

Official Minutes of the Planning and Budgeting Council (PBC)
Ocean Avenue Campus, Room R518
2006 March 7

Present: Leonard Arnold, Ann Clark, Philip R. Day, Jr., Carlota del Portillo, Richard Gale, Robert Gabriner, David Gallerani, Peter Goldstein, Don Griffin, Stephen Herman, Marc Kitchel, Susan Lopez, Keith McAllister, Madeline Mueller, Ed Murray, James Rogers, Fred Teti, David Yee

1. Approval of Minutes

The PBC approved the 2006 February 21 minutes.

2. Budget Update

Vice Chancellor Goldstein reminded us that he has reported to the Board the need to transfer \$2M out of the reserve (this figure includes \$800K already moved).

- According to this year's First Principal Apportionment report, CCSF will get \$900K of the redirected Basic Skills funds.
- Even with no unforeseen increases in expenditures, the District will still be operating with a ~\$3.5M "structural deficit".

3.A. Budget Review Process: Short-Term Cuts

Vice Chancellor Goldstein reported on the status of some proposed savings areas.

- Eliminating grade mailers: A&R has begun to do so. The District will see some savings this year.
- Outreach & Recruitment and legal/consulting fees: The District will see savings next year.
- Reduced administrator work calendar: There is interest, but the savings will occur next year.
- Classified supervisory management: One has left the District.
- Child-care and Cafeteria deficits: Discussions are ongoing.

Goldstein remarked also that

- CCSF may receive ~\$200K more in sales tax revenues, and
- We may be relieved from paying \$600K to the County-wide College Allocation Plan.

3.B. Budget Review Process: Data Elements Discussion

Chancellor Day affirmed that campus, administrative, instructional, and student-service programs would all be under scrutiny during the review process, and that reduction in services does not necessarily mean reduction in personnel. He asked the PBC members to share information about the process widely.

Dr. Day distributed a draft of Supplemental Data Elements for the Administrative and the Student Development Services Profile Reviews. The proposed new Elements include capacity to incorporate new technologies, and degrees of interdependency and redundancy. Some members asked for data on administrator and supervisory management salaries.

The PBC discussed possible duplication/redundancies within individual review areas and among different review areas. We are generally pleased that the College is conducting this Review "in-house" and not by outside consultants.

4. Budget Planning for Fiscal Year 2006-2007

Dr. Day distributed copies of a memo he has sent to the Major Cost Center Managers advising them of the College's 2006-07 budget assumptions and expenditure priorities. Former CCSF employee James Kendrix will return part-time to assist Vice Chancellor's Goldstein's office with the Major Cost Center Managers' budgets.

5. **2004-2005 College Performance Indicators (CPI) Report**

Dr. Gabriner distributed copies of the CPI. The PBC briefly discussed aspects of the data, tables, and pagination.