

Draft Minutes
CCSF Planning and Budgeting Council (PBC)
October 14, 2008
Conlan Hall, Rm. 200
2:30 PM

Present: Peter Goldstein, Don Q. Griffin (Chair), Marc Kitchel, Susan Lopez, Madeline Mueller, Alice Murillo, Stephanie Nuttman, Dennis Piontkowski, Fred Teti, David Yee, Carlota del Portillo,
Resource: John Bilmont, Bob Gabriner
Guests: Ric Jazaie

1. Minutes

The minutes of 9/3/08 were approved as reported.

2. Faculty Position Allocation Committee (FPAC)

31 positions that were requested were recommended by FPAC for approval; 2 were not. Those not recommended were from Transitional Studies and Student Health Services, who were advised instead to consider consolidations in order to create the positions that they had requested. A Physics Department position which had also previously recommended by FPAC will be added to the FPAC list. There may be a couple more from other departments coming forth for approval later. The original 31 FPAC recommendations, plus the 1 additional position previously recommended by FPAC for Physics, were confirmed by the Council.

3. Vision and Mission Survey

The revised Vision and Mission Survey was circulated and was approved for use. Faculty, administrators, classified staff and students will be surveyed to see what changes they may desire to see in the Vision and Mission Statements of the College. This is a preliminary step in the strategic planning process, as CCSF will be starting that process in 2009, in order to create a new College Strategic Plan.

4. End-of-Year Performance Assessment

The End-of-Year Performance Assessment was reviewed by the Council. This year is the first time that the Annual Plan and division plans have been directly assessed through their own, direct assessment instruments. Those results were published in the form of the End-of-Year Performance Assessment. The Office of Planning will make a few corrections. Piontkowski, Mueller, Del Portillo and the Chancellor recommended a few changes. The End-of-Year Performance Assessment was approved with the understanding that those corrections will be made in final version.

5. CCSF Budget Status Report

Vice Chancellor Peter Goldstein reported on the Final District Budget. The final budget, going to the Board in October, is intended to maintain the College's core functions. It allows the College to continue to protect the fall and spring semester offerings, and reduces consulting. It does not require any layoffs and reduces the level of increases in health insurance premiums for employees.

Enrollment is strong and general apportionment revenues are estimated in 2008-09 to be about \$8 million higher in 2008-09 than was originally estimated in the Preliminary Budget because of increases during 2007-08. Those also increased our base for this year. Although enrollment is strong currently, the College

does not expect to earn enrollment growth funding during 2008-09. The CCSF strategy will be instead to earn enrollment growth dollars in both 2009-10 and 2010-11 by counting enrollment from the 2009 summer semester as a part of 2009-2010. In addition to earning growth funding in 2007-08, CCSF also cut consulting costs and started this year with about \$300K more than anticipated.

Mid-year cuts are a major concern for the entire community college system, but CCSF has set some money aside for those, including \$1.9 mil. received as property tax backfill. That item is being backed out of revenues so that we can treat it as a set-aside against the likelihood of January cuts made by the Governor. We are also treating \$750K in a prior year apportionment correction as if we will not receive it. Only \$1.1 mil is expected as a COLA, almost \$6 million less than originally anticipated. The estimated deficit coefficient has been revised to ½ of 1%. After all of these adjustments, our total revenues will still be about \$1.4 mil. more than anticipated, even without having to transfer money in from the Board-designated reserve or from the surpluses in contract education and certain other funds. We will still transfer \$½ million in from the surpluses, but that is an amount that we expect to be able to transfer in on a yearly basis and does not represent dipping into savings. (It had originally been planned to transfer in \$2 mil. from the reserve and \$1.4 mil. from fund surpluses to supplement our revenues.) The total revenues as they appear in the Budget include not only apportionment but transfers in, COLA, and many other sources of revenue, some of which have been reduced.

The group also looked at the effect of this year's budget on the overall CCSF fund balance. There are several million dollars that we carry on from year to year in the form of designated and reserved amounts--normal for a large district. In addition to those, CCSF started this year with an undesignated, unreserved "cushion" of about \$3 million, but we used almost \$3 million more than we took in as revenues. So we are left with only about \$100K of our spendable beginning balance. However, reserved and designated amounts change during the year. This year, those amounts went down about \$800K compared to last year because of decreases in prepaid rents and accounts payable amounts. So, even though we only will have about \$147K left of our beginning cushion, we will have about another \$800K of the millions that we carry on from year to year that we will also be able to access in Fiscal Year 2009-2010. That amount will become part of our unreserved, undesignated beginning balance. We currently project that we will start next year with \$963,107, about \$2 million less of a unreserved, undesignated beginning balance than we did this year. While that decrease is not desirable, it is preferable to using the reserve this year, as originally planned. If we get lucky in generating more revenues or have some luck in reducing expenditures, we might do better than we have projected. In that case, we would have more of a cushion to start with in 2009-10. Even with such a cushion, there is the possibility that we may need to use some of our Board-designated reserve in 2009-2010.

The CCSF Final Budget is very conservative in its assumptions. It reflects \$2.8 mil. more in expenditures than in revenues, but that is largely due to the creation of set-asides for possible January cuts. After the \$2.8 is subtracted from the beginning balance, there is still a small amount (\$147K) left over, making it a balanced budget. That \$147K will be added to through changes in reserves and designations in order to start the next year with an estimated \$963K beginning balance (unreserved, undesignated).

The budget was approved with one abstention.

The next PBC meetings will be Nov. 3 and Dec. 15.