

**Minutes**  
**Planning and Budgeting Council (PBC)**  
**February 12, 2009**  
**Rosenberg 518**  
**2:00 PM**

**Present:** Carlota del Portillo, Dave Gallerani, Peter Goldstein, Don Q. Griffin (Chair), Maria Heredia, Marc Kitchel, Donald Lind, Susan Lopez, Madeline Mueller, Alice Murillo, Francine Podenski, Stephanie Nuttman, Dennis Piontkowski, Athena Steff, Fred Teti, David Yee.

Guests: Loren Bell, Hal Huntsman, Pamela Mery,

I. Approval of Minutes

Minutes of December 15, 2008 were approved as corrected.

II. WASC Midterm Response

Vice Chancellor Murillo has been working on the CCSF Midterm Response, which is due March 15. She reported that the main recommendations which would be the focus of the report relate to student learning outcomes, financial stability, planning, and assessment. She said the College also has to address eight other recommendations, although they are not the main focus of the report. A draft report of approximately 30 pages will be sent out to the PBC members for their review. She said the report would go to that evening's Board of Trustees work session. After subsequent internal review, the report will go back to the Board at its 3/12 meeting, then be sent to WASC by March 15.

III. Summer School Reduction

Dr. Griffin said that administration had conducted an analysis of summer school for the past several years. As a result of that analysis, he proposed a 20-23% reduction in summer school 2009, in credit only. The reason for limiting the reduction to credit is that noncredit summer school is a significant feeder to fall enrollment. Dr. Murillo said she would continue to supply information to the chairs so that they can show the departments how the cuts will be made. The history of summer school offerings shows sections were increased in recent years and can be cut back somewhat without bringing the program down below where it was historically. Dr. Murillo said CCSF wants to avoid hiring new faculty for teaching summer classes. A motion was passed, with two abstentions, to reduce the 2009 summer credit program by 20-23% below the previous year's program.

IV. Mission/Vision Survey Results

Susan Lopez reported on preliminary results of the Fall 2008 online survey relating to the CCSF Mission and Vision Statements. A similar report had been made to the College Advisory Council. WASC calls for a periodic revision of the Mission Statement, so the survey was intended to get a sense of whether the Mission and Vision needed to be revised, and if so, in what way. A majority of the respondents were satisfied with the current statements but a sizeable minority wanted additions and deletions of various types and many expressed that strongly in the open ended comments. Over 600 comments were received. In particular, a great number of suggestions were received to the effect that the Vision Statement needed improved wording and tone, although its ideals and general format met with approval. It did not appear that the survey results pointed to any need to start from scratch in rewriting the statements, but that updating and other modifications were probably in order.

Some of the suggestions seemed worthy of a broader discussion in various college venues. Therefore, the Council decided it would make sense to circulate a bit more detail in additional venues, so as to establish a level of consensus among college leadership regarding the need to modify the statements and the types of changes that should be made.

#### V. General Budget Update and Four-Year Projection

Vice Chancellor Goldstein presented a spreadsheet showing the current final estimates for this year as well as projections through 2012. The District is still borrowing money. After the CCSF budget was adopted in October, there were unfortunately many unanticipated changes in the economy. Vice Chancellor Goldstein described the impact of some of those changes on the estimated final amounts for the 2008-2009 year. These included the loss of an assumed \$1.1 mil. COLA, the loss of about \$1.4 mil. in sales tax due to decreased local spending, and a worsening of the deficit coefficient. There will be a few positives including a \$1.9 mil. backfill for 2007-08 property tax shortfall, leaving the overall gap between resources and expenditures at an estimated \$2.5 mil. He described how a series of savings strategies would close the projected gap and allow CCSF to close out the fiscal year with an ending balance of \$765,754. Sources of savings would include: use of some categorical funding for general fund expenses if the restrictions are relaxed by the State, use of basic skills money in the same fashion, transfers in from a few CCSF accounts running surpluses, a million dollars in reduced spending, and \$300K saved by a reduction in the summer credit program.

Vice Chancellor Goldstein presented some preliminary long-term projections for the next three years and he and the Chancellor discussed the reasoning behind those projections. In 2009-2010, we project an \$8 million gap between expected resources and expenditures. This means we will need to continue the same savings strategies, reducing spending more than we are this year, and maintaining reduced summer offerings. When about a dozen administrators retire, we expect to reorganize the administrative structure instead of filling administrative positions. CCSF needs to reduce administration by \$1.5-2 mil. Dr. Griffin said there will also be a need to reduce expenditures on other groups of personnel. However, he noted that CCSF hopes to get some relief from the federal stimulus package. \$53.7 billion of that package will go to states to help them stabilize their budgets, and a percentage of what goes to California will go to higher education including community colleges. It's not clear at this point how much relief the CCC system will get.

#### VI. Hiring Freeze

Dr. Griffin described what he referred to as a hiring freeze in general terms, with very few exceptions. He said one exception might be when we have to hire people so we don't lose a grant. He reiterated that he was committed to no cuts for this year but also acknowledged that the summer reduction will in essence be a cut for those faculty who usually get hours. Other than that, he said CCSF is not taking jobs away from regular employees during 2008-09. He excluded probationary-status classified employees from the definition of "regular" employees. Dr. Griffin said the bumping of classified by other civil service employees working for the City has been a problem but so far only a few have been affected.

#### VII. Program Review System

Loren Bell and Alice Murillo gave a report on the Program Review System and presented a draft describing the system. Francine Podenski noted that a large number of converging deadlines becomes burdensome for chairs. The deadlines for program review and other duties should be coordinated on a master calendar so that all deadlines don't converge on the same day. There was general agreement

that such a master calendar would be helpful. A motion to approve the Program Review System draft of 2-10-2009 was approved.

#### VIII. Perkins Project Grant Funding

Fred Teti pointed out that this item is under Academic Policies Committee purview and, although good to hear about, needed to be reported as well in the correct shared governance pipeline. It was agreed to take up the matter with that body.

#### IX. Meeting Schedule for Spring

Dr. Griffin asked Pam Mery to coordinate the scheduling of PBC meetings with the Council members.

#### X. Other Business and Announcements

Vice Chancellor Murillo asked that an additional replacement position be approved in the LVN Department. A motion to approve that FPAC recommendation was approved.

Respectfully submitted,  
Susan Lopez