

**MINUTES**  
College Planning and Budgeting Council  
Minutes for Tuesday, April 5, 2011

**Members Present:** John Bilmont, Attila Gabor, Peter Goldstein, Don Griffin, Maria Heredia, Carl Jew, Steve Kech, Marc Kitchel, Madeline Mueller, Alice Murillo, Francine Podenski, Karen Saginor, Jane Sneed, Athena Steff, Fred Teti, Suki Wong

**Resources Present:** Fred Chavaria, Lidia Jenkins, Monika Liu, Phyllis McGuire, Uyen Nguyen, David Yee

**Guests Present:** Pamela Mery, Bob Davis, Mark Matsuzuki, Marie Osborne, Rose Roberson, Minh-Hoa Ta, Kathy White

1. Approval of Minutes. Approved minutes for March 1, 2011 and March 15, 2011.
2. Five Year Capital Outlay Construction Plan. This is an annual state-requirement. It was noted that Alemany is now Civic Center. Approved with recommendation to change “Alemany” references to “Civic Center.”
3. Accreditation Update. The Accreditation co-chairs spoke about the progress to date and indicated they would like more feedback. A second draft will be available shortly.
4. Budget Update 2010-11. The importance of reaching our full growth cap was stressed; this means adding short-term classes. Also, employees need to understand their role in reading the growth caps. For example, when instructors do not turn PARS in this affects our FTES, thereby affecting our growth. Departments will also use banners, posters, and other measures to advertise summer. Spending restrictions are still in place. The attrition approach is still in place. There was some discussion of how grant-funded employees are identified. Fundraising is still in progress.
5. Budget Strategies 2011-12. Discussed the relative expense of mailing the full fall schedule versus a postcard. Approved mailing a postcard rather than mailing the fall 2011 schedule to San Francisco households.

A statewide June ballot measure is now highly unlikely, so efforts have shifted to a possible November ballot measure. A loss of \$8.5M is still the best case scenario. The current assumption is that there will be no ballot measure or the ballot measure will be defeated, and Prop 98 will not be suspended. This would result in a loss of roughly \$15M. Worst case scenario is no ballot measure and Prop 98 is suspended, resulting in a \$20M to \$24M problem. In terms of strategies for 2011-12, it would be good to reach base next year, if possible. There will be a Summer session in 2012; course reductions will be spread across the academic year, and will be in accord with our reduced workload. In addition, the College will continue to maintain vacancies resulting from attrition as a way to reduce expenditures. The College is not laying people off in a direct way. Our goal is to deliver steps and wages. Looking at more non-personnel cost reductions. Overall spending will be close to 2004 or 2005 levels. Fall 2011 will look like Fall 2010, i.e. roughly 200 fewer sections. Cancellations will not be back-filled and under-enrolled classes will be scrutinized. Section reductions should mirror enrollment declines. Deans and department chairs must be cognizant of the data and take more responsibility for driving their programs. We're back to the 6% solution (i.e. the 6% reduction in sections). The College also needs to discuss whether and how to continue supporting categorical programs despite direct state cuts. Other possible state issues: Noncredit, PE, repeatability.
6. Planning Update. A short update was provided, with a note that the Strategic Priorities and Major Objectives would be brought for discussion and possible approval at the next CPBC meeting.
7. Committee Reports & Associated Action Items
  - i. Program Review (PRC). The committee is reading all 120 program reviews and will present findings to the CBPC via two reports—a themes report including commendations, challenges, and concerns, and an analysis of resources needed.
  - ii. Facilities Review (FRC). See agenda item 2.
  - iii. Faculty Position Allocation (FPAC). The request for a grant-funded, Single-Stop Counselor was approved. It was noted that at the end of every year, an Excel grid is made available which contains a record of all the FPAC requests. There is interest in an FPAC handbook.