

Official Minutes
CCSF Planning and Budgeting Council (PBC)
May 11, 2009
3:00 PM
Rosenberg 518

Members Present: Carlota del Portillo, Attila Gabor, David Gallerani, Peter Goldstein, Don Q. Griffin (Chair), Maria Heredia, Marc Kitchel, Susan Lopez, Paolo Marquez, Alice Murillo, Stephanie Nuttman, Francine Podenski, Fred Teti, David Yee.

Guests: Loren Bell, Hal Huntsman, Pamela Mery.

I. Approval of Minutes

The minutes of May 5 were approved as corrected.

II. Program Review Update

Alice Murillo and Loren Bell gave an update on program review. They are pleased with the level of participation, which will likely be even greater next year, as all organizational units are brought into the process. They would prefer to start a bit earlier and finish up earlier in the semester. Feedback to date has indicated that people like the concise format. A program review can now simply be updated each year; it does not entail starting a lengthy process “from scratch” each time. In future, the reviews may call for additional detail, e.g., student achievement data. A position on the Program Review Committee, to be filled by a department chair, was approved.

III. Strategic Planning Timetable

In reviewing the strategic planning timetable, recommendations were made to integrate Professional Development Days (August and January Flex) with collegewide discussion of the future strategic plan. It was decided that shared governance review be incorporated over a longer period. Adoption by the Board of Trustees was moved to May 2010. With these and various other changes, the amended timetable of the strategic planning process was approved.

IV. Annual Planning, Budgeting and Evaluation Flowchart

Revisions had been made to the flowchart since the last PBC review, based on input from members. With minor modifications, the draft of 4/21/09 was approved.

V. Budget Update

This item was postponed.

VI. Other — Budget Hearing

There was discussion of the CCSF Budget Hearing to be held on May 21. Information from the budget meeting should go the Board in order to keep them informed. Agenda ideas for the budget hearing were discussed.

Peter Goldstein distributed a summary of needs from his division, as reported in program review, to open a discussion of the format of the vice chancellors’ summaries for the budget hearing. There was agreement in terms of needs; however, this year in particular, reductions could also be part of the presentations that vice chancellors will make at the hearing. Chancellor Griffin said the College needs to look forward to how it will ensure the effective *implementation* of the savings strategies. He again mentioned that CCSF needs to close areas at times that they are little used, e.g., neighborhood campuses in July. Individuals working at those sites at those times could be assigned to do some other task at another site.

Respectfully submitted,

Susan Lopez