

**College Budget Committee Meeting Minutes
December 4, 2008**

Attendance: Co-Chairs, Eloisa Briones and Ray Hernandez, Lori Adrian, Rick Escalambre, Mike Fitzgerald, Fermin Irigoyen, Barbara Lamson, Joe Morello, Vicki Morrow, Virginia Padron, Félix Pérez, Ekaterina Semonchuk, Regina Stanback-Stroud, Rick Wallace, Jeff Westfall, Linda Whitten, George Wright, Soodi Zamani. Guest: William Watson.

Absent: Anyta Archer, Carla Campillo, Tony Jackson, Rob Johnstone, Margery Meadows.

Review of November 20 minutes

The minutes were approved as written

Sharepoint site update

A Sharepoint site has been set up to serve as a repository of all budget information shared with the committee. Ray demonstrated how to access the site and described its contents and functionality. Everyone on the CBC will be programmed under the people and groups category. The site will help cut down on paper distribution and will be a convenient means for archiving. Ray and Eloisa will check the discussion board, summarize any discussions and bring them to the CBC as needed.

District/college budget reduction strategies 08-09 update

Documents distributed:

- DCBF Budget Savings Suggestions
- Skyline Budget e-Suggestions as of December 3, 2008
- Budget Reduction Strategies for 2008-09 through 2009-10

DCBF Budget Savings Suggestions and e-Suggestions received

Kathy Blackwood has compiled suggestions submitted districtwide which the DCBF will discuss at its December 16 meeting. Regina expressed concerns that some items may not be appropriate based on the college's contracts, such as the recommendation to use student assistants instead of short-term employees. Mike recommended that CBC's suggestions be incorporated into the DCBF list. Eloisa asked the committee to review the list on their own and bring their ideas to the December 17 CBC meeting.

Preliminary 2008-09 and 2009-10 College Budget Reductions

Documents distributed:

- 2008-09 Revenues/Expenditures with Strategies to Reduce Expenditures 08-09
- 2009-10 Revenues/Expenditures with Strategies to Reduce Expenditures 09-10
- Adopted Budget with site allocations

The 2008-09 revenues listed are for the general unrestricted fund only. Skyline's site allocation is \$21,268,664 this year plus \$1 million district subsidy.

Eloisa developed four scenarios for 2008-09 assuming cuts to the Skyline allocation of 3%, 5%, 7% and 10%. The President and Vice Presidents held meetings with their divisions to identify where reductions can be made. Suggestions of possible reductions and strategies amounting to \$1,119,042 were listed in a Preliminary Reductions report including the following:

- The 2007-08 ending balance carryover of \$444,000.
The college generated one-time savings last year as a result of its high productivity. Actual load exceeded targeted load resulting in hourly instruction cost savings. Other savings came from allowed expenditures that were shifted to grants and categoricals. The district set aside these funds to be used for mid-year cuts. Vicki spoke and confirmed with Jim Keller that Skyline could count these savings towards the college's share of budget cuts.
- Currently funded positions that will not be filled this year will generate savings of \$217,537.
- Allowed expenditures will be shifted to appropriate categoricals.
- Evening hours in the One Stop would be reduced, possibly from four evenings a week to two. Rick Wallace is doing an analysis of the SARS grid to determine which of the evenings the One Stop will be open.
- Skyline will reduce the number of schedule bill mailings from three to two which will save printing and postage costs.
- Preliminary estimates show 1310 savings will be generated due to a higher than projected load. The 1310 budget was calculated using a load factor of 570. Actual load is at 595, hence the college is spending less than projected. Regina said nobody lost their assignment and classes are full. Skyline has done a good job of managing enrollment in classes. It has been a gradual, integrated process and the deans work with faculty and Regina on the scheduling. There were also changes in Skyline's marketing and outreach practices which contributed to this success.
- With these proposed reductions, Skyline is positioned to address the cuts up to 5% of its allocation. Beyond that, further reductions will have to be identified. Vicki shared information from the Dec. 2nd Chancellor's Council that it may be at the end of the fiscal year when the state budget information will be made known and would be retroactive.
- Lori said some of the items on this list are time sensitive and decisions need to be made soon to implement them in spring 2009. Vicki said that whatever is done this year, if it is a recurring savings, it would help the college next year so there is no doubt these reductions need to be made.

Action taken: The CBC voted and approved the 2008-09 budget reductions as proposed.

Early 2009-10 Resource Allocation

Kathy ran a very preliminary 2009-10 resource allocation, using assumptions based on the latest available state budget information, to provide the sites with a preliminary idea of how much budget reductions to plan for next year.

Projected district deficit is \$9.45 million of which Skyline's share is \$2.6 million. Due to Skyline's enrollment growth, Skyline will be entitled to \$1,616,759 of growth funds. This will significantly reduce the college's share of the budget reduction.

2009-10 revenues/expenditures with reduction strategies:

The 2009-10 Fund 1 revenue is \$20,327,994. It includes the revenue from the site allocation of \$22,268,664, less the district's \$1 million subsidy, less the 4.4% reduction in site allocation of \$940,670. This means Skyline will have to reduce its budget by \$1,940,670.

The college has identified \$518,027 in savings strategies including the following.

- The elimination mailing of class schedule mailing was discussed, particularly its impact on enrollment. A suggestion to create a web link as an alternate solution was presented. Eloisa asked if Skyline needs to go after new students considering how close the district is to reaching its enrolment cap and Regina said that would be considered as part of the enrollment management discussion, along with other things such as hours by arrangement.
- Eloisa will calculate the estimated 1310s (hourly instruction budget) for the next meeting.
- George asked if Skyline is dealing with an annual process of budget cuts or the downsizing of the campus. Vicki said Skyline will need to consider to what extent retirement incentives reduce the staffing level and save the college money and that cannot happen without defunding some positions. Vicki briefly described the managed hiring process and defunding of positions.
- There is a possibility that the district may pass into basic aid as a result of the budget reduction. The implications of that will need to be discussed.
- Mike asked if there is a possibility that Skyline would receive any bail-out funds from the district and Eloisa said there are no funds for that. He said the CBC has worked hard to get fair compensation for Skyline and for the first time he thinks it has happened.

Next meetings

December 11: Open Forum with a presentation by Chancellor Ron Galatolo, 2:10 p.m. in the Main Theatre.

December 17: Regular CBC meeting, 2:10 p.m. in Room 5131