

Official Minutes
CCSF Planning and Budgeting Council (PBC)
September 1, 2009
Conlan 101
3:00 PM

Members Present: John Bilmont, Carlota Del Portillo, Attila Gabor, David Gallerani, Peter Goldstein, Don Q. Griffin (Chair), Maria Heredia, Donald Lind, Marc Kitchel, Susan Lopez, Madeline Mueller, Alice Murillo, Francine Podenski, Ryan Vanderpol, David Yee.

Guests: Hal Huntsman, Pamela Mery, James Rogers, Fred Teti.

I. Approval of Minutes

The minutes of May 11, 2009 were approved with a minor editing change.

II. Mission /Vision Statements

Pamela Mery from the Office of Research and Planning presented on the latest survey results relating to the Mission and Vision Statements and asked the Council whether/ how to modify the statements in instances when there was no majority desiring a change to a particular section. Council members felt that we should keep the current language in the statements in cases where there was no compelling sentiment for change. This latest survey, done in the first few weeks of the semester, followed up on a previous survey. The statements with proposed changes will now be sent out for collegewide review.

III. Strategic Planning Update

CCSF needs to initiate listening sessions in preparation for the new strategic plan. There was discussion of when and where listening sessions might be held. We will need to identify the stakeholders whose input we will be seeking. Dates and times proposed for the listening sessions were Monday, Sept 28, from 1:30-3:30 and Friday, October 22, from 9:30-11:30 AM. However, some felt the September date might not allow enough lead time and that a later hour for at least some of the sessions might be more convenient for the community. Dr. Griffin said that the Strategic Plan timeline needs to be flexible and the dates might change. A minor reorganization of administration will occur this year and input from shared governance and some listening sessions will be incorporated as that reorganization takes shape.

There was discussion of the plan to hire a reassigned Strategic Planning Coordinator and how the hiring committee would be configured for that temporary internal transfer position. It was decided that, given its purview over strategic planning, the PBC might identify four faculty members from within itself to serve on the selection committee. In addition, there will be two administrators, Dean Kristin Charles (to whom the individual hired will report) and another from the PBC; two classified staff, both from the PBC and one student. Chancellor Griffin would like to start the position this semester, as soon as possible. In addition, a separate group will be formed to work on linkage of the budget to the annual plan. Some names from the PBC were suggested for the linkage group. A comment was made that program review should demonstrate a linkage between the annual plan and the budget. It was explained that, although that should be the case, the problem is that last year's annual plan is the one that drove the program reviews including the unit plans for this year, whereas it is this year's plan that still needs to be linked more obviously to this year's budgeted allocation of resources. That is part of the reason for the formation of the group.

IV. Budget Update

Peter Goldstein gave a budget update and passed out a spreadsheet. He encouraged the Council members to evaluate or challenge the estimates. He acknowledged that many of the numbers on the spreadsheet are likely to be adjusted further. He said there would be many changes to come, particularly in the 2009-2010 budget estimates.

No growth will be awarded next year. There will be a deficit coefficient of .9661. At this point the CCSF budget is not balanced yet, so it would not be appropriate to talk of restoring any programs or services currently slated to

be cut. A \$3.3 mil. surplus in the general fund achieved through cuts in expenditures is inadequate to cover a more than \$3.5 mil. gap between revenues and expenditures in categoricals. Although the spreadsheet showed a modest gap of only \$263,135, that number does not reflect the now larger cuts that we currently expect from the state. Peter said we should expect at least a \$1 mil. greater deficit than before, until we can identify some additional savings. He suggested that another meeting might be necessary to discuss how to achieve the budget numbers and bring the College into line with the level of anticipated resources for 2009-2010. Identifying those savings is an essential next task. The situation for 2010-2011 is potentially worse; CCSF budget numbers for next year currently project an \$8.75 mil. deficit, of which \$6.7 mil. will be due to cuts in categoricals.

Another document disseminated to the group showed the progress the College had made in the implementation of PBC-approved savings ideas from the budget discussions. We are now monitoring daily expenditures to ensure that we are on track to meet budgeted amounts. Another handout showed the level of workload reduction ordered by the state for each community college systemwide. Although CCSF had a total funded FTES in 2008-2009 of 37,507, our base enrollment for 2009-2010 will be artificially reduced to only 36,069, which means that is all the enrollment that the state system intends to fund. That is equivalent to a 3.84% reduction in overall FTES and a 3.39% reduction in funding. We plan an enrollment reduction, including cutting Summer 2010 by 85% to 100%.

We are losing \$2 mil. in additional cuts and we will also get mid-year cuts still to be quantified. We soon need to shift our focus from the 2009-2010 to the 2010-2011 budget. Dr. Griffin posed the question of whether the College could cover its projected \$8.75 mil. deficit for 2010-2011 by means of fundraising and grants. To this point, we have been working on closing budget gaps by making cuts in expenditures, but the Chancellor is thinking that some of the deficit amount, perhaps \$2-3 mil., could be covered by new revenues from new grants if we could increase our fundraising effort at the College. Where we used to focus on gifts for scholarships, now we are telling donors that we need help even with basic operating expenses in order to get students into classes. Additionally, there is talk at the state level of raising student fees even higher in future. We will need to stay focused on fundraising and grants for this next year.

V. Discussion of Joint Meetings with Board

This item was not specifically addressed; however, upcoming Board committee meetings were announced.

VI. Additional Meeting Dates

Future meetings are currently scheduled for September 15, October 20, November 3 and December 1 at 3:00 PM. Additional meetings may very well be scheduled, based on need.

Respectfully submitted,

Susan Lopez