



Budget Development Committee Meeting Minutes

April 2, 2025 at 11:00 am

Recorder: Andrea Anderson

LPC Mission Statement		LPC Planning Priorities	
Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.		Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.	Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
Chair		Faculty Association (1)	SEIU (1)
<input checked="" type="checkbox"/> Sean Brooks (Non-Voting Member)		<input type="checkbox"/> Heike Gecox	<input checked="" type="checkbox"/> Jason Maxwell
Administrator At-Large		PBC Members	Classified Professional on PBC
<input checked="" type="checkbox"/> Ken Cooper <input checked="" type="checkbox"/> Kevin Harral <input type="checkbox"/> Nan Ho		<input checked="" type="checkbox"/> Ashley McHale <input checked="" type="checkbox"/> Rajinder Samra <input type="checkbox"/> Craig Kutil	<input checked="" type="checkbox"/> David Rodriguez <input checked="" type="checkbox"/> Aubrie Ross
Classified Professionals		Faculty Member At-Large	LPC Administrative Services Officer
<input checked="" type="checkbox"/> Alesia High <input type="checkbox"/> Rabiah Choudry		<input checked="" type="checkbox"/> David Powers <input type="checkbox"/> Titian Lish	<input checked="" type="checkbox"/> Sui Song (Non-Voting Member)
LPCSG Student (1)			
<input type="checkbox"/> Seerat Kaur			

Attendance (Quorum = 8)

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i> <ul style="list-style-type: none"> Meeting called to order by Sean Brooks at 11:04 am 	Sean Brooks
2.	Review & Approve Agenda <i>For action</i> <ul style="list-style-type: none"> Agenda Approved by: David Powers and Ashley McHale 	Motion: David Powers Second: Ashley McHale
3.	Review & Approve February and March Minutes <i>For action</i> <ul style="list-style-type: none"> February and March Minutes Approved by: David Powers and Ashley McHale Abstention: David Rodriguez, Jason Maxwell and Kevin Harral 	Motion: David Powers Second: Ashley McHale
4.	Action Items <i>For Action</i> <ul style="list-style-type: none"> None 	None
5.	Old Business <i>For discussion</i> <ul style="list-style-type: none"> Review Budget <ul style="list-style-type: none"> We focus on the current budget situation for the fiscal year ending March 31, 2025. LPC has spent 85% of its budget, which is 10 percentage points above the target of 75%, leading to a potential \$4.4 million overage and a projected \$5 million deficit. Although this is concerning, LPC is working to address the shortfall through categorical funds and ongoing discussions with the district. A question was raised about the reduced budget for part-time academic salaries, despite increased actual spending. The budget for the fiscal year was allocated with a lower figure to avoid showing a deficit to the Board of Trustees. This was a strategy to balance the budget, knowing full-time faculty hiring would be limited, and part-time faculty costs would increase. Looking ahead, there is an acknowledged structural imbalance in the budget, and both the college and district agree that the budget has not been sufficient to meet the required schedule. Plans are in place to address this imbalance for 	Sean Brooks

	<p>fiscal year 2025-2026 with the District also exploring ways to provide additional funds to bridge the gap for the current year. However, specific details on how this will happen are still pending.</p> <ul style="list-style-type: none"> ○ There are potential strategies to improve the LPC financial situation. One option being explored is changing the funding model from a 3-year rolling average to using the most recent year or the better of the two, which could benefit the college financially. However, this change has not yet been decided. Another strategy involves adding a fourth term with a winter intersession, which, while not providing immediate financial relief, could help generate additional revenue in the future. In terms of current projections, LPC is expected to finish this year with about 15,800 Full-Time Equivalent Students (FTES), but next year's forecast is around 17,000 FTES, which should improve the financial outlook. The addition of the winter intersession is also expected to positively impact revenue. Overall, the outlook for next year looks more promising, assuming current trends continue. 	
6.	<p>New Business <i>For discussion</i></p> <ul style="list-style-type: none"> ● PBC Agenda Review <ul style="list-style-type: none"> ○ One major topic was the request for each college's program review to be presented at the Planning and Budget Committee (PBC) meetings. The proposal was to have these presentations in the fall, allowing for a review of last year's achievements and a preview of the upcoming year's plans. This idea was well-received and will be implemented in the fall. Another major agenda item was a deeper examination of the "gift model," specifically focusing on success points. The committee planned to review the data in detail, using a large spreadsheet that Jonah usually provides. Both Noel and Ashley McHale requested that Jonah share the data, so they could analyze it and explore how different factors, like enrollment, might impact the numbers. The agenda might include a budget review, but the agenda had not been released yet. The key focus; however, was on understanding the gift model and identifying areas where points could be increased for the District. ○ There have been several conversations revolving around topics related to the upcoming program review presentations and the district's involvement. It was initially suggested that Chabot be present in May, but since the program review presentations from both colleges will now take place in the Fall, this will happen then. There was also a discussion about whether the District should present its program review process, as this topic comes up every year. The suggestion was made for the District to present alongside the colleges in the Fall, and Ashley McHale agreed to raise the issue at an upcoming meeting. Additionally, there was a mention of a recommendation to meet in person for the May Planning and Budget Committee (PBC) meeting, but it wasn't clear whether that would still be a challenge. It was suggested that if the presentation is untied from the in-person meeting, they may meet online instead. ○ There is challenge of timing for the Planning and Budget Committee (PBC) meetings in relation to the finalization of the California state budget, which typically occurs in June. Sarah Thompson had previously suggested that PBC meet in the summer to discuss the finalized budget, as the committee might not have access to the adopted or alternative budget until August or September. The issue is that no one wants to meet during the summer, yet there's a need for discussions once the budget is near final. Ashley McHale agreed with the concern and offered to bring it up at the upcoming meeting, suggesting the possibility of scheduling a special meeting on a different day, other than 	Ashley McHale

	Friday, to accommodate classified professionals' schedules and ensure all relevant parties are available for the discussion.	
7.	<p>Updates <i>For information</i></p> <ul style="list-style-type: none"> The discussion covers updates related to the closing process for the fiscal year 2024-2025. A memo was shared by Sui Song earlier in the week outlining key deadlines for various tasks. Important dates include: <ul style="list-style-type: none"> Requisitions (Recs) were due on Monday. IERs are due this Friday. Office Depot and Amazon orders are due by May 16. Travel reimbursements (July-May) and conference advances should be submitted by June 5. P-Card logs are due by June 9. Other tasks are outlined with specific due dates, which were also mentioned in the memo. We reminded everyone to adhere closely to these deadlines to ensure smooth closure of the fiscal year. The intersection of "time" and "money" is highlighted, noting that while LPC is light on both, it is important to manage these effectively as the end of the year approaches. Additionally, David Powers mentioned that he shared the memo with the Professional Development Committee to ensure individuals going to conferences are aware of the reimbursement request timelines. 	
8.	<p>Good of the Order <i>For information</i></p> <ul style="list-style-type: none"> A Shout-out to those who helped with the Open House. Upcoming events include New Hawk Days on April 19th and the One Love Fest on April 23rd, The next meeting is scheduled for April 30th and will be the last meeting of the year. It will be held before the PBC meeting on May 2nd to ensure proper scheduling. 	None
9.	<p>Future Agenda Items <i>For discussion</i></p> <ul style="list-style-type: none"> None 	None

Meeting adjourned at 11:27AM
Next meeting: Wednesday, April 30th