PLANNING & BUDGET STEERING COMMITTEE

Meeting Notes April 6, 2011
(Approved at the meeting of 5/4/11)

Members Present: Adam O’Connor, Dan Willoughby, Sharon Kelly, Sean Chamberlin, Brittany Kane, Chrystal Van Beynen, Marcus Wilson, Greg Ryan

Resource Members: Ken Meehan

Absent: Unnamed Student Rep #2,

Meeting commenced at 2:03 p.m.

The meeting notes from 3/16/11 were accepted.

Follow-Up—Tech Plan--The TiPC committee did make some recommendations to purchase computers. It was recommended by the other committee to hire a consultant first before purchasing the infrastructure items. Adam stated that ACT will get requisitions in for the computers before the purchasing deadline of April 14, 2011.

Planning and Budget Calendar—Adam informed the committee that PAC did review the Planning and Budget Calendar and reminded the committee that aside from changing the format everything else looked good. Sean added that the Program Review Committee thought that some of the duties did not fall under the duties of the committee. Ken then indicated that the Institutional Effectiveness column will need to be populated at some point in time in order to establish documentation.

2011/2012 Budget Update (white handout)—Adam stated that this handout is a combination of two things that Fred Williams handed out at DPC. Adam then proceeded to go over the handout. The trailer bill to increase fees has been signed and is in place which has increased student fees by $10 a unit beginning in the fall. As far as SB69, nothing has happened so far.

Adam anticipates that we will be going with the best case scenario version that was handed out at the 3/28 DPC meeting and that he feels that Fred will be presenting this as a course of action. Using these numbers the assumptions will remain firm. If things get worse, we will have to look at reserves. Setting this in place and spending down the reserves, the district would then be in a position to negotiate with the unions next year.

Marcus Wilson informed the committee that the adjunct faculty were sent a memo to hand out to the petitioning students as to why they can’t enroll them in their classes and the reason. Brittany was
concerned about the retention rate—more than half of the students in some of her classes drop before the end of the semester and was thinking that it would be better to take additional students to begin with.

After some discussion Adam stated that it appears that faculty are not as likely to take additional students over the class size as they have been recently.

Dan Willoughby asked if we were getting the entire $305,828 in lottery money as listed in the handout. Adam indicated that that is the figure we would be going with and that he will be plugging this amount into the formula and forwarding it to Scott McKenzie.

If cuts go up another $14 million, Adam thinks that Fred will possibly want approximately a 10% cash allocation reduction.

Vacant positions list—Adam reviewed what has happened the last two years with the categorical programs and how their overages were funded. The district covered the first year and the campus covered the current year. He then explained how Cypress is handling their categoricals. They will be moving the employees charged to categorical programs to general fund utilizing the money generated by cashed in vacancies. He does not feel that this is the way to go. Adam feels that it is a lot stronger position to leave the staff where they are. This way we can still see the true cost of the categoricals. We would cash in about $850,000 of vacancies and move the budget to one line item and then cover the overage in the categoricals with these general fund monies.

Dan Willoughby stated that we are eliminating positions to cover categorical programs. These areas will be out these positions and not have the possibility to easily get the positions back. He then asked how it would work if a categorical position became vacant, would the original position that they eliminated be reinstated to the area? Adam indicated that there would be no automatically filled positions.

Adam has made a recommendation to President’s Staff on which positions to eliminate. There was a question about the two new positions that are being created and where we are with the job descriptions. He stated that Rajen is waiting on these new positions until the two new VPs are in place—after July 1.

Much discussion ensued.

Budget Cuts—5, 10 and 15%—Adam indicated that he has had a couple of meetings with the VPs to review the cuts to each of their areas. With the money we have already cut Adam thinks that we need to cut around another 5% of overall cash. He would like to have enough money to pay whatever we need to pay for the proposed cuts and for the strategic initiatives.

Adam said that the cuts to the general fund operating allocations could range from zero to 100%—some areas might even be receiving more budget to meet particular needs with the goal in the end to be another 5%. Adam’s thoughts on the amount needed for strategic initiatives would be somewhere between $200,000 and $400,000. He then added that we already have about $194,000 set aside for the Dynamic Fund that could be used. It was suggested that we need transparency and have a rationale for the cuts. Hopefully by next week he can make a recommendation on the cuts along with a rationale.

Adam asked the committee if we wanted this as information or is this something that we want to review for the cuts and make a recommendation. He also informed the committee that the president has not seen anything on this yet. Do we want it to be sent to PAC as a recommendation from PBSC or to the president?
We had agreed that some level of cuts would be done across the board and that is what we did, and anything more than that we would have to look at programs. We don’t have the final say but we would like to have the ability to influence the decision. Invite the three VPs to come to the meeting when we meet to discuss.

Our next meeting is May 4. Adam will plan to bring the recommendation on that date. We need to cancel the May 18 meeting because Adam will be in Sacramento. Adam could send out the information ahead of time so that we are prepared when we meet. Agreed to also add June 1 as another meeting date.

One member questioned the need to cut general fund budgets before we know the amount required to cover the strategic initiatives. We need enough money to cover cuts that are coming along with the strategic initiatives. Sean then added that we will be getting some recommendations from our accreditation that we will need to address. He feels that the district should be asked to pay for some of the recommendations. There will be some short term expenses.

Next week at PAC Ken Meehan will be presenting some information related to strategic goals and from that some objectives and some action plans to address the objectives. The action plans are what we will need to be funding from the strategic plan initiatives.

Dan inquired as to possibility of getting the information a week ahead of our next meeting so that we are prepared to talk about the recommended budget cuts. This way maybe we could get through it all at the next meeting. Adam indicated that he would try to get the information out to the committee by April 28.

A member asked if we would be meeting before the semester starts in August. Adam indicated that he will bring a draft of meeting dates for 2011/2012 to the next meeting for review.

Meeting adjourned at 3:32 p.m.