Administrators' Meeting
February 8, 2011

Present: Deanna Abma; Ted Alfaro; Andre Barnes; Leilani Battiste; Jorge Bell; John Bilmont; Tom Boegel; Kristin Charles; Fred Chavaria; Sunny Clark; Kit Dai; Al Dixon; Don Griffin; Steve Hale; Terry Hall; David Hotchkiss; Veronica Hunnicutt; Lidia Jenkins; Carl Jew; Jim Keenan; Marylou Leyba; Don Lind; Monika Liu; Joanne Low; Gohar Momjian; Roland Montemayor; Lindy McKnight; Rose Roberson; Mia Rusali; Samuel Santos; Leslie Smith; Steven Spurling; Clara Starr; Minh-Hoa Ta; David Yee

1. The administrators reviewed and approved the minutes of the January 11, 2011 meeting.

2. Enrollment: MaryLou Leyba and Monika Liu presented their enrollment reports. Comparing Spring 2010 to Spring 2011, the average number of units increased by 3.11% though total headcount was down nearly .89%. Out of State headcount is up 34.49%. Comparing Fall 2009 to Fall 2010 Noncredit Positive Attendance shows a 5.19% decline, while Noncredit Spring Headcount indicates a 26.85% decline. On a positive note the retention rates of SFUSD high school students given priority enrollment in Fall 2010 are showing a retention rate of 98% with average unit at 12.87. In real terms, we need to grow our enrollment by 500-600 students and bring back noncredit to base. Additionally, we need to evaluate and reassess our values on noncredit and not so productive credit areas to determine shifts in next 18-24 months. You may request a copy of the aforementioned documents from Monika Liu.

3. Technology: Dr. Griffin requested Dr. Hotchkiss to provide an overview of the technology plan and the organizational changes taking place. Dr. Griffin emphasized the need to work together with the plan and the CTO to accomplish technology mandates, as well as emphasized the need for more buy-in and consultation among colleagues and groups. An advisory group with constituency representation will be formed to assist in this process.

4. Government Relations: Leslie Smith provided a brief overview to the political landscape and the discussions at the state level regarding budget cuts and how to prepare for June. She informed the administrators of the continued need to advocate for community colleges and participate in the March rallies.

5. Budget: Peter Goldstein reported that CCSF should expect a $9-$28 million loss from the State, in addition to increased costs, which could amount to a total deficit of $18-$39 million. The parcel tax will help in the first year but is essentially flat line support, and there are no guarantees that it will pass. There will be a series of budget hearings over the next month to develop a broad framework as well as specific ideas in discussing the budget. Previous assumptions regarding noncredit programs, categoricals, facilities, etc. will need to be reexamined.

6. Miscellaneous: Dr. Griffin reminded administrators that we are beginning the evaluation process and that 25% of evaluation is based on the supervisor’s report. The 2011-12 Board Committee Assignments list was distributed to attendees. The draft list of administrators assigned to various hiring committees was distributed.