Voting Members Present:
Tobin Sparfeld, Hanh Tran, Steve Nerud, Joanne Grey, Joe Ramirez, Alma Johnson- Hawkins, Estela Miranda, Roman Juarez, Mike Climo, Yoon Yun, Steve Ruys, Michong Park

Voting Members Absent:
Marcelo Rodriguez

Resource Members Present:
Rolf Schleicher, Frances Nguyen

Guests:
Leslie Milke, Angela Aghajanian, Dr. Monte Perez

Call to Order by: Tobin Sparfeld at 12:10 p.m.

Items Discussed:

1. **Approval of Minutes:** The committee reviewed the minutes from the November 3, 2011 meeting (Hanh Tran/Michong Park) minutes unanimously approved.

2. **New Members:** The committee welcomed Joanne Grey (AFT) and Mike Climo (Academic Senate)

3. **Financial Update:** Dr. Perez presented the financial forecast for fiscal year 2011-2012 and 2013. For 2011-12, LACCD has already reduced $28.9 million in revenue (-6.21%) and we are expecting a tier 2 trigger of 11.2 million in additional reduction this year taking our total to $40 million in actual reduction district wide. We should know whether this tier 2 trigger will occur on December 15th. The Board approved to pay the $11.2 million from the tier 2 trigger out of District reserves for 2011-12.

   The Overall state projection for 2012-13 is 10 billion in the red. In 2012-2013, there will be a student fee increase from $36 to $46 that will take effect summer 2012. It is still not clear how much of that fee increase portion will go to colleges. We will know more in January as to how much of an offset colleges will have from this fee increase. For 2012-13, there is an additional 5%-10% reduction projection estimated at $23-$46 million.

   Dr. Perez presented the 1st quarterly reduction status for all colleges in LACCD. LAMC’s 5% reduction/savings target of $2,020,544 is close to being met. LAMC’s current reduction status is at $1,704,312 leaving $316,233 in reductions not achieved. The college will use a portion of the 1.4 million carry forward balance from 2010-2011 to offset the $316,233 in reductions not achieved. Dr. Perez reviewed the ending balance projections of the colleges in our district for 2011-2012. Although LAMC is projected to have a positive balance of $22,777, Dr. Perez would like this committee to look at some initiatives, especially in January as to how we can save money. Since we may be looking at additional reductions for 2012-13, Dr. Perez would like to have a balance greater than $22,777 to help offset costs.

   The LACCD college enrollment and reduction plan status for 2011-2012 was reviewed. Compared to many of the other colleges in LACCD, LAMC has reduced a significant amount of sections totaling 197 for Winter, Summer, Fall and Spring combined. In January the DBC will discuss what we have to do to plan for cost
savings while we try to meet FON. There were no discussions about furloughs or salary reductions at the last DBC meeting.

In January, the executive committee of DBC will present an allocation model proposal. Dr. Perez hopes that the proposal will take into consideration the small college factor in allocation model. It was mentioned that there is Accreditation language about cost of ownership and how we need to build it into our self-study. The Accreditation Commission will want to know if we can run the college as constituted and we will have to prove that we can’t based on our current allocation. Many of the smaller colleges in our district are also experiencing difficulty in sustaining their colleges under the current allocation formula.

4. **Building Task Force:**
   The need to establish a Building Task Force was proposed by Dr. Perez because there is a list of projects that need to be done (outside of those that are already contracted) such as the Library and the Athletic agreement with the County. The requests on this list have already been vetted by the shared governance process and is an established list that needs to be prioritized since there is only so much funding that is left. This task force will receive the latest and most accurate budget figures of remaining funds to work with.

   The charge and purpose of this committee will be to:
   A. Develop a process and criteria to prioritize projects
   B. Hold two open forums for future users (faculty and staff) to make a case for their project(s)
   C. Make joint recommendations to your respective committees and to College Council

   **B&P committee members that volunteered to join this task force:**
   Steve Nerud, Tobin Sparfeld, Steve Ruys, Frances Nguyen and Alma Johnson Hawkins

   An equal number of members as well as faculty/staff representation from the Facilities and Planning Committee will need to join the committee. Wally Bortman will contact Tobin about meeting dates and times. This task force will need to meet ASAP to develop criteria and process within the next couple of weeks. The President would like to see forums by early January and the recommendations by the end of January from this committee.

5. **Practice Ranking Session:**
   The committee broke up into pairs to work on a practice session of ranking requests.
   Pairs were:
   Alma/SteveR.
   Roman/Hanh
   Leslie/Estella
   Joanne/Joe
   Michong/Angela
   Yun/Mike
   Steve N./Tobin/Cathy

   Once the practice ranking session was completed, one recommendation to the Division Heads was to separate multiple positions when prioritizing their requests for B&P.

**Next meeting:** Jan 12, 2012 10a.m. to 12noon

**Adjourned:** 1:40 p.m.