The workgroup began with a review of its purpose and goals. Dr. Fisher reiterated that these are to look at data concerning the CCSF centers (previously known as campuses) and determine how to meet students’ needs in the most cost effective way. The group discussed the current status of CCSF’s seven centers that the state recognizes as such and provide financial support through the foundation grants.

1. Review of Data Available
   a. FCMAT Findings and Analysis – Pam Fisher
      The group discussed the plan to develop accounting protocols and criteria to evaluate and change descriptions of off-campus locations and to account for expenditures to figure out real costs. The group reviewed FCMAT data concerning the foundation grant funds for the Ocean Campus and state-approved centers and the costs for rent, utilities and enrollment.

   b. Course Sections/FTES/Productivity per Center – Pam Mery
      The committee discussed the data that Pam Mery handed out concerning section count by campus and FTEs.

   c. Where students attending from per campus – Pam Mery
      The committee discussed the data that Pam Mery provided displaying student attendance at each campus by neighborhood zip code to help determine how students would be effected if CCSF closed certain campuses. The group discussed the data and whether students cluster around a center or if they go to a program they are interested in no matter where it is held. Is there a unique draw to each campus?

   d. Site Utilization / Productivity – Pam Mery and Jorge Bell
      The group discussed how to track center capacity and determined that they needed more information about site utilization when looking at the possibility of consolidation of classes. Currently, there is no centralized place to get this information. Peter Goldstein and JoAnne Low agreed to gather the utilization information for the centers for the next meeting.

   e. Total Cost of Operation draft – Jorge Bell and Peter Goldstein
      Dean Bell passed out a physical resources report outlining what it would cost to run each center. There wasn’t enough data to determine what it currently costs to run each center. The group agreed that they needed to figure out staffing and facility cost per center to determine a baseline cost to run each center, including rent, utilities, staff and other costs. The new Chancellor Dr. Thelma Scott-Skillman is going to ask the deans to identify a baseline of these costs in a template that she provides to them and bring that information to the next meeting.
Besides facilities costs, the template should include a list of staff, student development faculty, librarians and faculty who get release time to work at campuses. Deans should also provide commentary on each of their special programs and any grants that are involved in running the centers as well as the unique qualities of the center and any particular populations that they serve.

f. Real Estate Values – Peter Goldstein
The group discussed Peter Goldstein’s handout detailing real estate values for each campus.

2. Next Steps
   a. Gather template data from deans for the next meeting.
   b. Peter Goldstein and Joanne Low agreed to gather utilization information for the centers.

3. Next Meetings
   a. November 13 (Tuesday) from 2–4pm in Batmale 108
   b. December 10 (Monday) from 2–4pm in Rosenberg 518