

College Budget Committee Meeting
September 24, 2009
Minutes

Attendance: Lori Adrian, Eric Brenner, Eloisa Briones, Rick Escalambre, Nina Floro, Ray Hernandez, Fermin Irigoyen, Rob Johnstone, Barbara Lamson, Joe Morello, Vicki Morrow, Linda Van Sciver, Rick Wallace, Linda Whitten, George Wright, Soodi Zamani. Recorder: Linda Bertellotti

Absent: Anyta Archer, ASSC: Noah Brown and Romeil Chand, Mike Fitzgerald, Regina Stanback Stroud, Linda Vogel

Review and approval of August 27 CBC minutes

The minutes were approved as written.

Budget Open Forum Debrief

The College Budget Committee invited Kathy Blackwood to hold a Budget Open Forum at Skyline on September 10. CBC member shared these comments and observations. The audience was interested in timelines and seemed to understand the need for changes. The Student Services division is having a meeting on September 25 and they want actual budget numbers and facts. Classified staff is concerned because they were affected in the first round of managed hiring, that jobs have changed and the remaining staff now have more work and hope further reductions will not be made to their unit. People want to make sure that cuts are being considered for administration too. Eloisa said classified and administrative cuts will be addressed, as will the impact of categorical budget reductions on student services.

District Committee on Budget and Finance report

Linda Whitten reported that said the district is approximately \$100,000 away from being basic aid and this will be confirmed by December. With the implementation of workload measures, community colleges are entering a new phase of state funding which limits the state allocation to the workload assigned to each district/college. SMCCD will have annual FTES goals for each college. If the colleges grow and exceed their goals, they will not get funded for FTES above their goal.

For the current year, the site allocations were reduced by 10%. This was run through the allocation model which has growth funding built in. With the state budget cuts projected next year, the district will need to reduce its general unrestricted fund by another 10% in FY 2010-11.

Skyline's disproportionate growth has brought resources to the college, which has been positive, but the district is soon going to hit cap. Skyline needs to include in the calculations the effect this would have on FTES so the college keeps at the cap level and maybe a slight cushion above it

Productivity report

Dean of Planning & Research Rob Johnstone reviewed the latest productivity report which shows Skyline has an estimated 3,868 FTES this semester, which is 10.6% higher than end of fall 2008. Head count is up more than that. The load is excellent at 641. Skyline's efficiency is high in this district and has been in the state for a long time. 2008-09 was very strong. Sections are up at 1,072. Last year, there were 8,134 FTES total. Skyline is at 5,116 with summer and fall so the college needs to be about flat this year in terms of the cap on funding. The college needs 3,000 to hit its goal. Skyline was at 3,529 last year in spring and it is likely to be up again this spring unless the college does something differently. The college is paring back some sections for spring (85 to date), but it appears that the college will go over. Next year, the college will need to shrink fall sections to the level it did at spring and probably more. When colleges have a higher load, it gives the ability to cut more sections, but then the college may not serve the student population. It is tough to try to maximize it all. George asked if there is a benefit to basic aid. Rob said that basic aid provides a floor which protects the institution from deeper cuts. Eloisa added that this will work provided the state does not go after property taxes.

Mission, Vision, Goals and Strategies

Skyline's current mission, vision, goals and strategies are working well. As part of the college strategic planning process, these will be reviewed in 2009-10 by the Institutional Planning Committee. Suggestions will be made and there may be revisions. Rob, Eloisa and Vicki created a rubric of the college goals and strategies to be used in the evaluation of budget reduction suggestions. The college will be faced with choices all of which are important to the mission, vision, goals and strategies.

There was a discussion on the Program Improvement and Viability Process (PIV) that will be used by the Curriculum Committee. Ray explained that discussions come up around discontinuance or hiatus of a program and PIV looks at a program as something associated with classes. Lori added that student services programs are different and asked how a program in student services that does not have classes come through this process. There is a unique situation with student services in that a lot of student support programs are funded categorically and those are cut by the state, so that needs to be considered as the college identifies cuts. Lori further added that the state budget will determine the cuts to categoricals. At the college level, this will not even go through a process, except for possibly some consultation. Some categoricals may need support from the general fund and that would happen through the student services budget. The information will be presented and discussed at a special student services meeting on September 25. Vicki stated that some of the programs will go through the PIV process and that Cabinet has been thinking about how the cuts will be made while maintaining the wholeness of the institution. CBC will recommend the best array of strategies with the minimum negative impact on the college.

Budget e-suggestions

Eloisa and Ray have posted on the CBC Share Point site the budget e-suggestions that have been collected over two semesters. Eloisa asked the CBC to review the list. Some

of the suggestions are included in the list of reduction strategies to be considered by the committee.

Budget Reduction Strategies to consider for FY 2010-11

Eloisa distributed an updated version of budget reduction strategies that Cabinet developed for the college to use as a tool to begin conversations around what areas to consider reducing or eliminating to cut back next year's general unrestricted fund budget by another 10% to 15%. The estimated reduction is between \$1.2 and \$1.3 million. The CBC will recommend to the President specific reduction strategies and how much savings/budget reductions these will generate.

Below is a sample of topics discussed:

- Linda Van Sciver asked why the college would look at reducing summer offerings by 50% only. Skyline earned 1,250 FTES last summer. If next year, the college needs to earn 700 less then it would lose too much if summer classes are cut altogether so for now, it is a proposed cut of 50%. It costs money if the school is open, which argues in favor of compressing summer down to six weeks. This sends a powerful statement that allows the college to save, to not burnout the staff, but still offer classes to students. There will be a lot of students who cannot get into the UC and CSU systems so they will need summer school.
- Vicki said the college prioritizes instruction and support services above all else. At some point, the CBC will discuss functions, but it is not the role of the committee to discuss the names of people in positions.
- The college may make administrative cuts before reducing or eliminating other critical services.
- George and Linda do not want the child care center closed. Rob has data on the child care center that will be provided to the CBC and Eloisa will present a detailed analysis of the child development center costs.
- Fermin asked for clarification on reducing hourly counseling by 1.0 FTE. This is equivalent to 30 hours per week of counseling. Lori will provide more information on Counseling including FTEF, at the next meeting.
- Eric asked if there are district wide cuts that may affect Skyline. The VPIs and deans across the district have been talking about programs that can potentially be consolidated. Fermin said the college's budget demand and enrollment pressure increases if a program is discontinued at another college and offered at Skyline.

Program Improvement and Viability Process (PIV)

Christine Roumbanis, Curriculum Committee chair, provided an overview of the Program Improvement and Viability Process developed by all three colleges and approved in spring 2003. CSM used it last year and Skyline and Cañada are moving forward with the process. Christine distributed a timeline and reviewed the components. They are looking at program consolidation in the district along with reduction of programs, cutting sections and program discontinuance. Load is not going to be the only criteria. Ray said the membership of the Curriculum Committee has been flexible, but the Academic Senate wants to ensure senate representation and will have two members now serving on it. Suggestions were made to add student representation and Counselors to serve on the

committee. Ray said the deans and VPI have a broader understanding of programs and implications and Ray thinks they will bring the program suggestions forward. Recommendations will be made to the Curriculum Committee by the end of November. October and November will be the evaluation period. They are still working on the criteria that will be used for the evaluation. Christine invited the CBC to a Curriculum Committee open forum on the PIV process on September 30.

Task list/Timelines

Eloisa and Ray have created this on Share Point. The goal is to have a recommendation to the president by December 10.

Next meeting: October 8

See the Share Point site for information.