

**Approved Minutes of the Planning and Budgeting Council (PBC)  
Ocean Avenue Campus, Room R518  
2006 January 23**

**Present:** John Bilmont, Ann Clark, Robert Gabriner, Gus Goldstein, Peter Goldstein, Don Q. Griffin, Chris Hanzo, Stephen J. Herman, Marc Kitchel, Joanne Low, Susan Lopez, Keith McAllister, Madeline Mueller, Ed Murray, James Rogers, Aly Satterlund, Athena Lynn Steff, Fred Teti, David Yee

**I. Approval of Minutes**

The PBC approved the minutes from its December meeting.

**II. Final Review of the 2006–2007 Annual Plan**

Dr. Gabriner asked for comments on the final draft of the 2006–2007 Annual Plan (which will go before the Board on Thursday, January 22). Substantive comments included the following:

- Various documents disagree on the number of CCSF campuses; e.g., Operational Objective 1.1 lists only eight. Dr. Gabriner says this discrepancy should be resolved for public-information purposes, but not in the Chancellor’s absence.
- Operational Objectives 2.1 and 4 should mention outreach beyond San Francisco proper.
- The employee numbers on p. 5 aren’t quite in line with the corresponding numbers in the Accreditation report, nor do they include the ~59 department chairs.
- The source of the \$55M figure in Operational Objective 3 on p. 6 should be cited.
- There should somewhere be a reference to the endowment (i.e., the Foundation).

Dr. Gabriner observed that the requested changes were clarifications and not changes in policy. The Board document will stay the same, he will prepare an errata sheet.

<b>2006-01-23-01 (P. Goldstein/Rogers)</b> That the PBC approve the suggested changes in the 2006–2007 Annual Plan.
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**III. Enrollment Update**

Dr. Griffin distributed two handouts, one showing 1998–2005 section numbers by year, and another showing annual FTES for the same period (taken from the “320 report”). He observed

- The 2002–2004 drop in noncredit summer sections was the result of a decision to reduce the size of the noncredit summer program.
- Credit FTES have been roughly steady while noncredit FTES have declined, and not all the change is because of the summer reduction.

He then compared current projections with assumptions made half a year ago. He expects now

- Fall 2005–Spring 2006 Credit will be up 100 FTES instead of 300.
- The Police Academy will supply ~400 FTES instead of 550.
- Fall 2005–Spring 2006 Noncredit will not change (as previously expected).

CCSF would need to offer 30 more credit summer sections and 150 new noncredit summer sections to offset these shortfalls, a ~\$1.7M effort. He wants to wait for the Census 1 data before making decisions about the summer.

Dr. Griffin mentioned also

- If we bank 1500–2000 FTES, that would supply 3 years’ worth of reserve FTES.
- He feels a noncredit compressed calendar would effect a significant enrollment increase.

**IV. Budget Update**

Vice Chancellor Goldstein discussed the reserve and the ending balance.

- The district took \$800K from its \$3,775M reserve on July 1; the reserve is now \$2.975M.
- He plans to ask the Board to add \$2.3M from the collected rent fund. If the Board approves, the reserve will be \$5.275M.

- The projected ending balance for 2005–06 is *minus* \$250K. Also, it seems we will achieve only \$1.5M of the planned \$2M growth; this has the effect of a *minus* \$500K. Our “current spending rate” accounts for another *minus* \$500K. Thus, the district will enter the 2006–2007 year at *minus* \$1.25M. Goldstein reminded the PBC that there is some chance we will not make even the \$1.5M in growth. There ensued some discussion of possible cost-saving measures.

#### V. **Budget Review and Recommendation Process**

The Council discussed the Chancellor’s proposed Budget Review and Recommendation Process.

- The Chancellor expects decisions by May, for implementation by July.
- The Council agreed that the process should have a flowchart.
- Asked for a target savings figure, the Vice Chancellors said ~\$3–5M annually.
- The process calls for a small group to discuss short-term savings (e.g., 2006-07 section numbers), and a larger Steering Committee to suggest long-term, structural reductions (e.g., campuses).
- The small group will meet on January 30 to develop recommendations; the PBC will hear these recommendations on February 7.
- John Bilmont agreed to send us the new spreadsheets with the new \$1.5M growth figure.

Dr. Gabriner directed attention to his data elements list and asked for comments.

- Marc Kitchel noted that the data elements provide an expenditure profile, but should also show measures of revenue.
- Vice Chancellor Goldstein asked for student profiles to include financial aid status.

Dr. Gabriner and Dr. Griffin agreed to try to supply this information.

#### VI. **Spring 2006 Meeting Schedule**

Dr. Gabriner distributed a draft PBC meeting schedule, with meetings roughly biweekly on Tuesday afternoons. The AFT2121 reps observed conflicts with their meetings in April and May. Dr. Gabriner agreed to discuss alternate dates for that time period.

#### **Documents from the Meeting**

Minutes from 2005–12–15 (Draft)

PBC Meeting January 23, 2006 Memorandum from Dr. Day

Institutional Annual Plan January 2006 (Draft)

“Total Sections” (Dr. Griffin’s line graphs)

“Annual FTES” (Dr. Griffin’s line graphs)

Comprehensive Budget Review and Recommendations Process Overview (Draft)

Data Elements for CCSF Budget Review (Draft)

Proposed Spring 2006 PBC meeting schedule