

**LOS ANGELES HARBOR COLLEGE  
OFFICE OF ADMINISTRATIVE SERVICES**

**CLUSTER MEETING  
MINUTES**

**February 19, 2009**

Chair: Dr. Ann Tomlinson

Administration: Nestor Tan

Present: Bill Englert, Claudette McClenney, Mark Zankich, Tatyana Grinberg, Ivan Clarke, Sergeant Harry Van, Deputy Melvin Young

Faculty: Sally Fasteau, Lauren McKenzie

The meeting began at 11:00 a.m. in the President's Conference Room. Dr. Tomlinson announced that the state passed a budget and it is favorably to the community colleges.

*2008-2009 Changes:*

- Eliminates \$39.8M for a 0.68% cost-of-living adjustment approved in the 08-09 Budget Act (COLA).
- Eliminates \$4M for reimbursable state mandates.
- Maintains funding for 2% enrollment growth (24,000 full-time students).

*2009-2010 State Budget*

- Funds 3% enrollment growth, or enough funding for 36,000 full-time students.
- Maintains funding for Competitive Cal Grant program.

State to repay K thru community colleges \$9.3 billion starting in 2011.

Dr. Tomlinson passed out spreadsheets to explain Harbor's 2009-2010 tentative budget. The first page shows FTES which is the basis for the budget. Page two shows that the district's budget for 2009-10 has been cut. Page three lists Harbor's budget of \$29,641,676 including \$1,138,456 for deficit repayment. The last page shows Harbor's adjusted revenue of \$38M; \$7.5M going to the district for assessment, \$1.2M to the sheriff. The District is not taking our deficit repayment but we still owe it. Summer One will be cut as a means of saving money.

Academic Affairs plans to add 5-10 new faculty which will cost about \$1.5M. More support staff is needed.

Each manager reported on the budget for their area.

- Bookstore – approximately \$500,000
- Business Office - \$522,800 – The supply budget was increased due to an increase in credit card expenses.
- Facilities - \$2.4M for operational, \$1.3M for maintenance. DWP increased 20%.
- IT - \$680,000

- Payroll and Personnel – Their budget is integrated with Admin. Services, which is \$2.4M. Admin. Services uses their budget to absorb the needs of other areas.

Several issues were discussed:

- In order to service the students, two “smart” payphones will be purchased for \$400.00 each. IT will install them using our existing phone lines and the Sheriff’s office will collect the money.
- Parking continues to be a challenge. Concerns were raised about unauthorized people parking in assigned parking spaces, legitimate ADA parking, and the \$3.00 parking fee the City of LA Rec and Parks is charging for the eastern lot. Dr. Tomlinson stated that Harbor pays Rec and Parks a substantial fee for using their lots and anyone with a parking sticker can park for free in the third lot as long as the first two lots are full.
- IT will upgrade the Business office computers with surplus computers from the old buildings. Ivan Clarke will send an email to all requesting computer needs so other offices can make use of the surplus computers.
- Three B shift custodians were moved to A shift due to a greater need during the day.
- IT is concerned about losing one of their staff to another college.
- Four new cadets will be hired through job placement.
- Evening coverage in repo has been a problem. Repo cannot be left open since it is combined with the mailroom. The possibility of a roll down door or relocating the mailroom was discussed. For now, cadets will be stationed outside repo to let staff in after hours.
- The Sheriff’s office needs new carts; possibly they can be purchased through the new bond.
- Facilities needs a new lawn mower. A new one costs \$40,000. They are looking into purchasing a used one for \$13,000 or repairing the old one for \$5,000.
- Payroll and personnel will begin scanning their documents in the near future.
- The marquee contract is pending bond money.
- Purchasing a heavy duty portable shredder was discussed. The cost is about \$3,000. Facilities will set up a campus shredding day in the near future with an outside vendor.
- Sally Fasteau expressed concern about the payroll window being in an open hallway. Lauren McKenzie suggested privacy screens for payroll monitors. Dr. Tomlinson noted that the office was poorly designed.
- Copies of the OP Plan had to be requested several times from certain areas before they were returned. Some individuals increased their OP Plan budget. Lauren McKenzie is concerned that people do not understand the budget.

Dr. Tomlinson announced the Chancellor may require a two days a month furlough for all VP’s, Deans, and unrepresented to help with the budget.

Priorities for 2009-2010 will be discussed at the next meeting. The meeting ended at 12:30pm.

Jan 15, 2009

# 2008-09 First Period FTES

Term	City	East	Harbor	Mission	Pierce	Southwest	Trade-Tech	Valley	West	ITV	Total
credit	761	1,670	413	369	922	564	808	766	612	0	6,886
non-credit	423	912	11	27	38	42	176	125	20	0	1,775
<b>Summer 2008/2</b>	<b>1,184</b>	<b>2,582</b>	<b>424</b>	<b>396</b>	<b>960</b>	<b>606</b>	<b>984</b>	<b>892</b>	<b>633</b>	<b>0</b>	<b>8,661</b>
% of pr yr	116%	110%	102%	101%	118%	130%	117%	110%	139%	0	114%
credit	5,677	9,615	3,259	2,908	6,891	2,237	5,315	5,685	3,404	165	45,157
non-credit	825	298	82	149	122	172	191	238	141	0	2,219
<b>Fall 2008</b>	<b>6,502</b>	<b>9,913</b>	<b>3,342</b>	<b>3,057</b>	<b>7,013</b>	<b>2,409</b>	<b>5,506</b>	<b>5,923</b>	<b>3,545</b>	<b>165</b>	<b>47,376</b>
% of dr yr	102%	111%	111%	121%	112%	118%	113%	108%	121%	104%	111%
credit	701	1,115	300	405	776	270	700	841	488	62	5,657
non-credit	209	65	0	45	13	26	45	55	10	0	467
<b>Winter 2009</b>	<b>910</b>	<b>1,180</b>	<b>300</b>	<b>450</b>	<b>789</b>	<b>296</b>	<b>745</b>	<b>895</b>	<b>497</b>	<b>62</b>	<b>6,124</b>
% of dr yr	111%	109%	116%	116%	114%	140%	103%	120%	113%	105%	113%
credit	5,542	8,380	3,150	2,767	6,187	1,986	5,365	5,438	3,117	162	42,094
non-credit	806	325	70	147	131	160	209	242	133	0	2,223
<b>Spring 2009</b>	<b>6,347</b>	<b>8,705</b>	<b>3,220</b>	<b>2,914</b>	<b>6,318</b>	<b>2,146</b>	<b>5,574</b>	<b>5,680</b>	<b>3,250</b>	<b>162</b>	<b>44,316</b>
% of dr yr	102%	104%	112%	111%	102%	113%	110%	106%	110%	100%	106%
credit	770	1,125	0	0	370	170	0	0	0	68	2,503
non-credit	0	50	0	0	0	0	70	0	0	0	120
<b>Summer 2009/1</b>	<b>770</b>	<b>1,175</b>	<b>0</b>	<b>0</b>	<b>370</b>	<b>170</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>68</b>	<b>2,623</b>
% of dr yr	86%	62%	0%	0%	39%	39%	8%	0%	0%	101%	37%
<b>Total 2008-09</b>	<b>15,713</b>	<b>23,555</b>	<b>7,286</b>	<b>6,818</b>	<b>15,450</b>	<b>5,627</b>	<b>12,879</b>	<b>13,390</b>	<b>7,925</b>	<b>457</b>	<b>109,101</b>
% of 0708	102.3%	103.8%	105.2%	107.8%	103.5%	111.4%	103.6%	101.6%	109.1%	102.2%	104.3%
% of District Total	14.4%	21.6%	6.7%	6.2%	14.2%	5.2%	11.8%	12.3%	7.3%	0.4%	100.0%
<b>Total Credit</b>	<b>13,450</b>	<b>21,905</b>	<b>7,122</b>	<b>6,450</b>	<b>15,146</b>	<b>5,227</b>	<b>12,188</b>	<b>12,730</b>	<b>7,622</b>	<b>457</b>	<b>102,297</b>
<b>Total Non-Credit</b>	<b>2,263</b>	<b>1,650</b>	<b>164</b>	<b>368</b>	<b>304</b>	<b>400</b>	<b>691</b>	<b>660</b>	<b>304</b>	<b>0</b>	<b>6,804</b>
Enhanced Non-Credit	1,038	201	0	112	0	270	218	495	0	0	2,334

Projectn compared to:

Fund Base

to 1.43%

Term	City	East	Harbor	Mission	Pierce	Southwest	Trade-Tech	Valley	West	ITV	Total
credit	187.86	302.89	96.60	85.30	209.31	65.75	170.80	179.20	99.87	6.39	1,403.96
non-credit	31.90	21.65	2.40	3.18	4.20	6.46	7.84	9.30	4.02	0.00	92.14
<b>1.430%</b>	<b>1,324.70</b>	<b>2,148.370</b>	<b>6,851.88</b>	<b>6,050.36</b>	<b>14,846.36</b>	<b>4,663.54</b>	<b>12,114.85</b>	<b>12,710.57</b>	<b>7,083.62</b>	<b>453.42</b>	<b>99,582.99</b>
credit	2,262.36	1,535.90	170.15	367.51	297.61	458.11	499.14	659.58	285.34	0.00	6,535.69
non-credit	15,587.05	23,019.60	7,022.03	6,417.87	15,143.97	5,121.65	12,613.99	13,370.15	7,368.96	453.42	106,119
<b>1.43%</b>	<b>17,849.41</b>	<b>24,549.50</b>	<b>14,044.06</b>	<b>12,885.38</b>	<b>30,291.64</b>	<b>10,243.20</b>	<b>25,233.98</b>	<b>26,740.72</b>	<b>14,652.50</b>	<b>453.42</b>	<b>212,714</b>
Total	17,849.41	24,549.50	14,044.06	12,885.38	30,291.64	10,243.20	25,233.98	26,740.72	14,652.50	453.42	212,714
credit	125	421	270	400	300	563	173	19	538	4	2,714
non-credit	114	114	(6)	0	6	(58)	192	0	18	0	269
<b>1.43%</b>	<b>1,324.70</b>	<b>2,148.370</b>	<b>6,851.88</b>	<b>6,050.36</b>	<b>14,846.36</b>	<b>4,663.54</b>	<b>12,114.85</b>	<b>12,710.57</b>	<b>7,083.62</b>	<b>453.42</b>	<b>99,582.99</b>
credit	125	421	270	400	300	563	173	19	538	4	2,714
non-credit	114	114	(6)	0	6	(58)	192	0	18	0	269

## 2007-08 Advance Allocation Planning Base (=2007-08 FTES)

Funding Base plus 1.43%

2008-09 Notes: 1) some colleges have RESTORATION issues that affect college needs. 2) One-time allowance to use overcap to "buy down" deficit repayments.

Non credit - enhanced \$3000 per FTES  
 Non-credit - enhanced \$2700 per FTES

**2009-10 PRELIMINARY ALLOCATION**  
**Funds Available for 2009-2010**  
**Unrestricted General Fund**

	2007-2008 FINAL BUDGET COLA@4.53%, Gr@0.00%	2008-2009 FINAL BUDGET COLA@0.00%, Gr@1.13%	2009-2010 PRELIMINARY BUDGET COLA@0.00%, Gr@0.00%
Base	465,631,615	498,253,092	502,885,545
Base Deficit	0	0	0
COLA	21,093,112	0	0
Growth	0	5,277,082	0
Lottery	15,144,066	15,500,000	15,500,000
Non-Resident	8,700,000	9,300,000	9,300,000
Apprenticeship	167,670	136,222	136,222
Equalization	0	0	0
Part-time Faculty Compensation	4,427,138	4,427,138	4,427,138
One-Time General Purpose Block Grant	0	0	0
One-Time Gen Purpose (Trlr Bill/Restrict)	0	0	0
Other State	2,960,564	3,387,498	3,387,498
Local			
Interest	1,600,000	3,500,000	3,500,000
Dedicated Revenue	4,018,703	3,871,222	4,592,508
<b>TOTAL INCOME</b>	<b>523,742,868</b>	<b>543,652,254</b>	<b>543,728,911</b>
Basic Skills	0	0	0
Fund Balances			
Open Orders	8,478,618	10,836,368	0
Balance	44,962,254	49,533,579	49,887,356
<b>Total Fund Balance</b>	<b>53,440,872</b>	<b>60,369,947</b>	<b>49,887,356</b>
<b>TOTAL PROJ FUNDS AVAILABLE</b>	<b>577,183,740</b>	<b>604,022,201</b>	<b>593,616,267</b>

### 2009-10 PRELIMINARY ALLOCATION UNRESTRICTED GENERAL FUND

	2007-2008	2008-09	2009-2010
	FINAL BUDGET (w/ Undistrib Balances) <small>COLA@4.53%, Gr@0.00%</small>	FINAL BUDGET w/ Undistrib Balances (COLA@0.00%, Gr@1.13%)	PRELIMINARY BUDGET (COLA@0.00%, Gr@0.00%)
City	59,253,056	59,173,464	59,729,059
East	82,875,784	87,894,918	88,308,741
Harbor	28,951,839	28,503,220	29,641,676
Mission	23,259,479	25,964,891	26,722,394
Pierce	57,716,705	59,777,383	60,020,272
Southwest	22,325,937	21,965,533	21,820,026
Trade-Tech	48,084,913	50,108,226	50,944,649
Valley	51,418,224	51,510,994	52,288,130
West	29,081,462	30,421,595	30,767,549
ITV	1,395,431	1,458,644	1,458,644
<b>College Total</b>	<b>404,362,830</b>	<b>416,778,868</b>	<b>421,701,140</b>
District Office	25,706,158	25,714,289	25,889,546
Centralized & Other	58,389,012	62,916,297	62,243,183
Contingency Reserve	18,885,342	25,463,300	27,186,446
LA Cnty Sheriffs Contr	13,522,298	13,000,000	13,000,000
East & Pierce Rev Adj	2,772,228	0	0
Restricted Program Def	0	0	0
DW ACE Program	105,000	0	0
LA Scholars Program	0	241,000	0
College Reserve	11,004,548	13,868,981	13,868,981
Undistributed Balance	42,436,324	46,039,466	29,726,971
<b>TOTAL</b>	<b>577,183,740</b>	<b>604,022,201</b>	<b>593,616,267</b>

+ \$1,138,456  
deficit  
repayment

### 2009-10 PRELIMINARY ALLOCATION

	Net Base Revenue	Base Deficit 0.00%	COLA 0.00%	Growth 0.00%	Approp. Scoping	Non-Resident	Dedicated	Lease	Interest On State	TOTAL REVENUES	Assessment Based on SITES	ADJUSTED REVENUES	Adj For State Alloc	One-Time GP Bu. Gmt.	Budget For State	Comm. at 10/1/09	ITV Rest: B	BUD. ALLOC w/o BAL.	Balance	Receipts Bal	Budget For	BUDGET ALLOCATION
City	71,415,639	0	0	0	0	2,541,082	520,221	2,276,700	868,241	77,769,864	(18,490,817)	61,279,047	0	0	(1,512,815)	0	30,907	59,728,859	0	0	0	59,729,059
East	108,911,940	0	0	0	0	2,402,458	377,738	3,282,240	1,581,711	114,696,137	(24,384,444)	90,311,693	0	0	(1,394,432)	36,310	45,541	89,308,741	0	0	0	89,308,741
Harbor	35,918,823	0	0	0	0	471,540	682,271	1,025,878	872,322	38,371,532	(7,507,824)	30,863,708	0	0	(1,237,283)	0	15,281	29,641,876	0	0	0	29,641,876
Maroon	32,557,249	0	0	0	0	282,813	268,184	537,410	608,937	34,961,768	(8,795,187)	27,066,581	0	0	(1,172,813)	78,043	13,746	26,722,394	0	0	0	26,722,394
Pierce	72,443,087	0	0	0	0	1,811,122	733,316	2,211,962	910,394	77,829,688	(18,448,829)	61,444,899	0	0	(1,484,762)	0	30,984	60,028,272	0	0	0	60,028,272
Southwest	28,552,270	0	0	0	0	131,098	708,828	746,078	408,890	28,996,853	(9,282,735)	23,357,318	0	0	(1,448,447)	0	11,355	21,829,828	0	0	0	21,829,828
Trails Tech	81,153,734	0	0	0	138,222	325,828	411,701	1,842,421	864,791	84,934,798	(13,428,745)	61,506,053	0	0	(1,386,023)	778,783	25,828	60,844,849	0	0	0	60,844,849
Varsity	83,948,353	0	0	0	0	607,878	344,144	1,852,464	879,836	87,732,873	(14,175,742)	63,557,131	0	0	(1,430,382)	134,452	28,939	62,258,199	0	0	0	62,258,199
West	38,890,868	0	0	0	0	708,707	531,835	1,078,395	708,892	40,809,896	(7,801,764)	33,119,099	0	0	(1,384,078)	18,820	15,917	30,787,549	0	0	0	30,787,549
ITV	2,068,795	0	0	0	0	8,564	17,482	86,224	2,471	2,191,616	(488,386)	1,875,128	0	0	0	0	(216,468)	1,458,644	0	0	0	1,458,644
<b>COLLEGE TOTAL</b>	<b>508,585,747</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>138,222</b>	<b>9,300,000</b>	<b>4,982,508</b>	<b>15,350,000</b>	<b>7,384,838</b>	<b>648,878,153</b>	<b>(112,881,607)</b>	<b>432,997,428</b>	<b>0</b>	<b>0</b>	<b>(12,841,204)</b>	<b>1,044,318</b>	<b>0</b>	<b>421,761,148</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>421,761,148</b>
District Office											25,848,242	25,848,242			(84,798)			25,848,242				25,848,242
Contingency Reserve											63,288,101	63,288,101				(1,044,916)		62,243,185				62,243,185
LA City Sheriff's Contingency Reserve											23,848,244	23,848,244						23,848,244				23,848,244
Restricted Prog. Deficit															13,000,000			13,000,000				13,000,000
Unalloc. Reserve																						
Undistrib. (Phys. Bud.)																						
<b>TOTAL</b>	<b>862,882,845</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>138,222</b>	<b>9,300,000</b>	<b>4,982,508</b>	<b>15,350,000</b>	<b>11,214,838</b>	<b>943,728,911</b>	<b>0</b>	<b>843,728,911</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>843,728,911</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>843,728,911</b>

(1) Includes allocation for Part-Time Office Hours Reimbursement  
 (2) Deficit Payback for 2008-10 deferred until year-end for all locations