1. Approval of Minutes – None available.

2. Budget Update – Regarding 2011-2012, the Budget Office is waiting for one more data point for sales tax and one more data point for lottery revenue in order to more accurately ascertain the extent to which the $1.6M in overspending from fall 2011 has been resolved. Savings figures from spring 2012 class section reductions are still pending. Scheduling for summer 2012 is nearly complete. This is no summer school at Chinatown/North Beach Campus this summer.

A question was posed regarding increasing International Student enrollments in order to raise revenue. The College is close to the limit of what can be sustained given the need to balance serving International Students with serving residents.

3. CPBC Workgroup Updates – *(Note, roman numerals correspond to workgroup numbers on agenda.)*

viii. Grants and Fundraising – This workgroup has identified several action items, e.g., outlining an approach to developing a ten year fundraising and grant strategy plan which would include evaluation based on agreed upon principles. The workgroup brought forward two items requiring a vote from the Council:

(a) Grant data needs to be added to the Department Program Review profile each Program Review cycle.

The Council referred to its Program Review Committee (PRC) the question of whether and how to incorporate grant data into program review. PRC’s recommendation will be brought back to the Council at a future meeting.

(b) Quarterly fundraising reports should be used to clarify the fundraising line item in the budget so that priorities and strategies for funds can be better understood by and developed with CPBC. Reports could be written or oral.

CPBC will place these new, standing items on the agenda and will request quarterly reports from the Foundation and the Office of College Development.
vii. Campuses – The workgroup distributed a working draft of “Understanding Campus Costs” detailing expenses for nine campuses. Since the Colleges has not had a practice of budgeting from the campus perspective, assembling this data has been challenging. The workgroup is working with the Business Office to reconcile this data from a financial point of view.

vi. Student Development – The workgroup distributed a handout showing counseling faculty FTE for all counseling departments combined and providing totals for U-funded FTE and matriculation-funded FTE. During the last three years in particular, overload has been miniscule and constrained to true emergency situations. A similar handout showing classified FTE is being assembled. Counseling Deans and Counseling Department Chairs are meeting to discuss strategies for moving forward in light of decreased resources and the Student Success Task Force (SSTF) recommendations.

v. Classified Positions – The workgroup is developing a comprehensive list of employees by ORG and funding source. The workgroup will use the list to identify glaring holes in classified support.

iv. Non-instructional Assignments – The workgroup is 90% done with creating a new system. Department Chairs have been asked to make cuts, and some suggestions have been put forward including a 10% to 15% cut reflecting how the College is being downsized.

iii. Categoricals – The workgroup is currently reviewing unrestricted expenditures connected to the Categorical programs.

ii. Scheduling and Enrollment Management – The workgroup is currently discussing noncredit substitutes and trying to develop a policy for noncredit that would parallel the credit substitutes policy. Draft #3 of instructional hours by department was distributed.

i. Overall Finances – The purpose of this workgroup was discussed. The workgroup is intended to provide a venue for others outside the Business Office to better understand the numbers which underly the budget. In addition, an outsider may be hired to review and verify essential budget data. Some workgroup members wanted to know if there was a product they could produce which could be shared with CPBC, similar to what other workgroups have produced. The Chancellor indicated a strong interest in longitudinal data. With competing demands and tight timelines, a question was posed regarding creating a process for requesting data.

4. Planning Update – None.

5. Government Relations Update – The upcoming March in March was noted.

6. Committee Reports & Associated Action Items

i. Program Review (PRC) – The committee has developed a draft Program Discontinuance policy which will be distributed for review and comment.

ii. Facilities Review (FRC) – None.

iii. Faculty Position Allocation (FPAC) – None.