri  
Sandra Lee  
John McDowell  
James McKeever  
Olga Shewfelt

**Unions/Association**

Tom Aduwo  
Hazel Alonzo  
Ralph Davis  
Harry Ziogas  
Vacant-Build & Trade  
Vacant-Local 99

**College Presidents**

Aracely Aguiar \*\*  
Kathleen Burke \*\*  
Anthony Culpepper \*\*  
Luis Dorado  
Mary Gallagher \*  
Barry Gribbons  
James M. Limbaugh  
Armida Ornelas  
Albert Román

**STUDENT TRUSTEE  
REPRESENTATIVE**

vacant

\* Co-chairs

\*\*Interim

- Call to Order (*Mary Gallagher*)
- Approval of Agenda
- Approval of Minutes for September 14, 2022
- Chancellor’s Remarks/Updates
- ECDBC Reports and Recommendations
- Enrollment Update & Reporting (Albo-Lopez)
- FON Update (Zingsheim)
- AP 6305 Reserves (Gordon)
- Hold Harmless (Gordon)
- Self-Evaluation for FY 2021-22 (Gordon)
- 2022-23 Year End Balance Projection -1<sup>st</sup> Qtr. 311 Report (Gordon)
- DBC Recommendations to the Chancellor
- Items to Be Addressed by ECDBC
- Other Business

Committee Charge:

- Formulates recommendations to the Chancellor for budget planning policies consistent with the District Strategic Plan
- Reviews the District budget and makes recommendations to the Chancellor for adoption or modification
- Reviews District financial condition quarterly

*Future DBC Meetings: Jan 11, Feb 8, Mar 8, Apr 12, May 10, Jun 14*

*Future ECDBC Meetings: Nov 22, Jan 24, Feb 28, Mar 28, Apr 25, May 23, Jun 27*

Archived documents can be found on the DBC website:

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

District Budget Committee Meeting Minutes September 14, 2022  
1:30-3:30 p.m., Zoom Meeting

**Roll Call**    X Indicates Present

**Academic Senate**

Glen Baghdasarian	X
Charles V. Daniel	X
Angela Echeverri	X
Jeffrey Hernandez	X
Robert L. Stewart Jr.*	X
Eddie Tchertchian	

**L.A. Faculty Guild**

Ruby Christian Brougham	X
Joseph Guerrieri	X
Sandra Lee	X
John McDowell	X
Olga Shewfelt	X
James McKeever	X

**Unions/Association**

Tom Aduwo; Local 721	
Hazel J. Alonzo; Local 1521A	X
Vacant; SEIU Local 99	
Ralph Davis; Local 911 Teamster	X
Harry Ziogas; Class Mgmt. Rep	X
Vacant-Build & Cost Trade	

**College Presidents**

Aracely Aguiar**	X
Kathleen Burke**	X
Anthony Culpepper**	X
Luis Dorado	X
Mary Gallagher*	X
Barry Gribbons	X
James M. Limbaugh	X
Armida Ornelas	X
Albert J. Roman	X

Student Trustee Rep

\* DBC CO-chairs

\*\* Interim

Also Present

Resources	Guests	Guests	Guests
Nicole Albo-Lopez	Tom Anderson	Kevin Jeter	Michael Pascual
Deborah La Teer	Kristi Blackburn	Matt Jordan	Rolf Schleicher
Melinda Nish	Rodnette Berger	Mitzi Lai	Sarah Song
Maury Pearl	John Bowman	Jose Mendoza	Brian A. Stokes
Francisco Rodriguez	Jose Dominguez	Rasel Menendez	Erum Syed
Maria Luisa Veloz	Danelle Fallert	Asha Omar	Katrina VanderWoude
Shairon Zingsheim	Amanda Gong	Chris Ozan	Hao Xie
	Katherine Huynh	Bob Parker	Karen Yao
			Jason Zhu

1. **Call to Order** - at 1:34 p.m. by. Robert L. Stewart Jr.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes for the August 10, 2022 meeting were approved.
4. **Chancellor’s Remarks/Updates**
  - LACCD executive team visited with LAUSD Superintendent Alberto M. Carvalho and discussed a variety of areas, such as dual enrollment activities, data sharing, adult education to support early child education, and working together to improve professional development and increase student enrollment in LACCD.
  - The new redesign website for the Los Angeles Community Colleges will be launching next month; the new website is for all 10 locations.
  - On July 6, 2022, the Board of Trustees approved the order of an Election, and Establishing Specifications of the Election Order for November 8, 2022; the proposed Bond Value is 5.3B.
  - LACCD has secured 100 slots in our five non-profit agencies for students who need housing. Spaces are still available for students that need housing.
  - LACCD purchased 50,000 metro pass cards for LACCD college students. Currently 2/3rds of metro passes have been distributed to LACCD students.
5. **ECDBC Reports and Recommendations**
  - There was no meeting in August.
6. **Enrollment Update & Reporting (Albo-Lopez)**
  - Comparing Fall 2022 (9-12-22) to Fall 2021(9-13-21) as of Day 14 of the semester, the District headcount is at 100% and enrollment is at 103%.
  - Enrollment by modality, currently 43% are in-person learning, 50% remote, and 7% hybrid.
  - The Fall 2022 enrollment numbers show a slight increase of 3% from the prior year; however, the enrollment from 2 years shows a decline of 13%.
7. **FON Update (Zingsheim)**
  - The District is projecting to be over the Fall 2022 FON by 18.5.
8. **Self-Evaluation for FY 2021-22 (Gordon)**
  - The Self-Evaluation was discussed and goals, obstacles, and recommendations items were proposed. This item will be reviewed again at the next meeting.
9. **FY 2022-23 Budget Update (Gordon)**
  - The updated SCFF rates that included the \$600m base increase were presented.
10. **FY 2023-24 Budget Development Calendar (Gordon)**
  - The 2023-2024 Proposed Budget Development Calendar was distributed and reviewed.
11. **DBC Recommendations to the Chancellor**
  - No recommendations to the Chancellor
12. **Items to Be Addressed by ECDBC**
  - No recommendations to the ECDBC
13. **Other Business**
  - None

The meeting was adjourned at 3:00 p.m.

## FALL 2022: Credit Enrollment Comparison

Census day for Fall 2022  
(WSCH) is 9/12/2022

Fall 2022 start date:  
8/29/2022

**Day**  
  
**70**

Day relative to beginning of instruction

**Monday, November 07, 2022**

Monday, November 08, 2021

Monday, November 09, 2020

Monday, November 04, 2019

HEADCOUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
<b>Fall 2022</b>	<b>12,526</b>	<b>20,666</b>	<b>7,358</b>	<b>8,836</b>	<b>14,675</b>	<b>4,752</b>	<b>10,068</b>	<b>14,408</b>	<b>8,501</b>	<b>101,790</b>
Fall 2021	11,980	21,684	6,758	8,404	14,383	4,351	9,524	13,359	9,037	99,480
Fall 2020	13,993	24,161	7,920	8,977	16,622	4,918	10,780	15,079	10,848	113,298
Fall 2019	14,314	26,678	8,651	9,722	17,951	6,102	13,000	16,219	12,647	125,284
<b>2022 % of 2021</b>	<b>105%</b>	<b>95%</b>	<b>109%</b>	<b>105%</b>	<b>102%</b>	<b>109%</b>	<b>106%</b>	<b>108%</b>	<b>94%</b>	<b>102%</b>
<b>2022 % of 2020</b>	<b>90%</b>	<b>86%</b>	<b>93%</b>	<b>98%</b>	<b>88%</b>	<b>97%</b>	<b>93%</b>	<b>96%</b>	<b>78%</b>	<b>90%</b>
<b>2022 % of 2019</b>	<b>88%</b>	<b>77%</b>	<b>85%</b>	<b>91%</b>	<b>82%</b>	<b>78%</b>	<b>77%</b>	<b>89%</b>	<b>67%</b>	<b>81%</b>

ENROLLMENT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
<b>Fall 2022</b>	<b>26,056</b>	<b>45,479</b>	<b>15,768</b>	<b>17,896</b>	<b>34,378</b>	<b>8,569</b>	<b>20,824</b>	<b>30,093</b>	<b>16,940</b>	<b>216,003</b>
Fall 2021	25,535	45,925	14,934	16,421	32,489	7,692	18,926	27,338	17,553	206,813
Fall 2020	30,333	53,481	17,805	17,965	38,468	9,145	21,479	32,361	21,893	242,930
Fall 2019	32,022	60,962	21,447	20,521	43,538	12,787	27,753	36,242	26,367	281,639
<b>2022 % of 2021</b>	<b>102%</b>	<b>99%</b>	<b>106%</b>	<b>109%</b>	<b>106%</b>	<b>111%</b>	<b>110%</b>	<b>110%</b>	<b>97%</b>	<b>104%</b>
<b>2022 % of 2020</b>	<b>86%</b>	<b>85%</b>	<b>89%</b>	<b>100%</b>	<b>89%</b>	<b>94%</b>	<b>97%</b>	<b>93%</b>	<b>77%</b>	<b>89%</b>
<b>2022 % of 2019</b>	<b>81%</b>	<b>75%</b>	<b>74%</b>	<b>87%</b>	<b>79%</b>	<b>67%</b>	<b>75%</b>	<b>83%</b>	<b>64%</b>	<b>77%</b>

SECTION COUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
<b>Fall 2022</b>	<b>1,205</b>	<b>2,125</b>	<b>595</b>	<b>814</b>	<b>1,613</b>	<b>384</b>	<b>1,073</b>	<b>1,449</b>	<b>733</b>	<b>9,991</b>
Fall 2021	1,241	2,070	581	727	1,539	348	1,024	1,532	737	9,799
Fall 2020	1,174	2,066	650	623	1,492	397	1,070	1,365	854	9,691
Fall 2019	1,293	2,276	715	687	1,628	506	1,208	1,446	915	10,674
<b>2022 % of 2021</b>	<b>97%</b>	<b>103%</b>	<b>102%</b>	<b>112%</b>	<b>105%</b>	<b>110%</b>	<b>105%</b>	<b>95%</b>	<b>99%</b>	<b>102%</b>
<b>2022 % of 2020</b>	<b>103%</b>	<b>103%</b>	<b>92%</b>	<b>131%</b>	<b>108%</b>	<b>97%</b>	<b>100%</b>	<b>106%</b>	<b>86%</b>	<b>103%</b>
<b>2022 % of 2019</b>	<b>93%</b>	<b>93%</b>	<b>83%</b>	<b>118%</b>	<b>99%</b>	<b>76%</b>	<b>89%</b>	<b>100%</b>	<b>80%</b>	<b>94%</b>

Enrollment divided by Section	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	Total
<b>Fall 2022</b>	<b>21.6</b>	<b>21.4</b>	<b>26.5</b>	<b>22.0</b>	<b>21.3</b>	<b>22.3</b>	<b>19.4</b>	<b>20.8</b>	<b>23.1</b>	<b>21.6</b>
Fall 2021	20.6	22.2	25.7	22.6	21.1	22.1	18.5	17.8	23.8	21.1
Fall 2020	25.8	25.9	27.4	28.8	25.8	23.0	20.1	23.7	25.6	25.1
Fall 2019	24.8	26.8	30.0	29.9	26.7	25.3	23.0	25.1	28.8	26.4
<b>2022 % of 2021</b>	<b>105%</b>	<b>96%</b>	<b>103%</b>	<b>97%</b>	<b>101%</b>	<b>101%</b>	<b>105%</b>	<b>116%</b>	<b>97%</b>	<b>102%</b>
<b>2022 % of 2020</b>	<b>84%</b>	<b>83%</b>	<b>97%</b>	<b>76%</b>	<b>83%</b>	<b>97%</b>	<b>97%</b>	<b>88%</b>	<b>90%</b>	<b>86%</b>
<b>2022 % of 2019</b>	<b>87%</b>	<b>80%</b>	<b>88%</b>	<b>74%</b>	<b>80%</b>	<b>88%</b>	<b>84%</b>	<b>83%</b>	<b>80%</b>	<b>82%</b>

<sup>1</sup> Source: LACCD Student Information System, PS\_CLASS\_TBL, PS\_STDNT\_ENRL tables.

<sup>2</sup> 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. 2021 and 2020 Section count reflects the information as of the end of the term (instead of the relative day listed above).

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

<sup>4</sup> Headcount and Enrollment numbers exclude students with Waiting status and drops from waitlists.

<sup>5</sup> Due to COVID-19, registration timelines for Fall 2020 and Fall 2021 were delayed and compressed comparing to the regular registration timeline for Fall term, while Fall 2022 registration timeline is aligned with regular Fall registration timeline. Therefore, Fall 2019 enrollment data is also added as another comparison and reference point. Fall 2020 priority registration started on 6/8/20, which was about 5 weeks later than regular Fall registration timeline. Fall 2020 open enrollment registration started on 7/1/20, which was about 4 week later than regular Fall registration timeline. Fall 2021 priority registration started on 5/24/21, which was about 3 weeks later than regular Fall registration timeline. Fall 2021 open enrollment registration started on 6/18/21, which was about 1 week later than regular Fall registration timeline. Also, for both Fall 2020 and Fall 2021, the time period (# of days) between priority registration and open enrollment was also slightly compressed comparing to regular Fall registration timeline.



# LACCD Enrollment Update

FALL 2022 TO FALL 2021 COMPARISONS

DAY 70 - RELATIVE TO THE BEGINNING OF INSTRUCTION

Relative Day Comparisons for Day 70, comparing Fall 2022 (Monday, November 7, 2022) to Fall 2021 (Monday, November 8, 2021). Data source: LACCD PS Student Information System.

## HEADCOUNT

**101,790**

**102%**  
99,480

## ENROLLMENT

**216,003**

**104%**  
206,813

## SECTION COUNT

**9,991**

**102%**  
9,799

## ENROLLMENT DIVIDED BY SECTION

**21.6**

**102%**  
21.1

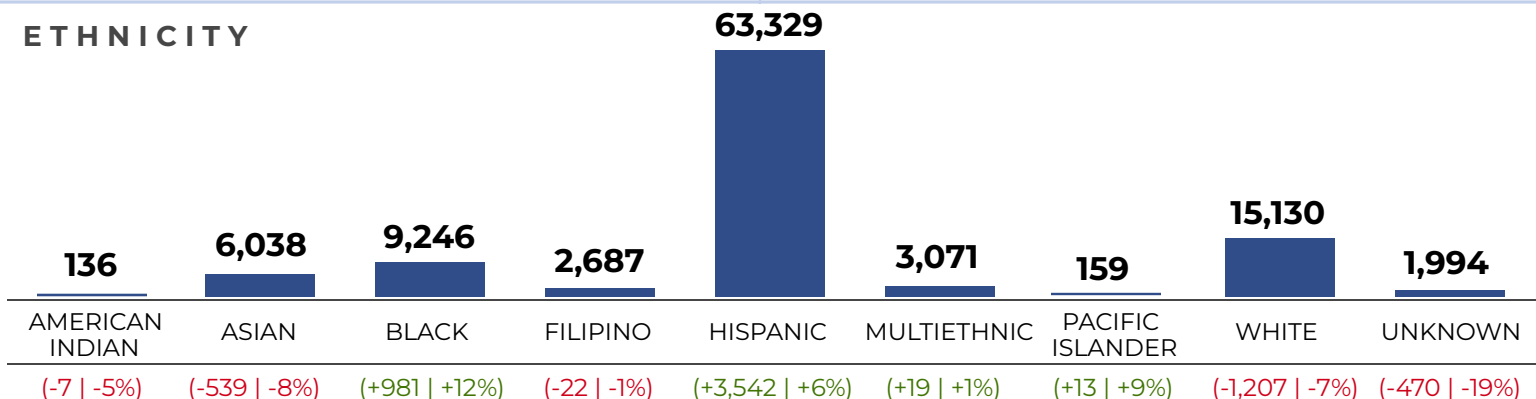
## GENDER

	Fall 2022	Change from 2021
FEMALE	57,459	↓ -314   -1%
MALE	42,518	↑ +1,772   +4%
NON-BINARY	653	↑ +335   N/A
UNKNOWN	1,160	↑ +517   N/A

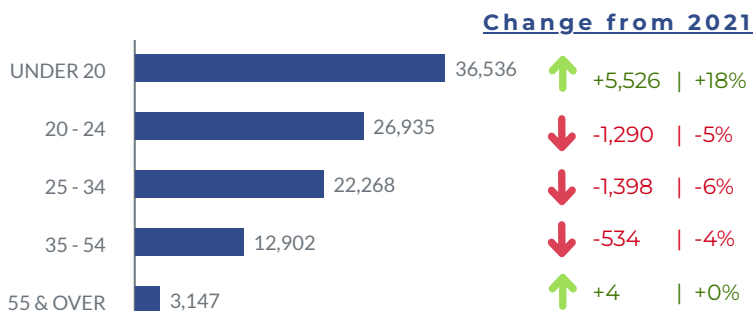
## UNIT LOAD



## ETHNICITY



## AGE



## ENROLLMENT STATUS

	Fall 2022	Change from 2021
FIRST-TIME	16,704	↑ +2,358   +16%
TRANSFER	7,596	↑ +1,172   +18%
RETURNING	7,914	↑ +695   +10%
CONTINUING	55,336	↓ -3,885   -7%
CONCURRENT HIGH SCHOOL	14,013	↑ +1,930   +16%
CONCURRENT ADULT SCHOOL	217	↑ +75   +53%

## CLASS MODALITY & FILL RATE

CLASS MODALITY:	<b>50%</b> Remote	<b>7%</b> Hybrid	<b>43%</b> In-Person
FILL RATE:	<b>74%</b>	<b>64%</b>	<b>67%</b>

DBC

Fall 22 FON Submit

and

Fall 23 Estimated Required New Hires

November 9, 2022

# REVIEW OF FALL 22 FON SUBMIT

# California Community Colleges Full-Time Faculty Obligation Fall 2022 Compliance Report

**DISTRICT:**

**Los Angeles**

I. Total Full-Time Equivalent Faculty (FTEF) attributable to full-time faculty	1,475.0
II. Total FTEF attributable to part-time faculty	837.0
III. Total FTEF	2,312.0
IV. Full-time faculty as a percentage of total FTEF	63.8%
V. Fall 2022 Full-time faculty obligation	1466.8
VI. Over(Under) full-time faculty obligation	8.2

**Fall 2022 FON Compliance Options**

The Board of Governors, at their November 2021 meeting, fully implemented the FON for Fall 2022.

Meet or exceed Fall 2022 full-time faculty obligation

**In Compliance**



**Demographic Data of Full-time Probationary Faculty Hires Applicable to the Fall 2022 FON Calculation\***

(As of November 4, 2022)

Faculty Classification	Female		Male		Non-binary		Total		Asian/Pacific Islander		Black or African American		Hispanic		White		Unreported or Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Counselor	14	77.9%	4	22.1%			18	100.0%	2	11.2%	1	5.7%	11	61.3%	1	5.3%	3	16.5%
Director, Child Development Center	1	100.0%					1	100.0%							1	100.0%	1	100.0%
Disability Specialist			1	100.0%			1	100.0%							1	100.0%		
Instructor	41	57.6%	27	38.1%	3	4.3%	71	100.0%	7	9.9%	5	7.1%	21	29.6%	20	27.9%	18	25.4%
Instructor, Special Assignment	1	100.0%					1	100.0%							1	100.0%		
Librarian			1	100.0%			1	100.0%					1	100.0%				
Nurse	1	100.0%					1	100.0%							1	100.0%		
<b>Grand Total</b>	<b>58</b>	<b>61.6%</b>	<b>33</b>	<b>35.1%</b>	<b>3</b>	<b>3.3%</b>	<b>94</b>	<b>100.0%</b>	<b>9</b>	<b>9.6%</b>	<b>6</b>	<b>6.4%</b>	<b>33</b>	<b>35.2%</b>	<b>24</b>	<b>25.3%</b>	<b>22</b>	<b>23.5%</b>

Note:

\* Based BW on E92 run on List of Faculty of non-credit and credit probation faculty new-hires applicable to the Fall 22 FON calculation. Includes December 2021, Spring 22 and Fall 22 new hires.

# Calculation of Estimated Fall 23 FON Compliance Amount

# Initial Estimate of LACCD Fall 2023 by College Required Hires

(As of November 7, 2022)

<u>Line</u>		<u>Total</u>
<b>1</b>	<b>Fall 22 FON Report FTEF *</b>	<b>1475.0</b>
2	2022 "Late" Separations applied to Fall 22 FON^	20.0
3	Rough Estimate of 2023 "Early" Separations ^^	40.0
<b>4</b>	<b>Fall 23 FTEF Adjusted for Estimated Separations (Line 1 - Lines 2 &amp; 3)</b>	<b>1415.0</b>
<b>5</b>	<b>Total Fall 23 FON Estimated Compliance FTEF **</b>	<b>1519.8</b>
<b>Initial Estimate of Hires by College to Meet Projected Fall 23 Compliance</b>		
<b>6</b>	<b>Amount (Rounded to Whole Number)</b>	<b>105.0</b>
<b>Note:</b>		
* Amount submitted to the State in Fall 22 FON report.		
** Per the CFO/Budget Office, LACCD will not participate in the emergency conditions for 2022-23 and the actual reported credit FTES, instead of "funded hold harmless" amount, will be used to calculate the Fall 23 P2 FON.		
Assumes approximately 1.5% FTES increase over 21-22 P2 Credit FTES in 22-23 as Fall 2023 Compliance FON.		
^Late Separations included in Fall 22 FON Compliance Report submitted to State.		
^^ Based on rough estimate of prior years.		



TO: Chief Executive Officers  
Chief Business Officers

FROM: Lizette Navarette, Executive Vice Chancellor, Institutional Supports and Success  
Wrenna Finche, Assistant Vice Chancellor, College Finance and Facilities Planning

RE: Fiscal Forward Portfolio and Budget Architecture and Development Recommendations

---

This memo provides 1) an overview of the Fiscal Forward portfolio for monitoring districts' fiscal health and 2) recommendations related to districts' budget architecture and development.

### **Fiscal Forward Portfolio**

With the goal of moving beyond critical stage engagement towards proactive district fiscal health supports, the Chancellor's Office has refined its strategy with a new portfolio, Fiscal Forward. The cornerstone of Fiscal Forward is prevention through early engagement and technical assistance.

The Fiscal Forward portfolio is designed to provide fiscal planning resources, support best practices in governance, and to provide training and technical assistance to new chief executive officers and chief business officers through personalized desk sessions with Chancellor's Office experts.

Fiscal Forward desk sessions provide comprehensive information invaluable to the successful onboard of new district leaders. The desk sessions include an overview of district responsibilities to report financial and audit information and comply with [Title 5 section 58311 Principles of Sound Fiscal Management](#), summary of fiscal monitoring triggers and interventions, review of district operational efficiency metrics, and discussion of data-informed practices for strategic enrollment management and budget architecture and development.

A customized synopsis of the district's fiscal health indicators and recent audit report results is prepared for each session. Fiscal health indicators include enrollment trends, unrestricted reserve levels, annual trends of surplus or deficit spending and ending cash balances, as well as salaries and benefits as a share of total expenditures. Audit report results include a review of audit findings and a look at the district's Other Post-Employment Benefits (OPEB) total liability and unfunded portion of that liability.

In addition, Fiscal Forward desk sessions include a deep dive into the calculation of the Student Centered Funding Formula (SCFF), a detailed walkthrough of the district's most recent *Exhibit C - Total Computational Revenue and Revenue Sources* and other apportionment exhibits, and a custom tour of the [SCFF Dashboard](#).

New chief executive officers and chief business officers interested in a Fiscal Forward desk session can contact Wrenna Finche, Assistant Vice Chancellor of College Finance and Facilities Planning, at [wfinche@cccco.edu](mailto:wfinche@cccco.edu) to schedule their appointment.

**Budget Architecture and Development Recommendations**

The Chancellor’s Office recommends that districts adopt policies and practices consistent with the [Budgeting Best Practices](#) published by the Government Finance Officers Association (GFOA). Foremost among these best practices is consideration of financial reserves. As demonstrated by recent challenges facing our system brought on by the global pandemic, a sufficient unrestricted reserves balance is critical to a district’s ability to operate effectively and maintain fiscal resiliency. **The Chancellor’s Office recommends that districts adopt formal policies to maintain sufficient unrestricted reserves with a suggested minimum of two months of total general fund operating expenditures.**

To achieve a structurally balanced budget, districts should adopt rigorous policies around alignment of recurring revenues with recurring expenditures and use of one-time revenue for short-term or non-recurring purposes. Additionally, districts should develop transparent budget presentations for trustees and stakeholders which identify how revenues are aligned with expenditures, and include budget projections of three to five out years. The table below provides a description of recurring and non-recurring revenues and expenditures.

**Table: Recurring and Non-Recurring Revenues and Expenditures**

	<b>Recurring</b>	<b>Non-Recurring</b>
Revenues	Conservative estimates of portion of revenue that can be relied on for an extended period: <ul style="list-style-type: none"> <li>● Property taxes</li> <li>● Local Fees</li> <li>● State general apportionment</li> <li>● Other federal/state allocations</li> </ul>	<ul style="list-style-type: none"> <li>● HEERF and other stimulus revenue</li> <li>● COVID-19 Emergency Conditions Allowance</li> <li>● SCFF One-year stability</li> <li>● SCFF Hold Harmless</li> <li>● Windfall in local revenue</li> </ul>
Expenditures	Salaries, benefits, supplies, materials	Capital asset acquisition or projects

**Contact Information**

If you have questions regarding the Fiscal Forward portfolio or are interested in participating in a Fiscal Forward desk session, please contact Wrenna Finche, Assistant Vice Chancellor of College Finance and Facilities Planning, at [wfinche@cccco.edu](mailto:wfinche@cccco.edu), Natalie Wagner, Director of Fiscal Standards and Accountability, at [nwagner@cccco.edu](mailto:nwagner@cccco.edu), or Executive Vice Chancellor of Institutional Supports and Success, Dr. Lizette Navarette at [lnavarette@cccco.edu](mailto:lnavarette@cccco.edu).



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

## **BP 6305 Reserves**

### **Reference:**

Title 5 Section 58311 Principles of Sound Fiscal Management  
Chancellor's Office Memorandum FS 22-03

### **Reserve Standards**

In order to ensure fiscal health, stability and sustainability, the District shall maintain a minimum General Fund Unrestricted ending balance of approximately two months of prior year expenditures in its general fund (excluding restricted general fund non-salary expenditures) as recommended by the State Chancellors Office.



## LOS ANGELES COMMUNITY COLLEGE DISTRICT

### AP 6305 Reserves

#### Reference:

Budget and Accounting Manual, Chapter 5; Appendix A  
District Allocation Model

#### Reserve Standards

The District shall maintain a District General Reserve of six and a half percent (6.5%) and a Contingency Reserve of three and a half percent (3.5%) of total unrestricted general fund revenue at the districtwide account level. Such reserves shall be established to ensure the District's financial stability, to meet emergency situations or budget adjustments due to any revenue projection shortfalls during the fiscal year. Use of the reserve must be approved by the Board prior to any expenditure. State Apportionment Base Allocation Revenue will be utilized to maintain the General Reserve (6.5%) and replenish the Contingency Reserve (3.5%).

In addition, the District shall maintain a minimum General Fund Unrestricted ending balance of approximately two months of prior year expenditures in its general fund (excluding restricted general fund non-salary expenditures) as recommended by the State Chancellors Office, of which the general reserve and contingency reserve are a part of.

The goal is to increase the current general and contingency reserve to satisfy the State Chancellors recommendation.

## Los Angeles Community College District BP/AP 6305 Reserve Analysis

row		2020-21	2021-22	2022-23
1	<b>BP 6305</b>			
2	open orders	16,439,955	18,500,747	?
3	location ending balances	51,821,632	77,246,727	?
4	strs/pers	17,830,000	11,630,000	3,830,000
5	restricted program deficits	1,151	-	-
6	general reserve	45,166,316	47,163,871	50,687,298
7	contingency reserve	18,115,910	28,344,104	27,293,160
8	Total Ending Balance	149,374,964	182,885,449	81,810,458
9				
10	BP 6305 amount = 2 months PY exp	139,431,790	136,155,185	142,133,662
11				
12	above/(below) BP requirement	9,943,175	46,730,264	(60,323,204)
13				
14	<b>AP 6305 requirement 10% reserve</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>
15	Budgeted revenue	694,866,400	725,598,020	779,804,580
16	Contingency Reserve	24,320,324	25,395,931	27,293,160
17	General Reserve	45,166,316	47,163,871	50,687,298
18	Total Reserve at Final Budget	69,486,640	72,559,802	77,980,458
19	<b>New AP goal: Reserves = 2 months expenditures</b>			
20	2 months of PY exp	139,431,790	136,155,185	142,133,662
21	above/(below) AP goal	(69,945,150)	(63,595,383)	(64,153,204)



Los Angeles Community College District  
FY 23 Rate Analysis

column	FY23 Budget <sup>[1]</sup>			FY23 Advance Rates <sup>[2]</sup>		
	a	b	c	d	e	f
<b>FTES</b>	<b>FY22 (pg 200)</b>	<b>COLA @6.56%</b>	<b>FY23 Budget Rate</b>	<b>FY23 Budget Rate</b>	<b>Base Increase Adjustment</b>	<b>FY23 Revised Rates</b>
Credit	\$ 4,212	\$ 276	\$ 4,488	\$ 4,488	\$ 352	\$ 4,840
Incarcerated Credit	\$ 5,907	\$ 387	\$ 6,294	\$ 6,294	\$ 494	\$ 6,788
Special Admit Credit	\$ 5,907	\$ 387	\$ 6,294	\$ 6,294	\$ 494	\$ 6,788
CDCP	\$ 5,907	\$ 387	\$ 6,294	\$ 6,294	\$ 494	\$ 6,788
Noncredit	\$ 3,552	\$ 233	\$ 3,785	\$ 3,785	\$ 297	\$ 4,082
<b>Supplemental</b>	<b>FY22 (pg 203)</b>	<b>COLA @6.56%</b>	<b>FY23 Budget Rate</b>	<b>FY23 Budget Rate</b>	<b>base adj</b>	<b>FY23 Revised</b>
Supplemental Point Value	\$ 996	\$ 65	\$ 1,061	\$ 1,061	\$ 84	\$ 1,145
<b>Student Success</b>	<b>FY22 (pg 206,216)</b>	<b>COLA @6.56%</b>	<b>FY23 Budget Rate</b>	<b>FY23 Budget Rate</b>	<b>base adj</b>	<b>FY23 Revised</b>
Student Success Main Point Value	\$ 587	\$ 39	\$ 626	\$ 626	\$ 49	\$ 675
Student Success Equity Point Value	\$ 148	\$ 10	\$ 158	\$ 158	\$ 12	\$ 170
<b>Basic Allocation</b>	<b>FY22 (pg 200)</b>	<b>COLA @6.56%</b>	<b>FY23 Budget Rate</b>	<b>FY23 Budget Rate</b>	<b>base adj</b>	<b>FY23 Revised</b>
Multi College District						
Small (< 10,000)	\$ 4,250,609	\$ 278,840	\$ 4,529,449	\$ 4,529,449	\$ 1,420,972	\$ 5,950,421
Medium (≥ 10,000 and < 20,000)	\$ 4,959,046	\$ 325,313	\$ 5,284,359	\$ 5,284,359	\$ 1,657,802	\$ 6,942,161
Large (≥ 20,000)	\$ 5,667,482	\$ 371,787	\$ 6,039,269	\$ 6,039,269	\$ 1,894,630	\$ 7,933,899
State Approved Centers (≥ 1,000)	\$ 1,416,870	\$ 92,947	\$ 1,509,817	\$ 1,509,817	\$ 473,657	\$ 1,983,474

<sup>[1]</sup> COLA rates are separated in budget book in order to calculate College hold harmless amounts, pg 221  
\$600 million base increase was NOT included in the FY23 budget book.

<sup>[2]</sup> Base increase of \$600m was applied \$400m to basic allocation, \$200m to all other rates

# SCFF Rates at 2022-23 Advance

Category	2021-22 Rates	2022-23 Advance Rates
Credit	4,212	4,840
Incarcerated Credit	5,907	6,788
Special Admit Credit	5,907	6,788
CDCP	5,907	6,788
Noncredit	3,552	4,082
Supplemental Point Value	996	1,145
Student Success Main Point Value	587	675
Student Success Equity Point Value	148	170

## SCFF Rates at 2022-23 Advance (cont.)

Category / FTES	2021-22 Rates	2022-23 Advance Rates
<i>Single College District</i>		
Small (< 10,000)	4,250,609	5,950,421
Medium ( $\geq 10,000$ and < 20,000)	5,667,482	7,933,899
Large ( $\geq 20,000$ )	7,084,352	9,917,373
<i>Multi College District</i>		
Small (< 10,000)	4,250,609	5,950,421
Medium ( $\geq 10,000$ and < 20,000)	4,959,046	6,942,161
Large ( $\geq 20,000$ )	5,667,482	7,933,899
Designated Rural College	1,351,956	1,892,601

## SCFF Rates at 2022-23 Advance (cont.)

Category / FTES	2021-22 Rates	2022-23 Advance Rates
State Approved Centers ( $\geq 1,000$ )	1,416,870	1,983,474
<i>Grandparented Center</i>		
Small ( $\geq 100$ and $< 250$ )	177,110	247,936
Small Medium ( $\geq 250$ and $< 500$ )	354,218	495,869
Medium ( $\geq 500$ and $< 750$ )	708,435	991,736
Medium Large ( $\geq 750$ and $< 1,000$ )	1,062,652	1,487,605
Large ( $\geq 1,000$ )	1,416,870	1,983,474

**Los Angeles Community College District  
2022-2023 Final Budget Allocation**

	Base	Supplement	Student Success	COLA	Hold Harmless	Total Apportionment	Funds for FT Faculty Hiring	Other State/Local	Apprentice	State Mandate Revenue	Lottery	Non-Resident	Dedicated Revenue	TOTAL REVENUES
City	46,940,843	13,966,804	7,796,119	5,209,755	10,713,229	<b>84,626,750</b>	1,722,084	849,892	0	283,456	1,561,063	2,179,000	326,520	<b>91,548,765</b>
East	89,498,122	24,172,471	15,475,150	10,234,759	26,871,924	<b>166,252,426</b>	1,603,410	1,580,023	0	614,753	3,301,853	1,000,000	956,338	<b>175,308,803</b>
Harbor	25,796,108	6,038,138	4,400,697	2,962,163	8,919,975	<b>48,117,081</b>	901,752	463,662	0	143,471	769,768	270,000	1,218,569	<b>51,884,303</b>
Mission	28,223,019	7,326,048	4,583,606	3,101,580	7,147,506	<b>50,381,759</b>	1,840,756	568,325	0	168,963	904,620	297,000	300,325	<b>54,461,748</b>
Pierce	51,708,192	15,649,155	11,547,270	6,240,984	16,232,327	<b>101,377,928</b>	1,310,188	889,349	0	339,164	1,830,277	1,200,000	1,073,702	<b>108,020,608</b>
Southwest	21,107,667	4,787,082	2,845,697	2,537,469	9,940,482	<b>41,218,397</b>	920,378	335,430	0	100,108	539,959	266,000	701,701	<b>44,081,973</b>
Trade-Tech	41,853,039	10,846,137	7,284,898	5,249,025	20,031,551	<b>85,264,650</b>	1,369,524	719,371	365,396	250,964	1,350,649	543,000	521,244	<b>90,384,798</b>
Valley	46,314,498	14,707,875	8,567,098	5,367,637	12,234,267	<b>87,191,375</b>	2,074,642	1,003,144	0	291,999	1,559,649	615,000	366,770	<b>93,102,579</b>
West	33,181,098	7,719,493	5,625,446	3,527,169	7,241,789	<b>57,294,995</b>	1,625,495	701,851	0	205,122	1,109,462	750,000	620,067	<b>62,306,992</b>
Hold Harmless/Un Dist				(142,490)	(2,172,104)	<b>(2,314,594)</b>								<b>(2,314,594)</b>
<b>COLLEGE TOTAL</b>	<b>384,622,586</b>	<b>105,213,203</b>	<b>68,125,981</b>	<b>44,288,051</b>	<b>117,160,946</b>	<b>719,410,767</b>	<b>13,368,229</b>	<b>7,111,047</b>	<b>365,396</b>	<b>2,398,000</b>	<b>12,927,300</b>	<b>7,120,000</b>	<b>6,085,236</b>	<b>768,785,975</b>

**2022-2023 Final Budget Allocation (Updated Rates)**

	Base	Supplement	Student Success	COLA	Hold Harmless	Total Apportionment	Funds for FT Faculty Hiring	Other State/Local	Apprentice	State Mandate Revenue	Lottery	Non-Resident	Dedicated Revenue	TOTAL REVENUES
City	52,093,923	15,143,760	8,435,529	5,209,755	3,743,783	<b>84,626,750</b>	1,722,084	849,892	0	283,456	1,561,063	2,179,000	326,520	<b>91,548,765</b>
East	99,827,935	26,209,440	16,744,415	10,234,759	13,235,877	<b>166,252,426</b>	1,603,410	1,580,023	0	614,753	3,301,853	1,000,000	956,338	<b>175,308,803</b>
Harbor	28,691,606	6,546,960	4,761,801	2,962,163	5,154,551	<b>48,117,081</b>	901,752	463,662	0	143,471	769,768	270,000	1,218,569	<b>51,884,303</b>
Mission	31,422,479	7,943,400	4,959,481	3,101,580	2,954,819	<b>50,381,759</b>	1,840,756	568,325	0	168,963	904,620	297,000	300,325	<b>54,461,748</b>
Pierce	57,448,967	16,967,880	12,495,029	6,240,984	8,225,068	<b>101,377,928</b>	1,310,188	889,349	0	339,164	1,830,277	1,200,000	1,073,702	<b>108,020,608</b>
Southwest	23,396,290	5,190,480	3,078,921	2,537,469	7,015,237	<b>41,218,397</b>	920,378	335,430	0	100,108	539,959	266,000	701,701	<b>44,081,973</b>
Trade-Tech	46,218,598	11,760,120	7,882,558	5,249,025	14,154,349	<b>85,264,650</b>	1,369,524	719,371	365,396	250,964	1,350,649	543,000	521,244	<b>90,384,798</b>
Valley	51,515,885	15,947,280	9,269,595	5,367,637	5,090,978	<b>87,191,375</b>	2,074,642	1,003,144	0	291,999	1,559,649	615,000	366,770	<b>93,102,579</b>
West	36,969,321	8,370,000	6,087,237	3,527,169	2,341,268	<b>57,294,995</b>	1,625,495	701,851	0	205,122	1,109,462	750,000	620,067	<b>62,306,992</b>
Hold Harmless/Un Dist				(142,490)	(2,172,104)	<b>(2,314,594)</b>								<b>(2,314,594)</b>
<b>COLLEGE TOTAL</b>	<b>427,585,004</b>	<b>114,079,320</b>	<b>73,714,566</b>	<b>44,288,051</b>	<b>59,743,826</b>	<b>719,410,767</b>	<b>13,368,229</b>	<b>7,111,047</b>	<b>365,396</b>	<b>2,398,000</b>	<b>12,927,300</b>	<b>7,120,000</b>	<b>6,085,236</b>	<b>768,785,975</b>

**Change**

	Base	Supplement	Student Success	COLA	Hold Harmless	Total Apportionment	Funds for FT Faculty Hiring	Other State/Local	Apprentice	State Mandate Revenue	Lottery	Non-Resident	Dedicated Revenue	TOTAL REVENUES
City	5,153,080	1,176,956	639,410	0	(6,969,446)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
East	10,329,813	2,036,969	1,269,265	0	(13,636,047)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Harbor	2,895,498	508,822	361,104	0	(3,765,424)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Mission	3,199,460	617,352	375,875	0	(4,192,687)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Pierce	5,740,775	1,318,725	947,759	0	(8,007,259)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Southwest	2,288,623	403,398	233,224	0	(2,925,245)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Trade-Tech	4,365,559	913,983	597,660	0	(5,877,202)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Valley	5,201,387	1,239,405	702,497	0	(7,143,289)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
West	3,788,223	650,507	461,791	0	(4,900,521)	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
Hold Harmless/Un Dist		0	0	0	0	<b>0</b>	0	0	0	0	0	0	0	<b>0</b>
<b>COLLEGE TOTAL</b>	<b>42,962,418</b>	<b>8,866,117</b>	<b>5,588,585</b>	<b>0</b>	<b>(57,417,120)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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



**Committee Name: DISTRICT BUDGET COMMITTEE**

**For Academic Year: 2021-2022**

**Date of Self Evaluation: September 14, 2022**

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 2021	07/14/2021	13 members 23 guests	X		X		1. Recommend Financial Recovery Plans; LAHC, LAPC 2. Reviewed FY 2021-22 Districtwide Accounts 3. Reviewed District procurement process
Aug 2021	08/11/2021	20 members 31 guests	X		X		1. Recommend; temporary suspension of 10% ending balance limitation in allocation model 2. Recommend FY2021-22 Final Budget 3. Review Enrollment Updates and Reports
Sep 2021	09/08/2021	23 members 33 guests	X		X		1. Review distribution of HEERF funding 2. 2022-23 Proposed Budget Development Calendar 3. Discuss 2020-21 committee self-evaluation
Oct 2021	10/13/2021	23 members 27 guests	X		X		1. Review distribution of HEERF funding 2. Review Chapter 6 Board Policies 3. Approve 2020-21 committee self-evaluation
Nov 2021	11/10/2021	23 members 30 guests	X		X		1. Approve Chapter 6 Board Policies
Dec 2021	12/08/2021	23 members 33 guests	X		X		1. Review Chapter 6 Administrative Procedures (APs) 2. Review 2021-22 1 <sup>st</sup> Qtr. Results by location
Jan 2022	Canceled						
Feb 2022	02/09/2022	25 members 30 guests	X		X		1. Discuss the 2022-23 Governor's Budget 2. Review HEERF allocations and balances 3. Review Chapter 6 Administrative Procedures (APs)
Mar 2022	03/09/2022	25 members 31 guests	X		X		1. Review 2020-21 Recalc and 2021-22 P1 Update 2. Review 2021-22 2 <sup>nd</sup> Q Financial Status by College 3. Review 2022-23 Proposed Prelim Budget Allocation 4. Discuss 2020-21 Annual Audits
Apr 2022	Canceled						
May 2022	05/11/2022	20 members 33 guests	X		X		1. Review 2021-22 3 <sup>rd</sup> Qtr. 311 Report 2. Approve 2022-23 Proposed Tentative Budget
Jun 2022	06/08/2022	20 members 32 guests	X		X		1. Review 2022-23 Budget Updates 2. Review 2021-22 Year-End Balance Projection 3. Review 2022-2023 Proposed DBC/ECDBC dates 4. Election of Administration DBC Co-Chair

**Average Attendance**

52

**Major Committee Accomplishments & Achievements in Past Year**

1. Continue to successfully address and resolve issues and problems effectively and in a collegial way.
2. Continued successful committee operations remotely which facilitated increased participation.
3. Continued successful approved annual budget
4. Reviewed and approved Chapter 6 board policies and selected Admin Procedures.
5. Receive disaggregated enrollment report on monthly basis.

<b>Major Obstacles/Problems with Committee Function</b>	<ol style="list-style-type: none"> <li>1. Prior year goal of equity minded approach to budget was difficult for committee to address.</li> <li>2. Received HR disaggregated data one time.</li> </ol>
<b>Recommendations for Improving Committee Process/Efficiency</b>	<ol style="list-style-type: none"> <li>1. Receive ongoing disaggregated data on faculty hires.</li> <li>2. Develop a new member orientation.</li> </ol>
<b>Committee Goals (If Appropriate) for Coming Year</b>	<ol style="list-style-type: none"> <li>1. Review District Allocation Model.</li> <li>2. Institutionalize HR disaggregated data in graphic format.</li> <li>3. Develop an equity minded principle with measurable goals for budgeting.</li> <li>4. Provide input to create policies that improve District processes (such as procurement) to achieve cost savings and efficiencies.</li> </ol>

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

**Chair/Co-Chair Name:** Dr. Mary Gallagher

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

**Chair/Co-Chair Name:** Robert L. Stewart Jr.