



Financial and Budget Planning Advisory Council (FABPAC)  
April 6, 2011 – 2:00 pm  
Student Union Conference Room, Room 1421  
Adopted Meeting Minutes

**FABPAC Members Present:**

Kevin Anderson	Minority Coalition
Philip Andreini	Ed. Administrator
Rich Augustus	Local 39
Peter Bostic	Exec. Director, Inst. Advancement
Sabrina Drake	CSEA, Alternate
Susan Foft	Director, Fiscal Services
Chris Guptill	Classified Manager
Les Hubbard	SCFA
Betsy Julian	Ed. Administrator
Yulian Ligioso	Chair
Deborah Mann	Classified Manager
Louis McDermott	Academic Senate
Jocelyn Mouton	Minority Coalition
Lillian Nelson	ASSC
Arturo Reyes	EVP, Academic & Student Affairs
Sheryl Scott	CSEA
Cynthia Simon	CSEA

**Guests:**

Jeff Lamb	Dean, Academic Success
Chris Myers	Interim Director, Research & Planning
Tracy Schneider	Student Learning Outcomes Coordinator

**Absent:**

Richard Crapuchettes	Local 39
Corey Elliott	ASSC
Tom Grube	SCFA
Mary Ann Haley	Academic Senate
Thomas Watkins	Academic Senate

**I. Approve April 6 Agenda:**

- Motion (Cynthia Simon), second (Betsy Julian) to approve agenda. Motion passed unanimously.

**II. Approve March 16 Meeting Minutes:**

- Motion (Cynthia Simon), second (Philip Andreini) to approve meeting minutes, with Ms. Simon amending minutes to reflect her comment on protecting current employees in the Bookstore. Motion passed unanimously.

### III. FABPAC Evaluation Survey:

- Chris Myers distributed a draft evaluation survey for members. The survey is a tool to assess our processes, which is an accreditation standard to meet. Similar surveys are underway with the Supt-President Cabinet, Administrative Leadership Group, and other constituent groups and standing committees. He advised members to think in terms of what questions to ask that will help the group be more efficient.
- No comments from members. Chris will send out later today.

### IV. Accreditation Self-Study, Standard III-D:

- Les Hubbard and Tracy Schneider distributed a list of questions that need FABPAC input and answers in the draft self-study report.
- The group engaged in lengthy dialogue about where and how the college has tied financial resources with institutional planning. The District can show a few areas where it largely follows the loop in the integrated planning cycle; however, it appears there are gaps to close in the *assessment* piece of the loop.
- Thorough and regular Program Review is sporadic in some sectors and comprehensive in other sectors. Various areas historically received same allocation amount as previous year and Program Review would sometimes help in adjusting expense needs up or down.
- Most of the college budget is planned and budget allocated. VP Ligioso expressed that we do tie budget to planning, much more than we realize. Eighty-five percent of the budget is comprised of salaries and benefits. Everything related to it, from position creation to job description to salary approval, goes through a cycle and vetted through campus constituencies. The institution goes through a step-by-step process – it may not be clearly documented or seen, but it exists. One member gave the example of the faculty hiring process and he reported his division has meeting minutes where data/evidence is used (program review) to support hiring faculty. It's brought forward and approved (or not) and provided budget allocation.
- Let us remind ourselves of the accreditation standards—do we meet the standard. Do the questions we ask—and answer—help us show we meet the standard.

### V. Update to 2011-12 Budget Planning:

- VP Ligioso updated the group on latest state budget news. Although it's now known the tax extension package will not be on a June ballot, the latest poll shows around a 39% voter likelihood of approving a tax package, with next opportunity being discussed is for the November ballot. With the real possibility of an all-cuts scenario materializing, the District faces a \$9.6 million budget problem—comprised of a net apportionment cut of \$6.8 million and \$2.5 million in expenditure increases.
- VP Ligioso reported the college cut 200 sections in fall and spring, and summer reduced by 25%. This is close to the 315 sections noted in the League's mid-range scenario.
- The District will set-aside \$250,000 for election costs for 2012-13, after notification from the Solano County Registrar of Voters that recent census information will require District to print ballots in two languages.
- The college's monthly "burn" rate is approximately \$4.5 million, for salaries and operational expenses, although there is good probability the college will have a positive ending balance for 2010-11.

- Discussion ensued on ways to respond: need to take action now before faculty leave in May; take action prior to registration to cut sections now before a class fills; making 4-day work week mandatory; suggested to bring summer classes back to main campus; post “disclaimer” on website that classes are subject to cancellation.
- Status of labor negotiations: on tonight’s board agenda is the SCFA’s duration reopener to its contract. Discussions with other employee groups are in progress.
- Motion (Chris Guptill), second (Betsy Julian) to advise the Superintendent-President to begin budget planning for the worst case all-cuts scenario of potentially \$9.6 million in budget cuts. Motion passed unanimously. VP Ligioso will advise Dr. Laguerre.

**VI. Responses to Campus Budget Survey:**

- Will send to membership that includes the comments/responses from the subgroup’s two meetings held on March 23 and March 30.
- Suggested to be helpful: display “\$” signs as a way to rank “budget saving value.”
- Will need to annotate many items, for complexities due to mandates, length of time to accomplish, numerous stakeholders involved.

**VII. Academic Re-Organization Update:**

- EVP Reyes reported on the academic re-org. He’s waiting for specificity on whether a Center administrator is required.
- District hopes to achieve a 3-dean salary savings. Going from nine to six deans: three deans, two executive directors, and one center dean.
- Proposed model, along with costs, being prepared to forward to Dr. Laguerre.

**VIII. Items for Next or Future FABPAC Agenda:**

- Continued 2011-12 Budget Planning

**IX. Adjournment:**

- Meeting was adjourned at 4:45 pm.

Minutes taken by Judy Anderson