

SOLANO COMMUNITY COLLEGE  
**Financial & Budget Planning Advisory Council (FABPAC)**  
March 18, 2009 – 2:15 pm  
Board Room

**Adopted Meeting Minutes**

**PRESENT:**

Sal Alcalá	Minority Coalition
Rich Christensen	Classified Managers
Andrew Cornelius	ASSC
Richard Crapuchettes	Local 39
Jay Field	Guest-Accreditation
Dorothy Hawkes	Academic Senate
Les Hubbard	CTA
Dr. Robert Jensen	Interim Supt/President
Gail Kropp	Academic Senate
Jeff Lamb	Academic Senate
Jeff Lehfeldt	Local 39, Alt
Debbie Luttrell-Williams	CSEA
Lillian Nelson	ASSC, Alt
Barbara Pavao	Academic Senate
Dave Redfield	Ed. Administrators
Susan Rinne	Interim Dir, Fiscal Svcs
Cynthia Simon	CSEA, Alt
Robin Steinback	VP, Academic Affairs
Marge Trolinder	Classified Managers
John Urrutia	Ed. Administrators
Lisa Waits	VP, Student Services
Thom Watkins	Academic Senate
Diane White	CTA

**ABSENT:**

Mary Ellen Murphy	CSEA
Kylie Schubert	ASSC

**I. Approve March 18 Agenda:**

- Motion (Sal Alcalá), second (Lillian Nelson) to approve the agenda. Motion passed unanimously.

**II. Approve Meeting Minutes from February 25:**

- Motion (John Urrutia), second (Thom Watkins) to approve the minutes. Motion passed. Motion passed unanimously.

### **Approve Meeting Minutes from March 4:**

- Motion (Debbie Luttrell-Williams), second (Dorothy Hawkes) to approve the minutes with the following amendments by Gail Kropp:

*“p.2, bullet point # 7: Gail Kropp presented and discussed the Academic Senate statement on FABPAC ranking of budget cuts (distributed to FABPAC members by Judy Anderson on February 27, 2009) which included a guiding principle tied to the institutional values, goals, and objectives set forth in the document SCC Strategic Goals, Objectives, Measures, & Targets: AY 2006-07 through AY 2008-09, a proposed rubric for assessing budget reductions, and a provisional ranking of proposed cuts, beginning with a reduction in the District’s legal costs. Dr. Jensen said the other constituent groups need to weigh in and offer their input, too.”*

*“p.2, bullet point # 11: Dorothy Hawkes said the impact of cuts listed in the District’s Budget Reduction Matrix distributed February 11, 2009, were vague. Diane White agreed and distributed a handout from the SCC Faculty Association CTA/CCA/NEA entitled Responses to District’s Budget Reduction Proposals. The Faculty Association requests further clarification and additional evidence and analysis in the following areas: the structural deficit, impacts of proposed cuts, sources of additional revenue. The Association fully supports the Senate principle that any reductions be made as far from the classroom as possible and suggests the addition of another column in the matrix to identify the specific area of the college’s mission and goals and educational master plan which will be impacted and a brief description how. Finally, the Association noted that decisions concerning items in the District’s Budget Reduction Matrix which are subjects of mandatory bargaining under the EERA should be dealt with in negotiations.”*

*“p.3, last bullet point under item III should be omitted as it was already noted under item II, Approval of Meeting Minutes from February 25.”*

- Ms. Kropp requested that the Academic Senate statement and CTA faculty statement be included as attachments to the March 4, 2009 meeting minutes. Motion passed unanimously.

### **III. Accreditation: Response to Show Cause Report:**

- Dr. Robin Steinback gave an update on the response to the Show Cause Report. The first draft was posted on the intranet last Friday, March 13. She asked everyone to share with the working groups addressing the recommendations. She reported that a \$all message went out announcing two accreditation summits, with a joint Shared Governance and Academic Senate meeting – first one this Friday, March 20 and on Monday, March 23.
- Discussion ensued on the notification process and if this allowed for broad participation and input. If staff is unable to attend a summit, a suggestion was made to have staff email their comments to those working on the report.
- Dr. Jensen recommended an email go out to clarify matters. It’s important when having ad hoc meetings to be clear about the goals, etc. Jeff Lamb will send a \$all message. The original dates and times will stay.

#### **IV. Additional Input on Values from Groups:**

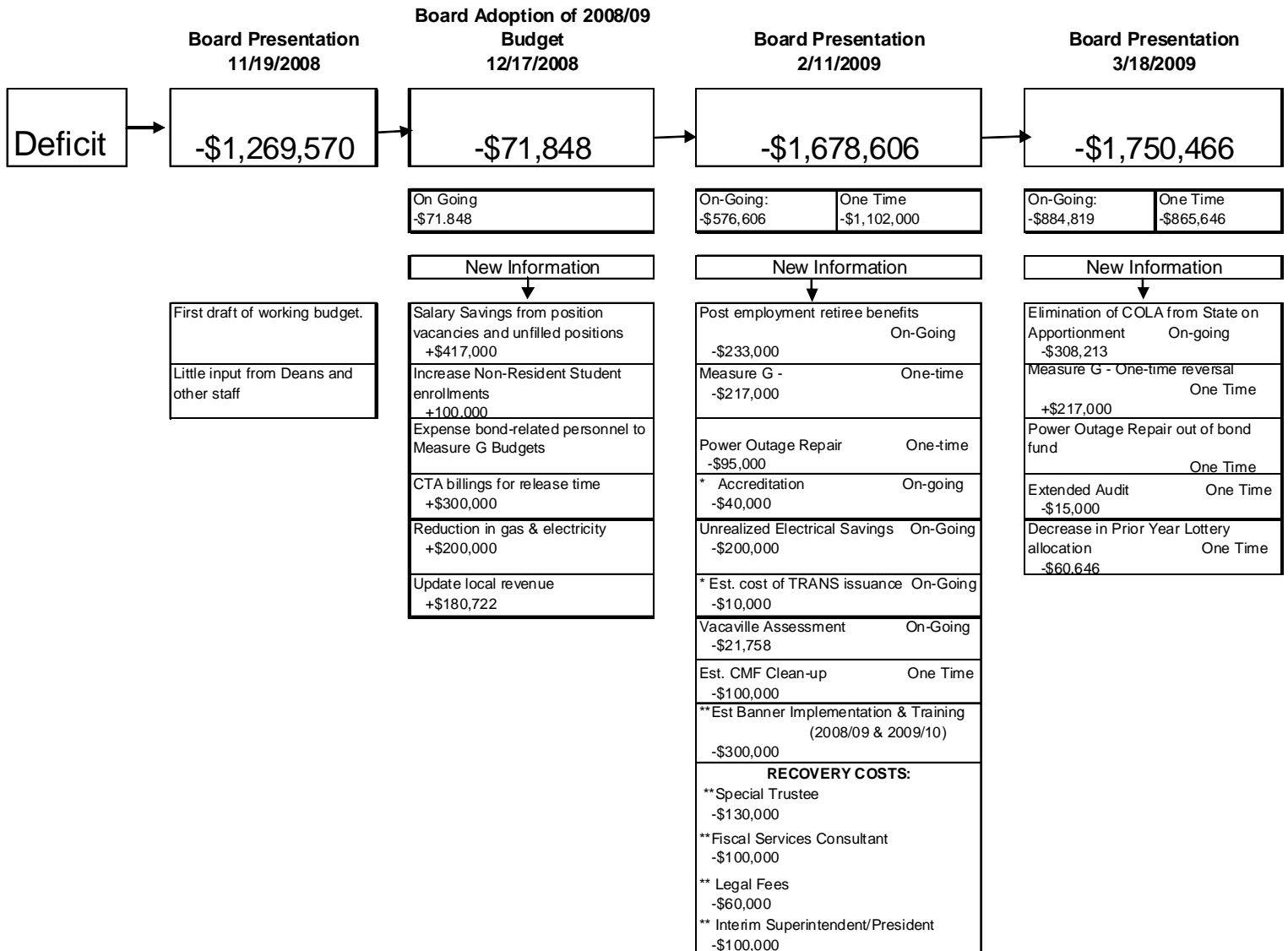
- The Chair reported this is follow-up from the last meeting where he solicited input from the other constituent groups.
- Jeff Lehfeltdt reported that with Local 39, the night-shift custodians are willing to return to the swing-shift to save the 4% shift differential costs. A side benefit of this proposal is to shut down for six hours and save on lights, pumps, chiller, heater, etc. He believes there's a cost savings to doing this.
- Cynthia Simon reported from CSEA with the following recommendations: we support keeping cuts as far away from students, keep legal fees to a minimum, hiring freeze on consultants, and CSEA is working with bare bones staffing and hopes to not have any staff cuts, so that we can help the District with enrollment growth.
- In addition, Jeff Lehfeltdt relayed to his membership to continue their professional growth opportunities, and if they're interested in taking a class, to pursue it as it will help enrollment.
- For ASSC, Lillian Nelson reported that the students were concerned on how personnel cuts can keep classes and instruction intact. It's not only faculty, but we need all staff to support instruction. Dr. Jensen said it's a good observation, and a later item on the agenda will hopefully respond to the concern.
- Dr. Jensen thought a "Cliff's Notes" of values would be good to have, so that all values are consolidated and can be viewed as a whole. He thought it could come from the Academic Senate.

#### **V. District Budget: Review the Numbers & Revenue Input Sources:**

- Dr. Jensen said he knows about all the discussions around the budget and its interface with negotiations, the distrust around it, etc. They are legitimate concerns. Everybody needs to know what is the deficit figure and what causes it to change.

- Susan Rinne distributed a handout on the 2008-09 deficit information. She explained the timeline for how and why the deficit number changed.

## 2008/09 Budget Deficit Information



\* Fiscal year amount will vary

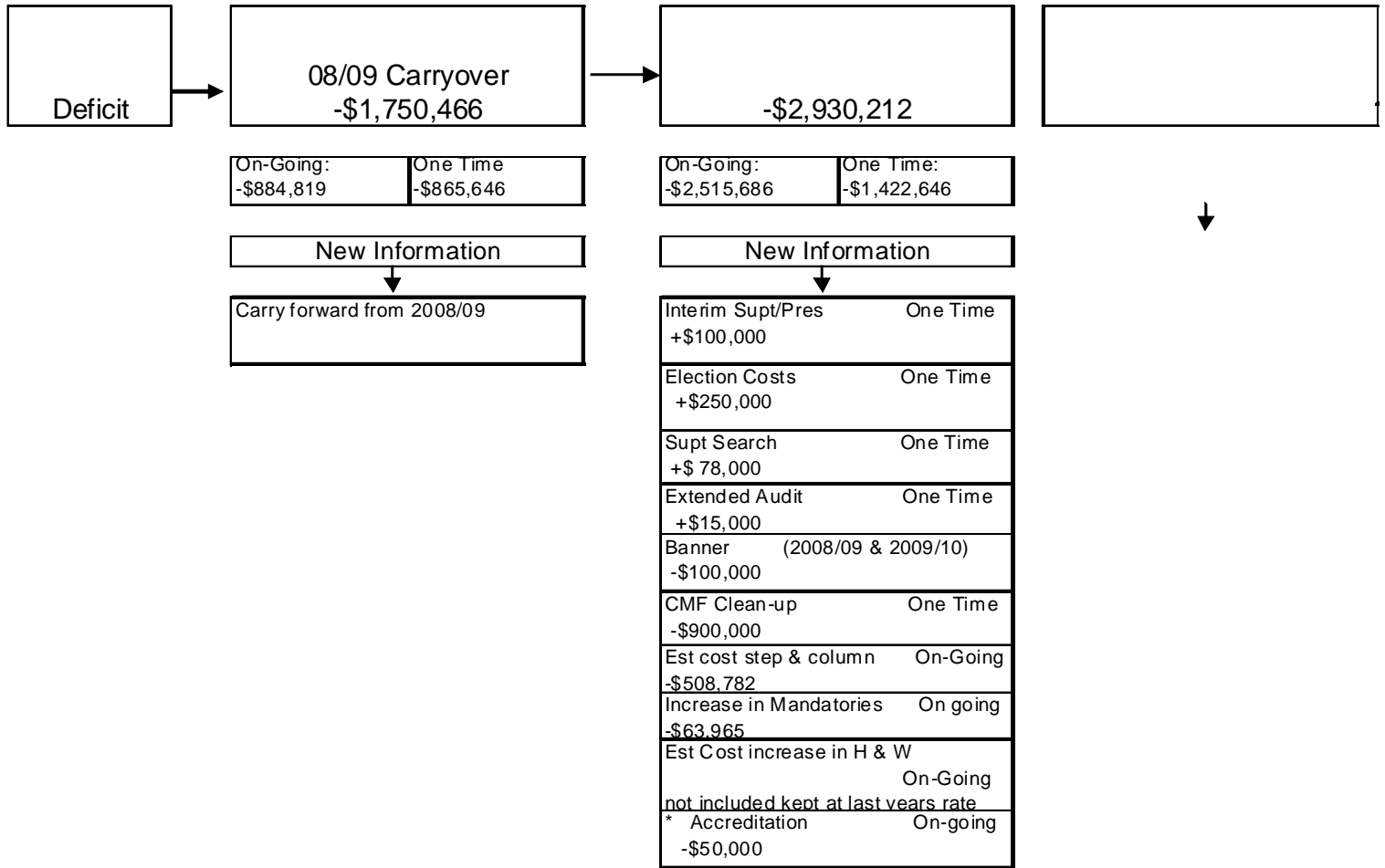
\*\* One plus year(s) depending on status of accreditation

- Ms. Rinne explained that as the budget was built and refined, the number changed as we learned of different issues and expenses.
- Cynthia Simon said that CSEA settled with the District for 3%--is it included? Susan said no, the money has not been expensed.
- Dr. Jensen stressed that we will shrink the \$1.75 million deficit for 2008-09 so that smaller number rolls over to 2009-10. It's unknown right now by how much.

- Dorothy Hawkes said the CTA release-time billing cost is incorrect. Susan replied that we booked \$300,000 and billed a little over \$400,000. It will be looked into further.
- The process to achieve center status for the Vallejo Center will continue; however, Dr. Jensen does not believe funding will be realized until 2012-13.
- Ms. Rinne continued on with explaining the 2009-10 deficit, that is carried forward from the previous year.

### 2009-10 Budget Deficit Information

#### Board Presentation 3/18/2009



- For instance, Ms. Rinne explained, the Banner ongoing cost of \$100,000 is for new versions, patches, and maintenance. Dr. Jensen said the Banner figure may end up being different, but it will be ongoing. Vice President Jay Field is determining whether Banner maintenance can be done in-house, or we get outside help or a blend of both. But the cost is here to stay. Dorothy Hawkes thought costs were already budgeted? Yes, costs are in the budget, but this is to augment what we have and the need to supplement so it works properly. VP Field clarified that current ongoing costs are for software licensing agreements only.
- Ms. Hawkes asked whether the December 17 adopted budget presumed none of the current vacant positions will be filled—is that still accurate? Dr. Jensen replied yes, the District swept all the vacancies that resulted in immediate salary savings; however, it doesn't mean the positions will remain vacant. We'll make determinations on which ones need filling and begin process of filling it internally or externally—and both have fiscal implications. The process is slow and laborious, but necessary to save people's jobs and provide opportunities. There may be some positions that will be gone—the job will still be there. This will entail reorganizing college operations.
- Jeff Lamb commented that when we fix some of the problems noted in the EdMAC Report, it should help the District lower costs and help the bottom line. Dr. Jensen commented that it's a yes and no answer—for instance, if the report said we presently have a 3% reserve and it should be at 5%, then we're taking operational dollars out and putting into the reserve. That is both a problem and correction.

#### **VI. Enrollment Plan for Summer & Fall:**

- Dr. Jensen first stated that he apologizes to VP Steinback, who has been working on the presidential search, and he didn't get the opportunity to inform her of the agenda item and to provide the information on course sections. However, he had indicated at the prior meeting that we need to "grow" our way out of this issue. We're at the last of the three-year restoration period to hit our base. And we can no longer borrow from summer to make our base.
- The college needs a robust summer (two intersessions and summer session) and an aggressive fall term. The faculty and staff need to focus on retention—it's much easier to keep the students in. He asked Dr. Lisa Waits to initiate a retention program.
- Dr. Steinback reported that she has met with the deans who have identified high-demand classes like science and key career technical courses that are revenue generators. The expanded summer term will begin on May 26 run until August flex-cal week.
- At the next meeting she will return with more data on course sections.
- The college is looking at compressed calendars, said Dr. Waits.
- Cynthia Simon asked what is our current enrollment number—the headcount? VP Waits said she can provide the figure.
- Ms. Luttrell-Williams indicated that she has many future nursing students on the wait list who are concerned about whether Solano will be open. Dr. Jensen said to write them a letter stating the college will remain open and accredited.

- Dr. Jensen reported that hopefully there will be more 2009-10 budget updates. He is looking for philosophical guidance and values our input. On the other hand, he is here to give advice, and he'll tell you if he disagrees. But ultimately, as the Supt/President, he has to make the decision.
- The Deans produced a "watch list" of programs for Dr. Jensen. A process will begin of informing staff that their program is on the list. And we're going to follow the proper process for ending a program, and the affected staff will know by November or December this year—prior to the March 15, 2010 notice deadline. The campus community will be informed when it's ready.

**VII. Future Meetings:**

- There are only three scheduled meetings left this semester. We will carry on with operations and making decisions through the summer. College operations must continue.

**VIII. Issues/Items for Next Agenda:**

- Updated draft of proposed budget reductions.
- Course retention analysis from Academic Affairs.

Meeting adjourned at 4:00 pm.

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