



Board of Trustees

Los Angeles Community College District
770 Wilshire Blvd., Los Angeles, CA 90017 (213) 891-2000

AGENDA

ORDER OF BUSINESS - REGULAR MEETING

Wednesday, October 7, 2015

Closed Session 4:00 p.m.

Public Session 6:00 p.m.

Second Closed Session

(Immediately Following Public Session if Necessary)

Los Angeles Trade-Technical College

Aspen Hall – Room 101

400 West Washington Blvd.

Los Angeles, CA 90015

- I. Roll Call **(4:00 p.m.) Location: Aspen Hall – Room 101**
- II. Requests to Address the Board of Trustees Regarding Closed Session Agenda Matters
- III. Recess to Closed Session in accordance with The Ralph M. Brown Act, Government Code sections 54950 et seq., and the Education Code to discuss the matters on the posted Closed Session agenda pursuant to Government Code section 54954.5 (Refer to Attachment "A" for Closed Session agenda).
Location: Aspen Hall – Room 120
- IV. Reconvene Regular Meeting **(6:00 p.m.) Location: Aspen Hall – Room 101**
- V. Roll Call
- VI. Flag Salute
- VII. Report of Actions Taken in Closed Session – October 7, 2015
- VIII. Welcoming Remarks by President Laurence Frank, Los Angeles Trade-Technical College
- IX. Approval of Minutes:
 - Regular Meeting and Closed Session: August 19, 2015
 - Regular Meeting and Closed Session: September 2, 2015
- X. Reports from Representatives of Employee Organizations at the Resource Table
- XI. Announcements from the College Presidents

- XII. Public Agenda Requests
 - A. Oral Presentations
 - B. Proposed Actions

- XIII. Requests to Address the Board of Trustees – Multiple Agenda Matters

- XIV. Reports and Recommendations from the Board
 - Proposed Actions
 - BT1. Resolution – District Classified Employees Retirement
 - BT2. Approve Resolution – Hispanic Heritage Month
September 15 – October 15, 2015
 - BT3. Approve Resolution in Support of International Student
Marketing and Recruiting Agency and Agent Contracts
Education Facilities Bond Act 2016
 - BT4. Ratify and Approve Travel
 - BT5. Board Member Absence Authorization

- XV. Reports from the Chancellor and College Presidents
 - Report from the Chancellor regarding activities or pending issues in
the District

- XVI. Consent Calendar
 - Matters Requiring a Majority Vote
 - BF1. Ratify Budget Revisions and Appropriation Transfers
 - BF2. Adoption of the 2016-2017 Budget Development Calendar**
 - BSD1. Ratify Business Services Actions
 - BSD2. Approve Business Services Actions
 - FPD1. Approve Facilities Planning and Development Report
 - FPD2. Authorize Master Procurement Agreement
 - FPD3. Adopt a Resolution Authorizing Implementation of the
Design-Build System of Project Delivery for the Energy
Infrastructure Improvements Project at Los Angeles Valley
College; Ratifying the Request for Qualifications and
Proposal Process; and Authorizing the Award of a Design-
Build Agreement
 - FPD4. Approve Addendum to the 2003 Environmental Impact
Report for the Los Angeles Valley College Facilities Master
Plan, and Approve Modification to Mitigation Measure AQ-9
 - HRD1. Personnel Services Routine Actions
 - ISD1. Approve New Educational Courses and Programs
 - ISD2. Approve New Community Services Offerings
 - PC1. Personnel Commission Actions
 - Correspondence



Board of Trustees

Los Angeles Community College District

ACTION

Com. No. **BF2**

Division: **BUSINESS AND FINANCE**

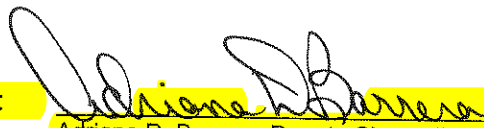
Date: October 7, 2015

Subject: ADOPTION OF THE 2016-2017 BUDGET DEVELOPMENT CALENDAR

Adopt the Budget Development Calendar for fiscal year 2016-2017 (Attachment I).

Background: Adoption of the 2016-2017 Budget Development Calendar by the Board of Trustees informs the Board, the District and community constituencies of the planned schedule of budget development activities in order to promote participation in the budget process. This calendar was presented to the District Budget Committee for review.

Recommended by:


Adriana D. Barrera, Deputy Chancellor

Approved by:


Francisco C. Rodriguez, Chancellor

Chancellor and
Secretary of the Board of Trustees

By _____ Date _____

Eng _____	Moreno _____
Fong _____	Pearlman _____
Hoffman _____	Svonkin _____
Kamlager _____	Liahut-Sanchez _____ Student Trustee Advisory Vote

2016 - 2017 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
SEPTEMBER, 2015	DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES
September 16	A) Budget and Finance Committee Meeting; B) Notice of Budget Development Calendar presented to Board of Trustees.
September 23	District Budget Committee reviews proposed Budget Development Calendar.
OCTOBER, 2015	DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES
October 7	Adoption of Budget Development Calendar.
October 16 - 30	College Projections and Financial Plans Review.
October 21	Budget and Finance Committee Meeting.
NOVEMBER, 2015	DEVELOPMENT OF BUDGET OPERATION PLAN
November 2	1st Quarter Reports due from colleges.
November 3	Initial assessment projections of Centralized accounts.
November 5 - 30	Constituencies review of 1st Quarter Report and Districtwide projections.
November 15	1st Quarter Report due to State.
November 18	Budget and Finance Committee receives briefing on 1st Quarter Rep.
DECEMBER, 2015	CONSTITUENCIES PROJECTIONS REVIEW
December 2 - 23	A) Constituencies review of mid-year projections and possible mid-year reductions; B) Review of Centralized Accounts Projection.
December 9	1st Quarter Report submitted to Board of Trustees for approval.
December 16	Budget and Finance Committee Meeting.
JANUARY, 2016	GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS
January 5	A) Budget Office distributes Budget Operation Plan Instructions; B) Dedicated Revenue Projections due to the Budget Office.
January 6 - 8	Budget Office reviews colleges' 2016-17 dedicated revenue projections.
January 6 - 15	A) Budget Planning and Formulation files prototype available; B) Budget Planning and Formulation Workshop.
January 14 - 29	Constituencies review Proposed 2016-17 Preliminary Allocation.
January 20 - 29	Cabinet reviews Proposed 2016-17 Preliminary Allocation.
January 21	CFO and Accounting Office provide initial ending balance projections.
January 27	Budget and Finance Committee Meeting.
FEBRUARY, 2016	CONSTITUENCIES REVIEW BUDGET STATUS
February 3	2nd Quarter Reports due from colleges.
February 4	Budget Office distributes 2016-17 Preliminary Allocation.
February 15	2nd Quarter Report due to State.
February 17 - 26	A) Cabinet reviews 2016-17 Budget update; B) Constituencies review 2nd Qtr Report & College Financial Plans.
February 24	A) Budget and Finance Committee receives briefing on 2nd Quarter Report; B) CFO and Accounting Office update ending balance projections.
MARCH, 2016	PREPARATION OF PRELIMINARY BUDGETS
March 3	Budget Prep files transmitted to Budget Office.
March 4 - 18	Technical review of Budget Prep data files and upload to SAP.
March 9	2nd Quarter Report submitted to Board of Trustees for approval.
March 23	Budget and Finance Committee Meeting.
March 24	A) CFO and Accounting Office update ending balance projections; B) Preliminary Budget available on SAP system.
March 29 - May 6	Open period for Tentative Budget adjustments (First Adjustment).

2016 - 2017 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
APRIL, 2016	REVIEW OF PRELIMINARY BUDGET DATA
April 20	CFO and Accounting Office update ending balance projections.
April 26- April 29	Constituencies review budget status.
April 27	Budget and Finance Committee Meeting.
April 28 - May 19	Budget meetings on preliminary budgets conducted with college administrators.
MAY, 2016	REVENUE PROJECTIONS UPDATED
May 2	3rd Quarter Reports due from colleges.
May 3	Revised revenue projections based on Governor's proposed State Budget.
May 9 - 13	A) Constituencies review May Revise update; B) Constituencies receive briefing on Tentative Budget; C) Open period for Final Budget adjustments (Second Adjustment).
May 11	A) Notice of Tentative Budget to Board of Trustees; B) Board of Trustees authorization to encumber new year appropriations.
May 15	3rd Quarter Report due to State.
May 18	A) Cabinet receives briefing on Tentative Budget; B) CFO and Accounting Office update ending balance projections.
May 19	Budget Operation Plans due to the Budget Office.
May 25	A) Budget and Finance Committee receives briefing on 3rd Quarter Report; B) Budget and Finance Committee reviews Proposed Tentative Budget.
JUNE, 2016	TENTATIVE BUDGET
June 8	A) Adoption of Tentative Budget; B) 3rd Quarter Report submitted to Board of Trustees for approval.
June 16	CFO and Accounting Office update ending balance projections.
June 24	Deadline for submission of revised Dedicated Revenue for Final Budget.
JULY, 2016	REVISION TO REVENUE PROJECTIONS/ALLOCATIONS
July 1	File Tentative Budget report with County and State Agencies.
July 11 - 15	Constituencies review of Budget status.
July 20	A) CFO and Accounting Office run 1st closing activities; B) Budget and Finance Committee to review Proposed Final Budget.
July 27	A) CFO and Accounting Office update ending balance projections; B) CFO and Accounting Office run 2nd closing activities.
AUGUST, 2016	FINAL BUDGET
August 3	Final year-end closing and establishment of actual ending balances.
August 3*	Notice/briefing of Final Budget to Board of Trustees.
August 19 - 26*	Publication budget available for public review.
SEPTEMBER, 2016	FINAL BUDGET/YEAR-END ANALYSIS
September 7	Public Hearing and adoption of Final Budget.
September 9	File Final Budget report with County and State agencies.

* Based on 2016/17 Board Meeting calendar (TBA).