

**Membership**

**Academic Senate**

Angela Echeverri  
Joseph Guerrieri  
Jeff Hernandez\*  
Josh Miller  
Joseph Perret  
Dan Wanner

**Faculty Guild**

Nabeel Barakat  
Sandra Lee  
John McDowell  
vacant  
Olga Shewfelt  
Joanne Waddell

**Unions/Association**

Kathleen Becket  
Velma Butler/Shirley Chen  
Iris Ingram  
Paulina Palomino  
Hao Xie  
Vacant-Build& Const Trade

**College Presidents**

Kathleen F. Burke\*  
Erika A. Endrijonas  
Larry Frank  
Otto W. Lee  
James M. Limbaugh  
Marvin Martinez  
Renee Martinez  
Denise Noldon\*\*  
Monte Perez

**STUDENT TRUSTEE  
REPRESENTATIVE**

Mandie Dixon

\* Co-chairs

\*\*Interim

**District Budget Committee  
September 13, 2017  
1:30 pm – 3:30 pm  
Educational Services Center, Board Room**

1. Call to Order (*Co-Chair Jeff Hernandez*)
2. Approval of Agenda
3. Approval of Minutes for August 16, 2017
4. Chancellor's Remarks/Updates
5. ECDBC Reports and Recommendations
6. Enrollment Update (Cornner)
7. FON Update (Román)
8. Offsetting Financial Burden on Colleges – SIS Implementation (discuss)
9. Amend Financial Accountability Measures (discuss)
10. 2018-19 Proposed Budget Development Calendar
11. Self-Evaluation for FY 2016-17
12. DBC Recommendations to the Chancellor
13. Items to Be Addressed by ECDBC
14. Other Business

*Future DBC Meetings: Oct 11, Nov 8, Jan 31, Feb 14, Mar 14, Apr 11,  
May 16, Jun 13*

*Future ECDBC Meetings: Sep 26, Oct 31, Nov 28, Jan 30, Feb 27, Mar 27,  
Apr 24, May 29, Jun 26*



**2. Approval of Agenda** – Approved with no changes.

**3. Approval of Minutes for June 14, 2017** – Approved with no changes.

#### **4. Chancellor’s Remarks/Updates**

- LACCD has met base and recorded a tiny amount of growth; however, in order to meet this goal, all FTEs for summer 1 were included. This means that the District would have to grow by 1.75% in 2017-2018 in order to meet base. The goal is to have 2.75 growth overall for the 2017-18 year.
- The Department of Finance and State Chancellor’s Office will be visiting the District, Valley and East as a part of visiting various colleges and districts throughout the state. They will be looking at how we allocate our resources, how the District goes about the work of educating students, the challenges we face, and how state fiscal policy is translated and implanted.

#### **5. ECDBC Reports and Recommendations**

- There was no ECDBC meeting so there are no updates.

#### **6. Enrollment Update (Cornner)**

- All FTEs from Summer I were used to meet base in fiscal year 2016-2017. There will be no more FTEs left for Summer I 2018 to borrow and the Colleges will have to make up the 1.75% growth through other means.
- The Public Service Academy at East Los Angeles College had higher than anticipated FTEs generation that helped the District meet base.
- All attendance accounting records were reviewed to ensure that all courses were reporting the correct FTEs; every single course with a positive attendance was turned in and there were zero noncompliance positive attendance rosters.
- A state law change in January 1, 2017 allowed undocumented students to be counted towards FTEs while they are still in high school and provided an additional 150 FTEs. The Colleges were able to waive tuition fees for these students.
- For Fall 2016 and Spring 2017, the full term classes neither generated growth nor met base. Fall FTEs were down by 1,000 and Spring FTEs were down by 1,600.
- For 2017-2018, enrollment is currently at -16% from the previous year. Historically, Fall enrollment opens in April, but this year, Fall enrollment started three weeks later in May, which might have affected current enrollment.
- The biggest hurdle so far is the single sign in portal to access the new Student Information System (SIS). Students have been reaching out to IT and support staff for help. Videos have been provided on how to use the new SIS and enrollment continues to move up about half a percent to one percent each day.

#### **7. FON Update (Román)**

- The numbers are still the same since the last report. The District is at 53 with 49 having been hired. There are another 11 who will be hired at the end of the week. The total will be at 58.
- Next year’s hiring will include approximately 150 retired faculty members.

#### **8. 2017-18 Final Budget Development (Gordon)**

- **Preliminary 2016-17 College Balances** – The District will end the 2016-17 fiscal year with an ending balance of \$113.1 million, 17.2%. Three colleges have ended the year with deficits.

- **Proposed Final Budget** – Information provided in supporting documents.

**9. Offsetting Financial Burden on Colleges – SIS Implementation (discuss)**

- Deferred to next DBC meeting.

**10. Amend Financial Accountability Measures (discuss)**

- Deferred to next DBC meeting.

**11. DBC Recommendations to the Chancellor**

- No items at this time.

**12. Items to Be Addressed by ECDBC**

- No items at this time.

**13. Other Business**

- No items at this time.

The meeting was adjourned at 2:50pm.

*Future DBC Meetings: Sep 13, Oct 11, Nov 8, Jan 31, Feb 14, Mar 14, Apr 11, May 16, Jun 13*

*Future ECDBC Meetings: Aug 29, Sep 26, Oct 31, Nov 28, Feb 27, Mar 27, Apr 24, May 29, Jun 26*

## DISTRICT FINANCIAL ACCOUNTABILITY MEASURES

(Board Approved, October 9, 2013)

To ensure sound fiscal management and provide a process to monitor and evaluate the financial health of colleges within the District, the overall assessments of a college's financial condition will include, but not be limited to, the following operating standards:

1. College's budget shall be balanced in terms of funds available for appropriation throughout the fiscal year. Should funds available be reduced, corresponding expenditures are expected to also be reduced.
2. College shall be expected to develop its long-term enrollment plan to meet its education mission, and maintain enrollment data on all disciplines and instructional programs. The enrollment data shall include, but not be limited to, FTES, student headcount, teaching faculty productivity by discipline area, average class size, class sections offered, and cost per FTES.
3. College shall be expected to maintain position/assignment control on all personnel assignments, both academic and classified, to ensure that costs do not exceed budget.
4. College shall develop its annual college financial plan and provide to the Chancellor timely college budget and expenditure reports and/or fiscal analyses to assist in monitoring the financial health of the college.
5. At a minimum, the college shall provide to the Chancellor quarterly status reports on expenditures and on the college's overall fiscal status.
6. Each College President and the Deputy Chancellor shall be responsible to the Chancellor for the management of the college's and District Office's total budget. Budget management includes maintaining a balanced budget, as well as the efficient and effective utilization of financial resources.
7. College is required to set aside 1% of its revenue as a college reserve. If a college's expenditures or projected expenditures exceed its revenue, college shall be required to submit a self-assessment and review to the Chancellor, and to develop a written action plan to satisfactorily address the identified fiscal concerns.
8. If the college ends the year in a deficit greater than 1% of its budget or \$500,000, whichever is greater, it is required to:
  - Perform self-assessment and review.
  - Submit to the Executive Committee of the District Budget Committee a financial plan that addresses the college's financial health concerns consistent with the measurement criteria as indicated in **Attachment I**.
  - Participate in a quarterly review as requested by the Executive Committee of the District Budget Committee on the college's fiscal condition.

9. If a college has experienced three consecutive years of deficits, the college shall be required to submit a detailed recovery plan for achieving fiscal stability. The Chancellor shall evaluate the college's recovery plan and may recommend to the Board of Trustees that a special emergency response team be appointed to monitor and regulate the enrollment management and fiscal affairs of the college.
10. The Chancellor shall review the college's fiscal affairs and enrollment management practices as part of the College President's annual performance evaluation. The Chancellor must report to the Board of Trustees any significant deficiencies and take any corrective measures to resolve the deficiencies up to and including the possible reassignment or non-renewal of the college president's contract.

## 2018 - 2019 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
<b>SEPTEMBER, 2017</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
September 13	District Budget Committee reviews proposed Budget Development Calendar.
<b>OCTOBER, 2017</b>	<b>DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES</b>
October 4	Adoption of Budget Development Calendar.
<b>NOVEMBER, 2017</b>	<b>DEVELOPMENT OF BUDGET OPERATION PLAN</b>
November 1	1st Quarter Reports due from colleges.
November 2	Initial assessment projections of Centralized accounts.
November 2 - 13	Constituencies review of 1st Quarter Report and Districtwide projections.
November 15	1st Quarter Report due to State.
November 15	Budget and Finance Committee receives briefing on 1st Quarter Rep.
<b>DECEMBER, 2017</b>	<b>CONSTITUENCIES PROJECTIONS REVIEW</b>
December 1 - 21	A) Constituencies review of mid-year projections; B) Review of Centralized Accounts Projection.
December 6	1st Quarter Report submitted to Board of Trustees for approval.
December 6 - 7	Planning Budget Formulation (PBF) Workshop
<b>JANUARY, 2018</b>	<b>GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS</b>
January 2	Dedicated Revenue Projections due to the Budget Office.
January 3 - 8	Budget Office reviews colleges' 2018-19 dedicated revenue projections.
January 8	Budget Office distributes Budget Operation Plan Instructions;
January 11 - 28	Constituencies review Proposed 2018-19 Preliminary Allocation.
January 17 - 26	Cabinet reviews Proposed 2018-19 Preliminary Allocation.
January 18	CFO and Accounting Office provide initial ending balance projections.
January 24	Budget and Finance Committee Meeting.
<b>FEBRUARY, 2018</b>	<b>CONSTITUENCIES REVIEW BUDGET STATUS</b>
February 1	2nd Quarter Reports due from colleges.
February 5	Budget Office distributes 2018-19 Preliminary Allocation.
February 14 - 23	A) Cabinet reviews 2018-19 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 15	2nd Quarter Report due to State.
February 21	A) Budget and Finance Committee receives briefing on 2nd Quarter Report; B) CFO and Accounting Office update ending balance projections.
<b>MARCH, 2018</b>	<b>PREPARATION OF PRELIMINARY BUDGETS</b>
March 2	Deadline for Planning Budget Formulation (PBF) changes.
March 5 - 16	Technical review of PBF data and upload to SAP.
March 7	2nd Quarter Report submitted to Board of Trustees for approval.
March 21	Budget and Finance Committee Meeting.
March 22	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.
March 27 - May 4	Open period for Tentative Budget adjustments (First Adjustment).

**2018 - 2019 BUDGET DEVELOPMENT CALENDAR**

DATE	ACTIVITY
<b>APRIL, 2018</b>	<b>REVIEW OF PRELIMINARY BUDGET DATA</b>
April 13	CFO and Accounting Office update ending balance projections.
April 17- April 20	Constituencies review budget status.
April 18	Budget and Finance Committee Meeting.
April 26 - May 17	Budget meetings on preliminary budgets conducted with college administrators.
<b>MAY, 2018</b>	<b>REVENUE PROJECTIONS UPDATED</b>
May 2	3rd Quarter Reports due from colleges.
May 3	Revised revenue projections based on Governor's proposed State Budget.
May 7 - 11	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment) starts.
May 9	Board of Trustees authorization to encumber new year appropriations.
May 15	3rd Quarter Report due to State.
May 16	A) Cabinet receives briefing on Tentative Budget; B) CFO and Accounting Office update ending balance projections.
May 17	Budget Operation Plans due to the Budget Office.
May 23	A) Budget and Finance Committee receives briefing on 3rd Quarter Report; B) Budget and Finance Committee reviews Proposed Tentative Budget.
<b>JUNE, 2018</b>	<b>TENTATIVE BUDGET</b>
June 6	A) Adoption of Tentative Budget; B) 3rd Quarter Report submitted to Board of Trustees for approval.
June 15	CFO and Accounting Office update ending balance projections.
June 21	Deadline for submission of revised Dedicated Revenue for Final Budget.
<b>JULY, 2018</b>	<b>REVISION TO REVENUE PROJECTIONS/ALLOCATIONS</b>
July 2	File Tentative Budget report with County and State Agencies.
July 9 - 13	Constituencies review of Budget status.
July 20	A) CFO and Accounting Office run 1st closing activities; B) Budget and Finance Committee to review Proposed Final Budget.
July 31	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
<b>AUGUST, 2018</b>	<b>FINAL BUDGET</b>
August 3	Final year-end closing and establishment of actual ending balances.
August 27 - September 4	Publication budget available for public review.
<b>SEPTEMBER, 2018</b>	<b>FINAL BUDGET/YEAR-END ANALYSIS</b>
September 5*	Public Hearing and adoption of Final Budget.
September 7	File Final Budget report with County and State agencies.

Prepared 09/11/17

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





**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		1. 2016-17 Preliminary FTES Targets 2. 2016-17 Final Budget Development 3. Refer review of District Allocation Model to ECDBC
Aug. 2016	08/17/2016	16 members 12 guests	X		X		1. 2016-17 Final Budget Development 2. Recommendation to Chancellor to provide one year of funding to those colleges that hired faculty above their FON requirement
Sept. 2016	09/14/2016	21 members 19 guests	X		X		1. District Budget Committee Charge, Calendar, Membership 2. 2017-18 Proposed Budget Development Calendar
Oct. 2016	10/12/2016	21 members 14 guests	X		X		1. Approve recommendation on use of \$9.9m in one time state mandate reimbursement revenue 2. Review plan for STRS/PERS increases
Nov. 2016	11/09/2016	19 members 17 guests	X		X		1. DBC Self Evaluation for FY 2015-16 2. Review Fall 2017 FON data
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		1. DBC Self Evaluation for FY 2015-16 2. 2016-17 First Quarter Financial Status 3. 2017-18 Governor's Budget Proposal 4. Approve \$8.5m to STRS/PERS reserve
Mar. 2017	03/15/2017	21 members 16 guests	X		X		1. 2016-17 2nd Qtr. Financial Status Report 2. 2017-18 Fiscal Viability Goals
Apr. 2017	04/12/2017	18 members 15 guests	X		X		1. ECDBC report on the Budget Allocation Model 2. Recommendation to Chancellor to create enrollment strategy task force 3. Recommendation to Chancellor to review Districtwide Marketing Plan
May 2017	05/17/2017	21 members 15 guests	X		X		1. 2016-17 3rd Qtr. Financial Status Report 2. 2017-18 May Revise 3. 2017-18 Proposed Tentative Budget
Jun. 2017	06/14/2017	18 members 13 guests	X		X		1. ECDBC updates on financial accountability plans from City, Harbor, and Southwest 2. Valley College Debt Waiver Request 3. Adopt 2017-18 DBC Meeting Calendar 4. 2016-17 Year End Balance Projection

**Average Attendance** 34.6

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

1. Completed evaluation of the District Allocation Model.
- 2..
- 3..
- 4..
- 5..
- 6..

<b>Major Obstacles/Problems with Committee Function</b>	1.. 2.. 3..
<b>Recommendations for Improving Committee Process/Efficiency</b>	1.. 2.. 3.. 4..
<b>Committee Goals (If Appropriate) for Coming Year</b>	1.. 2.. 3.. 4..

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

**Chair/Co-Chair Name:** Kathleen F. Burke

**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: 2015-2016**

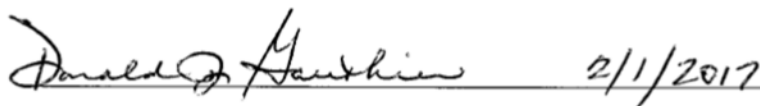
**Date of Self Evaluation: September 14, 2016**

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	
July 2015	07/15/2015	19 members 17 guests	X		X		<ol style="list-style-type: none"> <li>1. State Budget Update</li> <li>2. 2015-16 Enrollment Planning Targets</li> <li>3. 2015-16 Final Budget Development</li> </ol>
August 2015	08/12/2015	19 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. 2015-16 Final Budget Development</li> <li>2. Prelim 2014-15 College Balances</li> <li>3. Distribution of \$5.7m Full Time Faculty Fund</li> <li>4. FON Update Fall 2015 and Fall 2016</li> <li>5. Districtwide Campus Safety Funding</li> <li>6. ECDBC Recommendation on \$57.7 million State Mandate Block Grant</li> </ol>
Sept. 2015	09/23/2015	22 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. District Budget Committee Charge, Calendar, Membership</li> <li>2. FON and Enrollment Update</li> <li>3. 2015-16 Budget Update</li> <li>4. 2016-17 Proposed Budget Development Calendar</li> </ol>
Oct. 2015	10/28/2015	20 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> <li>2. Bookstore</li> <li>3. Debt repayment policy</li> <li>4. 2015-16 Budget Update</li> <li>5. Plan for STRS/PERS increases</li> <li>6. 2016-17 Budget Planning and Development</li> </ol>
Nov. 2015	<i>cancelled</i>						<i>cancelled</i>
Dec. 2015	<i>cancelled</i>						<i>cancelled</i>
Jan. 2016	01/25/2016	18 members 13 guests	X		X		<ol style="list-style-type: none"> <li>1. Enrollment Update</li> <li>2. 2015-16 1st Qtr. Financial Status Report</li> <li>3. 2016-17 Governor's Budget</li> <li>4. ECDBC Reports &amp; Recommendations               <ol style="list-style-type: none"> <li>a. City College Financial Stability Plan Review</li> <li>b. STRS/PERS Increase Plan</li> <li>c. DBC Charge</li> </ol> </li> </ol>
Feb. 2016	02/17/2016	21 members 15 guests	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> <li>2. DBC Charge and Self Evaluation for FY 2014-15</li> <li>3. 2016-17 Proposed Preliminary Allocation               <ol style="list-style-type: none"> <li>a. Revenue Assumptions</li> <li>b. Centralized Accounts Allocation</li> </ol> </li> </ol>
March, 2016	03/16/2016	21 members 19 guests	X		X		<ol style="list-style-type: none"> <li>1. Spring Enrollment Update</li> <li>2. 2015-16 2nd Qtr. Financial Status Report</li> <li>3. 2014-15 Recalc &amp; 2015-16 P1</li> <li>4. Discussion on use of \$57.7m Mandate Block Grant Funds</li> </ol>
April 2016	04/20/2016	19 members 16 guests	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> <li>2. 2016-17 Fiscal Viability Goals</li> <li>3. Discussion on use of \$57.7m Mandate Block Grant Funds</li> </ol>
May 2016	05/18/2016	23 members	X		X		<ol style="list-style-type: none"> <li>1. FON and Enrollment Update</li> </ol>

		21 guests					2. 2015-16 3rd Qtr. Financial Status Report 3. 2016-17 May Revise 4. 2016-17 Proposed Tentative Budget a. JLMBC Wellness Presentation
June 2016	06/29/2016	24 members 13 guests	X		X		1. Enrollment Update 2. Adopt 2016-17 DBC Meeting Calendar 3. 2015-16 Year End Balance Projection 4. State Budget Update 5. JLMBC Wellness Program Proposal
<b>Average Attendance</b>		36.5					
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>		1. Established enrollment target for FY 2015-16. 2. Reviewed District Debt Repayment Policy. 3. Developed plan for STRS/PERS contingency and other unfunded liabilities. 4. Recommended to DPC the creation of an enrollment management committee. 5. Continued early review of FON hiring. 6. DBC website is updated timely and provides supporting materials to all.					
<b>Major Obstacles/Problems with Committee Function</b>		1. Lack of alignment between committee recommendations and the Boards goals. 2. Board Budget and Finance committee calendar and meeting are delayed in summer.					
<b>Recommendations for Improving Committee Process/Efficiency</b>		1. Provide adequate orientation to new DBC members. 2. DBC should review the adopted Board Goals. 3. Better communications between the Board and DBC. 4. An explanation of Board decisions from the Chancellor.					
<b>Committee Goals (If Appropriate) for Coming Year</b>		1. Clarify the different roles and responsibilities of the DBC and ECDBC. 2. Promote awareness of the DBC website to all District members. 3. Complete the evaluation of the Allocation Model. 4. Improve communications between DBC and DPC, including the link between planning and budget. 5. Add a standing agenda item for reports from both bodies of DBC and DPC to each other.					

Chair/Co-Chair Signature:  2/1/2017

Chair/Co-Chair Name: Kathleen F. Burke

Chair/Co-Chair Signature:  2/1/2017

Chair/Co-Chair Name: Donald Gauthier

## FALL 2017: Credit Enrollment Comparison

Day

Day relative to beginning of instruction

Census day for  
Fall 2017 is  
September 11

**Tuesday, September 12, 2017**

15

Tuesday, September 13, 2016

HEADCOUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2017	15,269	25,585	9,225	10,499	18,862	6,161	12,445	16,612	11,026	1,032	126,716
Fall 2016	16,465	30,011	9,721	10,572	20,596	6,676	14,522	18,755	12,719	863	140,900
2017 % of 2016	93%	85%	95%	99%	92%	92%	86%	89%	87%	120%	90%

ENROLLMENT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2017	35,926	65,092	24,246	22,964	46,900	14,169	28,662	40,119	26,384	1,424	305,886
Fall 2016	40,657	71,610	26,399	24,094	50,288	16,195	33,623	45,004	30,309	1,030	339,209
2017 % of 2016	88%	91%	92%	95%	93%	87%	85%	89%	87%	138%	90%

SECTION COUNT	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2017	1,301	2,507	863	715	1,621	498	1,166	1,499	971	84	11,225
Fall 2016	1,417	2,529	953	716	1,648	547	1,256	1,559	976	19	11,620
2017 % of 2016	92%	99%	91%	100%	98%	91%	93%	96%	99%	442%	97%

Enrollment divided by Section	City	East	Harbor	Mission	Pierce	Southwest	Trade	Valley	West	ITV	Total
Fall 2017	27.6	26.0	28.1	32.1	28.9	28.5	24.6	26.8	27.2	17.0	27.3
Fall 2016	28.7	28.3	27.7	33.7	30.5	29.6	26.8	28.9	31.1	54.2	29.2
2017 % of 2016	96%	92%	101%	95%	95%	96%	92%	93%	87%	31%	93%

Source: LACCD Student Information System, PS\_CLASS\_TBL, PS\_STDINT\_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. 2016 Section count reflects the information as of the end of the term (instead of the relative day listed above).