Members Present: John Bilmont, Tom Boegel, Attila Gabor, Peter Goldstein, Don Griffin, Maria Heredia, Steve Keck, Alisa Messer, Madeline Mueller, Francine Podenski, James Rogers, Karen Saginor, Jane Sneed, Athena Steff, Fred Teti

Resources Present: Fred Chavaria, Hal Huntsman, Monika Liu, Phyllis McGuire, David Yee

Guests Present: Jorge Bell, Venette Cook, MaryLou Leyba, Pamela Mery, Roland Montemayor, Alice Murillo, Adriana Rivera, Angela Thomas, Kathy White

1. Approval of Minutes -- Minutes from December 6, 2011 were approved as amended.

2. Budget Update – For 2011-12, the College is approximately $1.5 M short of the original budget target; however, the College now faces an additional loss of $2 M as of January 18th due to the altered deficit factor just released by the State Chancellor’s Office. One solution to the additional $2 M reduction would be to address low-enrolled sections—within certain parameters. If the instructor is a retiree or someone teaching on overload, the section can be cancelled. However, if a low subscribed section is taught by a full time instructor in-load, the College is obligated to pay the faculty member’s salary even after the section is cancelled; in this type of case, the instructor could be reassigned, e.g., opening a new section which is anticipated to be fully subscribed. Once the semester has started, a full time instructor teaching a low enrolled section cannot “bump” (i.e. replace) a part time instructor teaching a fully subscribed class. Some sections may appear to be low-enrolled but are not. For example, some CTE courses are capped at ten, e.g., welding, and some sections are “simultaneously scheduled,” e.g., in Art a single instructor may be teaching multiple sections in one classroom during the same time period. It was noted that while part time instructors with few years of service and part time instructors teaching low-enrolled sections regardless of years of service are the most likely to be in jeopardy, these instructors do retain their benefits during the remainder of the semester if a section is cancelled after the semester has started.

Budget concerns for 2012-13 are even more acute. If the College approached 2012-13 like the current year, the projected deficit ranges from $14 M to $24 M. CPBC needs to come up with a plan with everyone working together. This includes addressing the fall schedule proactively and retrospectively addressing $10 M in categorical cuts. In projecting the 2012-13 budget, it was suggested that the College assume a deficit coefficient, although this is rarely done without some indication from the state that a deficit coefficient is likely. It was noted that expenses have gone down in the following areas: (a) aggregated salaries for full time classified employees, (b) pay by load which is the primary category of part time instruction, and (c) transfers out of the general fund to cover categorical expenses. The College cannot rely on its reserves—such an approach would invite an Accreditation warning.

3. CPBC Workgroups – Eight workgroups were established to review and investigate budget planning for the following areas: (i) Overall Finances, (ii) Scheduling and Enrollment Management, (iii) Categoricals, (iv) Non-instructional Assignments, (v) Classified Positions, (vi) Student Development, (vii) Campuses, (viii) Grants and Fundraising. Three CPBC meetings were added to January and February so that CPBC can meet weekly to consider workgroup reports and other agenda items.

4. Parcel Tax Update -- None

5. Planning Update -- None

6. Committee Reports & Associated Action Items
   i. Program Review (PRC) – The next meeting is on Monday, January 30th.
   ii. Facilities Review (FRC) – A brief report was provided on the status of the boilers for the Library and 600 Bungalows.
   iii. Faculty Position Allocation (FPAC) – Positions approved last semester need to be revisited.