Administrators’ Meeting
October 12, 2010

Present: Deanna Abma; Ted Alfaro; Kathleen Alloto; Henry Augustine; Andre Barnes; Leilani Battiste; Jorge Bell; John Bilmont; Tom Boegel; Kristin Charles; Fred Chavarria; Sunny Clark; Kit Dai; Ms. Bob Davis; Peter Goldstein; Don Griffin; Steve Hale; Tamy Hall; David Hotchkiss; Veronica Hunnicutt; Lidia Jenkins; Carl Jew; Marylou Leyba; Monika Liu; Joanne Low; Gohar Momjian; Roland Montemayor; Phyllis McGuire; Lindy McKnight; Alice Murillo; Rose Roberson; Mia Rusai; Samuel Santos; Laurie Scolari; Leslie Smith; Steven Spurling; Clara Starr; David Yee

1. Esther Silver of UC San Francisco provided a presentation on Business Continuity and shared the UC online model which could be customized for CCSF. She explained the Emergency Management Tool and how Colleges can prioritize and deal with Business Continuity after an emergency. The Tool is managed by UC Berkeley and is a “do it yourself” model.

2. The administrators reviewed and approved the minutes of the September 14, 2010 meeting.

3. Dr. Griffin provided updates on various issues: Banner Upgrade will take place 2nd week of November; Clara Starr is working with administrators to take care of staffing issues, particularly emergency hires; 28 FT faculty replacements needed to date; job descriptions of Administrative positions (Interim) will be reviewed over the next month or so and expect to do hiring in February/March for April BOT; need to increase enrollment for summer up to 80%; need to support 100% efforts around Veteran’s Center, including space needs; Equity Hearings around corner as well as Taskforce meeting and BOT report; Administrator evaluations will be based on quantifiable goals.

4. Accreditation: Dr. Alice Murillo expressed the need for more volunteers to work on the templates. The 4-day Accreditation Site Visit is being proposed beginning March 5 or March 12 (preferred CCSF date). SEIU and AFT are looking into the payment issues for people working on accreditation. It is a bargaining issue.

5. Enrollment: Credit headcount is down 5.31 percent. Title 5 has changed in how report FTES and count Labs. 74% of credit students are San Francisco residents (82% of non-credit students are SF residents). ESL at John Adams is low, may indicate immigration trends and population. Need greater outreach to increase enrollment. Positive attendance is down 4.13%. Online classes have also dropped. Need to be smarter in scheduling classes.

6. Budget: The State will begin paying the College, question of how fast will cash come since they are deferring money to end of year, and thus the College may still have to borrow money. Mid-year cuts are still possible. Close out of approximate $500K possible due to sacrifices, reduced spending, and sheparding of expenses. Attrition is not what was expected.

7. Government Relations: On the positive side, community colleges were given more money; no student fee increases; new Senate leadership. Must keep in mind that the budget could be revisited. Need to focus on getting community college students to vote. Higher education could be on chopping block if the Congress substantially changes. Transfer Bill (SF 1440) passed which gives community college students priority admission to CSU; no money attached to it; doors need to be opened to community college students. CCSF should expect a visit from the Legislative Analyst’s Office (LAO) to discuss financial aid and enrollment issues.

8. Fundraising: Kathleen Alloto, Phyllis McGuire, and Kristin Charles reported on progress of the Fundraising Team. They reported that $1.75 million was assumed in the budget; College has raised over $1 million thus far; need to do more to reach internal goal of $3 million. With the Foundation, CCSF has protocols for fundraising to ensure a coordinated approach is made with prospects. They shared the Prospect Form which should be submitted by the College before any potential donor is approached (applies to individual or foundation donors).