

Dear Incoming Vice Chancellor of Business Services,

On behalf of the faculty of Las Positas College, I welcome you to your new position. We are looking forward to working with you to ensure the financial stability of the district.

As you transition into your new position, we would like to share with you some ideas that have been discussed in the Las Positas College Academic Senate this year. We hope these ideas will lead the district to increased financial stability in the future.

Specifically, we make the recommendations below.

1. Twice per year, the Colleges, District Office, and Maintenance and Operations review and report out their budgets at each center and to the office of the Vice Chancellor of Business Services. A proposed schedule that might work with our current budget format would be for these reports to occur in March and August.
2. Twice per year, the office of the Vice Chancellor of Business Services review the four budgets presented and make a report to each center and to the Board of Trustees. A proposed schedule that might work with our current budget format would be for these reports to occur in June and December.
3. Review, improve, and publicize policies and procedures to address shortfalls and surpluses. This work might occur through a task force or through an existing committee.
4. Chabot repays the District the \$2.5 million it borrowed to cover its 2016-17 shortfall in addition to Chabot rebuilding its reserves. We recommend that this be addressed as a separate line item in the budgets reported to the Board of Trustees. We respectfully request a statement about how repayment will be handled by the start of the August 2018 Board of Trustees Meeting.

Thank you for your attention to these matters, and please let me know if I can provide additional information. Alternatively, the LPC Academic Senate invites you to join us in the Fall'18 to have a shared conversation regarding the above recommendations.

Very truly yours,

Melissa Korber
Las Positas College Academic Senate President