Budget Development Committee Minutes

November 7, 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)

Agenda Item	Information/Discussion	Action/Assigned To
1.	**Call to Order** *For information* • Meeting called to order by Sean Brooks at 9:02am	Sean Brooks
2.	**Review & Approve Agenda** *For action* • Motion to approve agenda • Agenda Approved by: David Powers and Ashley McHale	Motion: David Powers Second: Ashley McHale
3.	**Review & Approve October Minutes** *For action* • Motion to approve the October Minutes, amending attendance to note that Jason Maxwell was not in attendance. • Minutes Approved by: David Powers and Ashley McHale • Abstention: Jason Maxwell	Motion: David Powers Second: Ashley McHale
4.	**Action Items** *For action* • None	

5.	**Old Business**
	For discussion
	
	• Review Budget (Sean Brooks)
	    ○ Total Budget: Approximately $46.4 million.
	        ▪ Expenditures to Date: Just over $16 million — about 35% of the budget spent.
	        ▪ Target: 33.3% at this point in the fiscal year (4/12ths).
	        ▪ Status: Currently 2% over target, representing roughly $920,000 in overspending.
	        ▪ Projection: If current spending trends continue, the college could face a $3-$4 million deficit by year-end.
		None

	- Additional Notes
	  - Main Variance: Part-Time Academic Salaries are higher than expected due to backfilling full-time positions.
	  - All Other Categories: Spending remains within normal ranges.
	- Positive Highlights:
	  - The college met enrollment targets last year.
	  - On track to meet current year enrollment goals as well.
	  - Transparency: A new budget line now isolates salary data for Administrators and Classified Staff for clearer reporting.
	  - Next Steps: Further discussion on budget performance and potential adjustments will take place at DEMC and PBC meetings.
	- Summary Statement: The college is performing close to budget expectations but slightly over target. Continued monitoring and strategic adjustments will be necessary to mitigate a projected year-end deficit of up to $4 million.	

6.	**New Business**
	For discussion
	
	- Review of Travel Expense Policy
	  - Purpose: To clarify current travel policy guidelines, particularly regarding airfare reimbursement and the new Southwest Airlines fare model effective January 1.
	  - Key Updates & Clarifications
	    - Lowest Fare Requirement: Travelers must continue to book the lowest available coach fare when traveling for district business.
	    - Southwest Airlines Fare Changes:
	    - Southwest now offers four tiers: Basic, Choice, Choice Preferred, and A-List.
	    - District will reimburse up to the Choice Fare level.
	      - Choice allows assigned seating and flight changes.
	      - Fares above Choice (e.g., Choice Preferred or A-List) will not be reimbursed.
	    - Checked Bags: District will reimburse for checked baggage fees, now that Southwest no longer includes them for free.
	  - Questions & Responses
	    - Refundable Tickets
	      - Concern raised that both Basic and Choice Fares are non-refundable.
	      - Suggested exploring whether refundable fares could be approved in cases of schedule changes or emergencies.
	      - This could be reviewed with VC Nichols, but currently, travelers must use existing
		None

	reimbursement limits. ▪ Frequent Flyer Upgrades • If an airline upgrades a traveler automatically due to status (without cost), it is acceptable. • The key requirement is that the receipt shows a coach-class fare was initially booked. ▪ Mileage, Meals, and Lodging • Reconfirmed that for in-state travel, per diem meal and lodging reimbursements apply only if the destination is more than 45 miles from the traveler's home or primary work site. • Mileage reimbursement applies for any official business travel, regardless of distance. ▪ Next Steps • A memo summarizing these updates will be issued after the December Town Hall Meeting for campus-wide reference. • PBC Agenda Review o Information & Discussion Items: ▪ Budget Status Report – to be presented by Jonah, mirroring the earlier financial overview shared in this meeting. ▪ Goal Setting for FY 2025-26 – the committee will begin establishing goals for the upcoming academic year. ▪ Program Review Presentations – both colleges will present updates on their program reviews. o Future Agenda Items: ▪ Continued focus on District Program Review processes — exploring how District manages its version of program review. ▪ Winter Intersession Financial Impact – discussion planned for the December meeting to assess potential revenue and enrollment outcomes, once student participation data becomes available. o Hotel stay exceptions may be granted under special circumstances (e.g., faculty or advisors chaperoning students overnight within 45 miles). o FTF (Full-Time Faculty) allocation approvals might occur at the DEMC Meeting following this one, with potential increases for both colleges after extensive negotiation.	
7.	**Updates** *For information* • None	None

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For information

Event Recognitions & Kudos:

Josue: Commended for his leadership and support of recent campus events including the Spooky Fair, Día de los Muertos, and the LPC Games.
Chip: Acknowledged for coordinating the LPC Games, which required extensive planning and collaboration across departments.
Andrea Anderson: Recognized for her major role in organizing the LPC Games — praised by several members for her efforts and coordination.
Christine Hornbaker (IT): Thanked for exceptional technical and sound support during the event.

LPC Games Recap:

The event was a major success, attracting an estimated 300 students
Students enthusiastically participated and enjoyed the competition
The student team won the trophy.

Committee & Campus Updates

Resource Allocation Committee (RAC):

IERs (Instructional Equipment Requests) totaling over $1 million have been submitted and are being scored.
CAP (Classified and Administrative Position Requests) are due November 12, with scoring beginning in December.

LPC Foundation Update:

The Foundation is reconciling unrestricted fund balances with its accountant.
Plans to launch a year-end giving campaign, including Giving Tuesday, with proceeds designated to support the campus grant program.
Further details to be announced at the next Foundation Board meeting.

</td><td>None</td></tr>
<tr><td>9.</td><td>Future Agenda Items
For discussion</td><td></td></tr>
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Meeting adjourned at 9:28am

Next meeting: December 2