



Budget Development Committee Minutes

September 5, 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	Guest(s)		
☐ Vacant	☒ Heike Gecox		

Attendance (Quorum = 8)

Agenda Item	Information/Discussion	Action/Assigned To
1.	Call to Order <i>For information</i> Meeting called to order by Sean Brooks at 9:03am	Sean Brooks
2.	Review & Approve Agenda <i>For action</i> - Motion to approve agenda - Agenda Approved by: David Powers and Ashley Young	Motion: David Powers Second: Ashley Young
3.	Review & Approve April Minutes <i>For action</i> - Motion to approve May Minutes with amending the following change: - Aubrie Ross listed as Classified Professional, not Classified Professional on PBC - Agenda Approved by: David Powers and Ashley McHale - Abstain: Aubrie Ross, Ashley Young, Heike Gecox	Motion: David Powers Second: Ashley McHale
4.	Action Items <i>For action</i> - Budget Development Committee Restructuring (Brooks) - Proposal: Reduce the number of committee members from 14 to 11. - Quorum will shift from 8 to 6 members. - No current members will be removed—open/vacant seats will simply not be filled. - Revised Membership Breakdown: 2 Administrators 1 Faculty Member 1 Faculty Member (Appointed by F/A) 2 Classified Professionals 1 SEIU Representative 1 LPCSG Student Representative	

	▪ 3 PBC Representatives (Administrator, Faculty, and Classified) ○ Discussion ▪ Suggested designating PBC representatives by classification (faculty, classified, administrator). ▪ Preferred leaving it open (1–3 PBC members) to allow flexibility year to year. ▪ More PBC members were included when the committee was closely tied to the Budget Allocation Model (BAM). The restructuring shifts the focus back to Budget Development with PBC connections, rather than PBC-driven discussions. ○ Action Taken: ▪ Motion to approve reducing membership to 11 passed. ▪ Adjustment made to classifications as outlined above. ▪ Abstain: Kenneth Cooper	
5.	Old Business <i>For discussion</i> • Review Budget (Sean Brooks) ○ Current Status ▪ Target at 2 months: 16.7% of budget spent. ▪ Actual: 15.6% spent → about 1% under budget (\$464,000). ▪ Caution: July is a light expense month; by September, spending may be on target or over. ▪ Part-time academic salaries already trending high at 36%. ○ Concerns ▪ 96% of LPC’s expenses are tied to salaries and benefits, leaving little flexibility for supplies, operations, or emergencies. ▪ Last year: projected \$5M deficit ended at about \$3M (pending final numbers). Covered by reserves, which are now just above the 10% minimum required by Board Policy. ▪ Limited ability to draw on reserves for FY 25–26. ○ Discussion ▪ Request to separate classified vs. administrator salaries for transparency → will now be reported ongoing. ▪ Members noted that salaries being the bulk of expenses reflects education’s “people-driven” work, but high percentages limit flexibility (e.g., step/column increases, health costs, emergencies). ▪ Some costs (utilities, IT, subscriptions) are paid at District level or shifted to categorical funds, affecting how LPC’s budget percentages look compared to other districts. ○ Outlook	None

	▪ Enrollment is improving, which is positive for revenue. ▪ College remains cautious, monitoring state-level decisions on SCFF/FTES funding models. ▪ Overall message: fiscal outlook is tight; continued prudence and transparency are needed.	
6.	New Business <i>For discussion</i> • PBC Agenda Review ○ Meeting scheduled for 12:30. ○ Agenda Items: ▪ DEMC report-out. ▪ Approval of new voting members. ▪ Tri-chair elections ▪ Review of committee charge, past year's goals, and new goal setting. ○ Presentations: ▪ Fiscal year adopted budget update (VC Nicholas). ▪ IPBM survey results (Chancellor Gerhard). ○ Future presentations: Program Review (moved to Oct/Nov for more time and alignment with Governor's Revise). ○ Tri-Chair Structure: ▪ Must include one representative from each district Administration, Chabot, and Las Positas.	None
7.	Updates <i>For information</i> • None	None
8.	Good of the Order <i>For information</i> • Budget Adoption: Final adoption set for next Tuesday, September 9. Appreciation expressed to Vice Chancellor Jonah and District Business Office for their partnership and creativity in managing budget solutions. • Meeting Schedule: ○ Regular meetings moved to Fridays (Sept–Nov) due to faculty teaching conflicts. ○ December meeting may shift due to scheduling conflicts; decision to be made at the October meeting. ○ Additional conflicts expected in February (FICMAC CBO mentoring program). Flexibility will be needed for scheduling.	None

	• 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 October. • 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.	
9.	Future Agenda Items <i>For discussion</i>	

Meeting adjourned at 9:42am

Next meeting: October 3