

**Official Minutes  
Planning and Budgeting Council (PBC)  
October 5, 2009  
3:00 PM  
Pierre Coste Room**

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

**Guests:** Sunny Clark, Lawrence Edwardson, Karl Gamarra, Chris Hanzo, Hal Huntsman, Steven Kech, Pamela M. Mery, James Rogers.

**I. Approval of Minutes**

The minutes of September 21 were approved as corrected.

**II. Sustainability Plan Part I**

The plan was discussed briefly and approved with a few additional changes.

**III. Designated Smoking Areas**

Sunny Clark spoke about how the movement towards a smoke-free campus has gradually advanced at CCSF, including the work of the Health and Safety Subcommittee. A wiki has been established online so that opinions can be exchanged. About 400 “hits” have been received on that site. (That total does not distinguish unique hits from multiple hits by the same individual). Clark reported that there were many different opinions that had been expressed on the subject. She passed out a map of proposed designated smoking areas and there was discussion of some potential problems with certain areas. There was also discussion of creating sheltered and/or enclosed designated smoking areas. The PBC passed the following motion:

The PBC support the idea of further discussing the possibility of designated smoking areas, with the inclusion of both smokers and non-smokers from all constituent groups and holding townhall meetings and reviewing the applicable laws before this issue will be presented to the PBC and CAC for further discussion by the two councils.

**IV. Program Review Additions**

Alice Murillo introduced a program review form reflecting some additions. Some of the additions increased the visibility of student learning outcomes as part of program review. The revisions met with general agreement and a few suggestions were made for further refinement.

**V. End-of-Year Assessment 2008-2009**

Pamela Mery distributed an in-progress draft of the End-of-Year Assessment, asking that Council members review the draft and send any comments to her. She said additional material would become available in a later draft, as the information came in.

**VI. Institutional Plans Gantt Chart**

This item was not discussed due to lack of time.

**VII. Strategic Planning Update**

Pamela Mery will email the group possible dates for the Spring 2010 strategic planning retreats.

**VIII. Budget Update**

Dr. Griffin opened the budget presentation. He advised the group that the College had achieved only part of this year’s plan. Additional decisions for this year must be made. Secondly, we had planned to take up to \$4 million from the reserve this year, as needed, but we will need that money for future years; therefore, it may not be

possible to take that much from the reserve in the current fiscal year. He noted that CCSF continues to have a structural deficit that results in pressure every year to identify new revenues and savings to make up the difference. Finally, he observed that employees haven't had COLAs for years and didn't receive step increases this year. These lacks will eventually need to be addressed, given that our workforce is making less than it once was, in real dollars. The chancellor stated that we are totally committed as a College to no layoffs of full time employees.

John Bilmont and Peter Goldstein introduced some additional budget information. The year-end close out for 2008-2009 has been positive, with the difference in actual revenues and expenditures leaving \$2 million in funds carried over as a beginning balance for 2009-2010. Reductions in expenditures and increased transfers out to other budgets brought last year in under budget. However, we have large dollar amounts associated with the childcare deficit, spending a half million dollars more than we receive.

The gap in categoricals that has to be transferred to the General Fund has now decreased from initial estimates to \$2.76 mil. for 2009-2010, since CCSF is decreasing its expenditures to be more in line with the reduced revenues coming from Sacramento. We are seeing savings in the various areas identified earlier, but not at the level that was anticipated. We are heading in the right direction, but the remaining problem is that we should have been saving \$325,000 more each month of this fiscal year than has been the case. This problem will be felt next year, when we already project a \$4.1 mil. deficit. So we need to take action now to prevent that.

Peter Goldstein reported that the lottery money is now received in restricted and unrestricted portions and passed out a spreadsheet to show the new configuration and how it impacts the General Fund differently.

Chancellor Griffin said CCSF needed to be concerned about the budgets for future years. He laid out a series of concerns, strategies, and key points: (1) In terms of programs, there is about a \$2 million loss in some of the academic programs that are not sufficiently compensated by the state. Three or four academic programs meet that description. (2) An administrative reorganization will save about \$1 million a year. (3) ITS is going to be reorganized under a chief technology officer. Today we are spending much more on technology than before but we have about 74 individuals in ITS, which is more than other colleges our size, and we will need to reduce that number. (4) In terms of grants, we need to increase our use of alternative funding in order to replace categoricals, moving 25-30 positions, faculty and classified, onto grants. That is an alternative to layoffs. This may affect some departments more than others because certain types of programs are more likely to attract grants. (5) We are also working on revenues for general overhead relating to grants and we can increase our recuperation of those indirect costs. (6) We can increase the number of international students to generate more funding, from the current \$5 mil. to \$7.5- 8 mil. (7) We need to review our reassigned time and extra pay for faculty to see where we can decrease that or postpone it temporarily. (8) Tenure review is perhaps overly intensive and expensive in some cases, given what we really need for people who often have worked for the District for many years as part-time faculty.

Chancellor Griffin observed that we may not be able to close all our gaps this year, but we can come close. One thing we may also look at is closing the Pierre Coste Dining Room program. In addition, we need to get on the November 2010 ballot for a parcel tax. If we can implement ideas such as these, we will go a long way towards addressing our structural deficit.

## **IX. Other Business**

Attila Gabor noted that 72 hours' notice of the PBC agenda and associated documents should be provided under the new District Sunshine Policy. Dr. Griffin replied that we need to discuss who will provide for that greater degree of advance notice. The next meetings of the PBC are 10/20, 11/3, 11/16, 12/1 and 12/7.

Respectfully submitted,

Susan Lopez