Budget Development Committee Minutes

October 3, 2025 at 9:00am

Recorder: Andrea Anderson

LPC Mission Statement	LPC Planning Priorities 2025-2026		
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.	Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.	Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.	Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.
Chair	**LPC Administrative Services Officer**	**Administrators**	**Classified Professionals**
☒ Sean Brooks (Non-Voting Member)	☒ Sui Song (Non-Voting Member)	☒ Ken Cooper ☒ Paula Checchi	☒ Alesia High ☒ Aubrie Ross
Faculty Member	**Faculty Member (Appointed by F/A)**	**SEIU Representative**	**PBC Members**
☒ Ashley Young	☒ David Powers	☐ Jason Maxwell	☒ Ashley McHale (Faculty) ☐ Rajinder Samra (Administrator) ☒ David Rodriguez (Classified)
LPCSG Student Representative			
☐ Vacant			

Attendance (Quorum = 6)

<table>
<tr><th>Agenda Item</th><th>Information/Discussion</th><th>Action/Assigned To</th></tr>
<tr><td>1.</td><td>Call to Order
For information

• Meeting called to order by Sean Brooks at 9:05am</td><td>Sean Brooks</td></tr>
<tr><td>2.</td><td>Review & Approve Agenda
For action

• Motion to approve agenda
• Agenda Approved by: David Powers and Ashley McHale</td><td>Motion: David Powers
Second: Ashley McHale</td></tr>
<tr><td>3.</td><td>Review & Approve September Minutes
For action

• Motion to approve September Minutes
• Agenda Approved by: Ashley Young and David Powers</td><td>Motion: Ashley Young
Second: David Powers</td></tr>
<tr><td>4.</td><td>Action Items
For action

• Budget Development Committee Governance Worksheet (Brooks)
  o Overview:
    ▪ The committee reviewed the Budget Development Committee Governance Worksheet to confirm the mission, goals, and tasks for the 2025-2026 academic year.
    ▪ The BDC’s mission remains aligned with LPC’s focus on equity, inclusion, and support for student success and completion.
  o Planned Tasks for 2025-2026:
    ▪ Provide transparent fiscal updates to the LPC community.
    ▪ Plan and prepare PBC and BAM reporting.
    ▪ Conduct monthly budget monitoring and oversight of LPC’s fiscal status.
    ▪ Review the Governor’s Budget (January and May releases).
    ▪ Align the budget with college priorities and review key expense policies.
    ▪ Conduct P1 and FTES calculations and reviews.</td><td></td></tr>
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	▪ Document and report on accreditation standards related to the BDC's charge. ▪ It was noted that most of these items were completed last year, except for the accreditation standards report, which will be revisited this year with input from Dr. Ho and Dr. Samra. o Meeting Frequency Discussion: ▪ Suggested the committee may not need to meet monthly if budget updates are also shared at town meetings. ▪ Clarified that monthly meetings support fiscal transparency and allow for deeper discussion than Town Hall Meetings. ▪ Meetings will be kept brief and only held when necessary. No January meeting will occur due to the holiday schedule. o Committee Membership Update: ▪ The committee voted to reduce membership from 14 to 11 members to improve efficiency. ▪ The revised structure includes three PBC representatives—one Administrator, one Faculty Member, and one Classified Professional. ▪ Ashley McHale will be on workload bank leave in Spring; a replacement will be needed. o Action Taken: ▪ The committee approved the 2025-2026 Governance Worksheet and Goals (vote: 6–0).	
5.	**Old Business** *For discussion* • Review Budget (Sean Brooks) o Overview: ▪ The committee reviewed the current budget status, consistent with the update presented at the recent Town Hall Meeting. ▪ At the request of Aubrie Ross, future reports will include a breakdown showing what portion of the budget is represented by Administrators. o Budget Status: ▪ Currently, LPC is three months (or one-quarter) through the fiscal year. ▪ Target spending: 25% of the annual budget. ▪ Actual spending: 26%, or roughly $464,000 over budget (1% of $46 million). ▪ Current spending averages $4 million per month, slightly above the expected $3.85 million. o Key Points: ▪ 96% of expenses are in salaries and benefits, limiting flexibility for adjustments. ▪ Efforts continue to shift eligible expenses to categorical or restricted funds to ease pressure on the general fund.	None

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Ongoing discussions with the district aim to improve structural funding and increase LPC’s BAM allocation in future years.
LPC is projected to end the fiscal year with a deficit, with further analysis and planning to follow.

Next Steps:

Continue providing transparent monthly budget updates.
Address long-term structural and allocation challenges with the District.

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New Business
For discussion

PBC Agenda Review
Overview:

There were no major new updates since the September meeting.
LPC remains close to transitioning off hold harmless funding status.

Program Review Presentation:

A presentation on program reviews was planned for the September PBC meeting but was postponed due to a full agenda.
The Tri-Chairs and Rajinder requested that the presentation be moved to the fall semester rather than the end of the year, allowing more preparation time.
The new presentation date is to be determined.

Meeting Schedule:

The October PBC meeting was canceled due to the DEMC meeting being postponed.
Future meeting timing is uncertain—there may be a special session later in the semester, possibly in November, depending on DEMC’s rescheduling.
Members were advised to watch for email updates regarding upcoming meetings.

Future Meeting Dates and Times
Upcoming Meetings:

November Meeting: Will proceed as planned on Friday, November 7.
December Meeting: Due to a scheduling conflict, the regular Friday meeting will be moved to Tuesday, December 2 at 2:00pm.
Andrea will send out a calendar invitation to confirm.
January: No meeting will be held.
Spring Semester (February–May):

The spring meeting schedule will be finalized at the December 2 meeting, once faculty teaching schedules are confirmed.
David Powers noted to wait until a replacement for Ashley McHale is identified, as she

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	will be on workload bank leave for Spring.
	- Committee Membership and Quorum Discussion:
	  - Ashley McHale will work on finding a replacement for the Spring semester.
	  - The committee currently includes three classified representatives (Lisa, Aubrie, and David) and is still awaiting a student representative, who has not yet been assigned.
	    - LPCSG is still finalizing BDC Student Representative.	

7.	**Updates** *For information* - None	None

8.	**Good of the Order**
	For information
	
	- Budget Adoption: Final adoption set for next Tuesday, October 7. Appreciation expressed to Vice Chancellor Jonah and District Business Office for their partnership and creativity in managing budget solutions.
	- Future Agenda Item:
	  - David Rodriguez (RAC Co-Chair) requested a review of unfunded vacant classified and administrative positions to inform the prioritization process. This will be added as an informational item for a future meeting.
	- Closing Notes:
	  - Appreciation for members' flexibility and participation, especially with budget discussions.
	  - Commitment to bring forward relevant updates (e.g., Governor's budget revisions) and to keep meetings efficient.
		None

9.	**Future Agenda Items** *For discussion* - Spring Meeting Schedule	

Meeting adjourned at 9:20am

Next meeting: October 3