

Official Minutes
CCSF Planning and Budgeting Council (PBC)
September 15, 2009
3:00 PM
E200

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

Guests: Dina Ciraulo, Lawrence Edwardson, Karl Gamarra, Mamie How, Hal Huntsman, Steve Kech, Pamela M. Mery, James Rogers.

I. Approval of Minutes

The minutes of May 21 were approved as reported. The minutes of May 27 and September 1 were approved as corrected.

II. WASC Response to Midterm Report

On June 30, we received a reply to our Focused Midterm Report. Alice Murillo distributed copies of that reply. It says our Midterm Report was accepted but we have to demonstrate resolution of the recommendations on student learning outcomes and financial planning /stability; otherwise, CCSF could be out of compliance or face sanctions. That information should be circulated and discussed at our shared governance committees. The College must prepare a follow-up report, which is due on March 15. Dr. Murillo said that report should focus on showing that our Student Learning Outcomes are fully institutionalized. The report should relate what we have done and what level of progress we expect to reach. Similarly, the report needs to address financial planning and stability. We need a plan showing how we will fund our currently unfunded liability for retiree health benefits. WASC will want to see that we are not engaging in deficit spending and that we have a financial strategy to promote stability. A draft of our follow-up report to WASC needs to be completed by the end of December so that it can be reviewed before being submitted in March. The WASC reply letter says our deficiencies must be corrected by June 2010.

III. FPAC Items

FPAC has received requests for positions, but the group has some research to do and will come back to make their report to the PBC. Dr. Griffin said that CCSF should not have a lot of hiring processes going on at this time. Departments that have postponed positions should think very carefully before they request any positions from FPAC. We will have to do a little hiring for replacements but that should be a small number. ESL, for example, will not be hiring because they have several delayed hires that will take effect in Fall 2010. Barring an emergency decision, Chancellor Griffin said we should not be creating any new positions. There was discussion of how a department could keep a record of positions that they were due in a given year if they decided not to request them, were denied, or there was some other result. Some kind of chart to track replacement positions and so forth would be helpful and it could be part of the FPAC report to the PBC: how many postponed, how many not applied for, etc. It was agreed that that would be a helpful idea, with no names of individuals, just the department's name, the timeframe, and the number of positions in question of a given status, so that we can have records to refer to. By no means does that mean they would all be funded later; funding of those would depend on circumstances.

IV. Program Review Timeline

Alice Murillo reported that the Program Review Committee (PRC) adjusted timelines, making some of the dates earlier as needed. Departments will be given a choice to review their data on two different timeframes. They may either review the initial data as of the start of the Spring Semester or review it in the fall and have the data fully "cleaned" by January—it will be up to each department which schedule they prefer. Either way, the PBC would get the PRC's recommendations by May 1. The revised timeline was approved.

V. Education Master Plan Timeline

Alice Murillo and Pam Mery will be meeting and discussing a proposed timeline for the Education Master Plan with the deans on Friday.

VI. Strategic Planning Update

Pamela Mery distributed a handout entitled Listening Sessions Overview 2009. "Alternate methods" were listed at the end. Discussion ensued about the timeline, number, types of attendees, and format of the listening sessions. It was suggested that CCSF could get industry advisory board input via career technical education department chairs. A decision was made to use the decentralized "alternate methods" prior to creating first draft, then use listening sessions of the traditional kind after a draft is ready for community discussion. Dr. Griffin voiced that the PBC will have to be active individually to implement this community input effort, as it can't be centralized as much as it was last time. Pamela Mery will bring another draft of the Listening Sessions Overview to the PBC on September 21.

The PBC will ask for volunteers to serve on the Strategic Planning Coordinator selection committee after the position closes on September 17th. There will be 4 faculty, 2 classified, 2 administrators and 1 student on the committee.

VII. Budget Update

Peter Goldstein made the budget report. He brought two parallel spreadsheets to show the differences between our estimates made on September 3 and September 15. The September 3 spreadsheet had forecast a deficit of over a half million dollars due to almost a \$3.6 mil. deficit in categoricals (referring only to categoricals from the Restricted Funds Budget---cuts to categoricals in the General Fund Budget are already reflected in the revenues total). However, Goldstein warned at that time that the categorical cuts would likely be even larger and the deficit could be almost a million. In fact, on the September 15 spreadsheet, the categoricals gap which is transferred to our general fund has risen by 39% to \$4.9 mil. Fortunately, the prior year correction is now more positive by approximately \$2 mil., which more than offsets that increase in reductions as it impacts our general fund. The categorical deficit would be even worse, but the general fund is not going to have to absorb the cuts to categoricals in career technical education because those programs are going to make their reductions accordingly. That brings the projected general fund deficit down from \$601,567 (or as high as \$1 mil.) to \$160,338, if planned reductions of about \$1.4 mil. can be implemented successfully. That is still not a balanced budget for 2009-2010, but with only about \$100K deficit, balance is within reach because of the change in the prior year correction amount.

Unfortunately, there have been challenges to implementation, so that spending in the current year is at a rate that won't achieve those targeted savings. We need to look into that further, because we not only have large cuts now but we also need to be concerned about possible midyear cuts in January. We need to make sure we have cut the number of sections that we planned to cut. The Chancellor said the College needs to be a little more vigilant in terms of planning and implementing our cuts. By the end of next week, administration will have some specific numbers to report regarding where the implementation of the reductions is falling short. On the positive side, we are making progress on saving on overtime and overload.

We will not use more than \$1.3 mil. from the reserve. There was general agreement with holding firm to that number and implementing necessary reductions in expenditures to get there.

Dr. Griffin reported that the Board of Trustees does not want to make changes which would affect CCSF-run childcare centers and that they also made changes in administrative salaries. In other respects, the Board approved of the recommended proposals for reductions. Some faculty felt that since a sizeable number of children in the childcare centers are not the children of CCSF students, to maintain the CCSF general fund subsidy to the childcare centers would mean making our own students suffer cuts to student services while subsidizing services to others who are not our students.

VIII. Discussion of Joint Meetings with the Board of Trustees

Discussion of joint meetings with the Board was postponed.

IX. Additional Meeting Dates

The next meetings of the PBC are 9/21, 10/5, 10/20, 11/3, 11/16, 12/1 and 12/7.

The CCSF President Obama Celebration has been rescheduled to December 2.

Respectfully submitted,

Susan Lopez