BUDGET DEVELOPMENT COMMITTEE

Meeting Notes April 29, 2009
(Approved at the meeting of 5/13/09)

Members Present:  Adam O’Connor, Dan Willoughby, Ken Collins, Marcus Wilson, Cyndi Grein, Robin Kim, Neil Patel, Chrystal Van Beynen, Sharon Kelly

Absent:  None

Meeting commenced at 2:07 p.m.

Meeting notes of April 15, 2009 were accepted.

District Budget Update—Adam gave some clarification on the budget cut handout from Fred. Fred has agreed to separate out the non-faculty vacancies and add this cost to the $3 million cut which would then allow us to credit our own vacancies to our allocated cuts. The college will benefit from doing the split. Our total estimated cut under this scenario would be about $1.5 to $1.6 million. Vacancies would then come out of the $1.5 million.

The committee then reviewed the prioritized list of sources for budget reductions:
- District one-time funds
- Campus one-time funds
- Not support categoricals
- 5% across the board cut—would need to look at particular programs
- Dynamic Fund

Adam then reviewed where we stand so far. We have already taken action on the Dynamic Fund and the district has come up with $5 million of one-time money. If we cut 5% across the board it equates to about $208,000 cutting the Dynamic Fund it would be another $194,000, in addition to $333,000 in personnel vacancies to date.

Adam then reminded the committee that last year we had $7 million in carryover. Out of that amount we fund capital outlay, international students, the foundation, campus projects, departmental PIPs and left $1.7 million unallocated that we could allocate. One of our charges is to make recommendations on carryover funds. Since no other recommendations were made, this amount is certainly available into next year.
**Vacant Positions**—There were a number of questions being asked about vacancies. Should we be asking the same questions for each vacancy? Could it be reduced from 11 months to 10 or could the percentage of employment be less? There needs to be a general rationale for filling the position. How many classified staff do they already have? How many have the same classification? Could it be reduced in percentage or months and what would be the impact of that? Maybe being in a budget reduction time we could reduce this position? This potential vacancy (Business Division night Admin. I) is already a 50% position and cannot be reduced. Chrystal Van Beynen expressed the importance of having evening support for our students and that by not having this position we would not be serving our total population. Historically, the Business Division’s night program is as large as the day program and this position sometimes acts as a facilitator for instructors. It would be hard without some point of contact for the extended day staff. There was much discussion about the workload and staggering of hours. Marcus Wilson feels that it is a very valuable position and it should be filled. Dan Willoughby informed the committee about his division and how it does get very busy in the evening and the Business division is not the only division that has evening support. If Business is supporting other divisions on campus during the evening it is news to him.

Adam sees this one differently than the last two vacancies and feels this type of position should be questioned in more detail. Would rather put this one on hold for a period of time—the committee as a whole is not seeing it from this same perspective. It may not rise to the same level of importance as some of the other positions that BDC has approved to move forward.

Dan Willoughby stated that our adjunct faculty and students at night get very little support. Adam reminded the committee that none of the vacant positions are being cashed in at this point—they are staying on the books as vacancies.

Move on support for this position by the committee.

The question was asked again—should we readdress if the BDC should still continue this process? We will need to look at this at the beginning of the semester so it will be coming back as an action item in the fall.

Adam will go forward to Dr. Hodge with BDC support of this position and will also include his opinion. He indicated that he will include all of the backup from the committee.

In response to the statement that evening students need the same support as day students, the question was asked: If we have to look at programmatic cuts vs. across the board cuts would we cut Saturday Services? One suggestion was to possibly have Saturday hours at the beginning of the semester and discontinue later on.

Reduce over cap FTES and divisions might decide to cut Saturday classes, could cut the student services Saturday support as well. There are certain times when some student services are extremely essential, specifically A&R and Counseling.

**Dynamic Fund Allocation Review**—Members volunteered at the last meeting to research and share with the committee the six Dynamic Fund proposals that are on the table for consideration of funding.
Distance Education (Adam O’Connor)—Terry Gleason provides important service to faculty. Not sure if there is enough going on in that area to have both classified positions there. We have funded Terry Gleason’s salary for the last couple of years. Could they function with the same level of support? Support again as one time? Support distance learning Special Projects Manager with annual one time funds until we have on going budget and a case is made to institutionalize.

University Tours & Northern California Experience (Sharon Kelly)—University Tours included 8 different schools this year. Over 150 students took advantage of these tours. Without funding they can’t take the students on these tours. Northern California Experience served 40 students. They had enough students to take two buses but only enough funding for one. The students had to apply in order to get a spot. Sharon reminded the committee that FC is #1 in transfer to universities. Members felt that one reason we transfer more is because the students are more knowledgeable about the schools. There was much discussion about Cadena Transfer and diversity. Could the students possible meet at the site? Get a school van for those that don’t have transportation. Make recommendations that they continue the Northern California Tour and discontinue local tours. Do students that go on the tours to northern California actually end up attending one of the colleges? Robin Kim added that he did go on the tour last year and it opened his eyes as to what is actually out there. Give them a number and let them decide which tours to make—possibly $8,000. Suggest the idea about the vans.

Honors (Neil Patel/Robin Kim)—$6,000 to help fund the Honor’s intern (which is one of our students), another $6,000 to $7,000 for reassigned time and supplies. Adam stated that the reassigned time should be part of the extended day budget and that $7,000 could be taken out. There is currently 40% reassigned time for Honors. Their base budget does not give them enough to cover employees. Give them $10,000 and maintain the same level of service. There was support for Honors—Adam will be contacting Bruce Hanson to get more information to bring back to the committee.

Workforce Center (Chrystal Van Beynen)—The Workforce Center budget was cut 50% and lost the full time economic development person. The current budget is $6,400--$6,215 was cut in 2003/04. The center serves over 13,000 students, an increase of 235% from 2004/2005. They depend on VTEA monies to address the needs of outdated equipment and software. There is some uncertainty about using VTEA monies for salaries. Adam will get clarification from Ann Hovey. The job faire does bring in a slight amount of income that is deposited into a Bursar account. By revamping how the job faire is done they are able to cover the cost. Wait until we find out how much VTEA money will be available.

TAP (Dan Willoughby)—Dan went over his handout describing the need for more funding. If we gave them the money and they didn’t spend it we would get the money back. Could they possibly carry over what is left at year end? The current stipend is $120 in order to meet with facilitators and students. Is there a recommendation on TAP? Designed for students that test below college level instruction in english and math which equates to several hundred students a year. TAP provides supplemental instruction to those students.

Staff Development (Cyndi Grein)—Staff Development has a beginning budget of $17,000 and has $17,000 of reassigned time. The state allocation is about $60,000. Support $17,000 of reassigned time for staff development. Adam then added that the state allocation may not be there next year. Possibly could get staff development funds from the Chancellors’ Office.
Adam then gave an overview of the discussion:

- Honors, Staff Development and SLO reassigned time—paid from the extended day budget and not pay for it out of Dynamic fund any longer.
- Distance Learning—fund the manager at $65,000
- University Tours—fund up to $8,000
- Honors—fund up to $11,000 after taking out reassigned time
- Workforce Center—Waiting for amount VTEA funding
- TAP—fund $12,000

He estimated that these would total $102,000 including $6,000 for the Workforce Center. Chrystal reminded the committee that there are some things that VTEA does not pay for. Was that left open? Chrystal does not feel that a program should have to take on the responsibility of fund raising. When reassigned time gets folded into the extended day budget it would be done forever. All others that are cash we are considering for one time. $102,000 would be one of those line items to consider for carry over monies next year.

Adam then stated that we need to finish talking about budget cuts and carry overs. After some discussion it was decided that we add another meeting—May 20 from 1-4 p.m. and have a working lunch time meeting.

Meeting adjourned at 4:30 p.m.