MINUTES
College Planning and Budgeting Council
Minutes for Tuesday, March 15, 2011

Members Present: John Bilmont, Jeffrey Fang, Attila Gabor, Peter Goldstein, Don Griffin, Maria Heredia, Carl Jew, Madeline Mueller, Alice Murillo, Francine Podenski, Karen Saginor, Fred Teti, Toan Tran, Elizabeth Weinberg, Suki Wong  Resources Present: Fred Chavaria, Hal Huntsman, Lidia Jenkins, Monika Liu, Phyllis McGuire, Huy Nguyen, Uyen Nguyen, David Yee

Guests Present: Pamela Mery, Rose Marie Roberson, James Rogers, Jane Sneed, Kathy White

1. Approval of Minutes – Minutes for February 15 were approved with one amendment.
2. FDIP/GYO – The Council voted unanimously in support of the resolution.
3. Accreditation Update - Council members were encouraged to review the “raw draft” before March 24, with particular attention to Standard IB (planning and evaluation cycle), Standard II (program review), and Standard III (resource use and institutional effectiveness).
5. Office of Student Activities - Funding for Faculty Advisors for Resource Centers – No motion was needed as this is not a new expenditure.
6. Budget Update 2010-11 – Peter Goldstein presented the current year’s budget as a range, based upon various estimates and assumptions. A primary assumption is that a “full summer” in 2011 would allow the College to benefit from growth funding. The “middle” estimate showed $1M from growth, with maximum possible growth of $2.5M. More growth money would allow the College to avoid drawing down on Board Designated Reserves.
7. Budget Strategies 2011-12 – Overall, the College is maintaining the same strategies, as follows:
   - Maximize enrollment (i.e. FTES) in the current year to earn more growth by offering a full summer, adding more short term classes in Spring 2011, and increasing Noncredit enrollment for Spring 2011. Currently the College is at least 200 FTES shy of what is needed.
   - Realize savings from attrition by not hiring for positions left vacant by retirees. An estimated 100 personnel (classified and faculty) will retire by the end of 2010-11, resulting in roughly $6M less in expenses for 2011-12.
   - Maintain reductions in the number of administrators by filling current Vice Chancellor vacancies using interim appointments of existing administrators. New positive for VC of Legal Services.
   - Save another $1M by reducing expenditures associated with 5000 accounts.
In addition to the strategies above, reduced workload measures (i.e. “re-benching”) from the state could be significant. The size of teaching faculty will be reduced corresponding with section-related cuts. Rough estimates using a “blended rate” suggest a reduction of 2,200 FTES, corresponding to approximately 700 fewer class sections. Summer 2012 would likely be offered at 70%. As possible, fundraising will be used to save classes. Don Griffin is working with the Foundation on these efforts. Categorically-related expenditures for Student Services which are currently being back-filled from the general fund need to be reviewed and revisited. The Board continues to hold a series of budget meetings. Details about these meetings and related materials are available online.

Best case scenario – if aforementioned strategies were implemented, including attrition and reduced state workload requirements that would decrease the number of classes the College would offer, the College will be able to balance its budget. Under the Worst case scenario (deficit of greater than $32M) – both salary cuts and layoffs would need to be considered to balance the budget.
8. Government Relations Update – None provided.
9. Planning Update – Draft 2.5 of the Strategic Plan, now available online, is being discussed by the Academic Senate. The Classified Senate also has additional recommendations. The Education Master Plan timeline has been discussed at College Advisory Council and is moving forward.
10. Committee Reports & Associated Action Items
   - Program Review (PRC) -- The PRC is reading and reviewing the program reviews submitted by approx. 120 departments and units from throughout the College. The PRC’s findings will be presented to CPBC in April.
   - Facilities Review (FRC) -- No action items presented.
   - Faculty Position Allocation (FPAC) - Approved 4 emergency upgrades -- 3 in Auto/Construction, 1 in EOPS.