



**JOINT MEETING:**  
Financial and Budget Planning Advisory Council (FABPAC)  
and Shared Governance Council (SGC)  
**August 18, 2010 – 2:00 pm**  
**Board Room**  
**Adopted Meeting Minutes**

**FABPAC Members Present:**

Philip Andreini	Ed. Administrator
Richard Crapuchettes	Local 39
Tom Grube	SCFA
Mary Ann Haley	Academic Senate
Les Hubbard	SCFA
Jeff Lamb	Academic Senate
Debbie Luttrell-Williams	CSEA
Christopher Myers	Interim Director, Research & Planning
Lillian Nelson	ASSC
Mary Lexi Parmer	ASSC
Arturo Reyes	EVP, Academic & Student Affairs
Kheck Sengmany	Minority Coalition
Cynthia Simon	CSEA
Roy Stutzman	Chair
Marge Trolinder	Classified Manager
Thomas Watkins	Academic Senate

**SGC Members Present:**

Kevin Anderson	Minority Coalition
Peter Bostic	Resource Person
David Brannen	ASSC
Zandra Gilley	Administration
John Glidden	ASSC
Tom Grube	SCFA
Jowel Laguerre	Superintendent/President
Jennifer Sandoval	ASSC
Karen Ulrich	Resource Person
Erin Vines	Administration

**I. Approve August 18 Agenda:**

- SGC: Motion (Cynthia Simon), second (Erin Vines) to approve the agenda. Motion passed unanimously.
- FABPAC: Motion (Debbie Luttrell-Williams), second (Philip Andreini) to approve the agenda. Motion passed unanimously.

**II. Approve Joint Meeting Minutes from June 16 and July 28:**

- SGC: Motion (Kevin Anderson), second (Cynthia Simon) to approve both meeting minutes. Motion passed unanimously.
- FABPAC: Motion (Thom Watkins), second (Debbie Luttrell-Williams) to approve both meeting minutes. Motion passed unanimously.

### **III. Accreditation Special Report and Self-Study:**

- Jeff Lamb provided an update on accreditation activities. He reported that drafts of responses to Recommendations 1, 6, 8 to the Special Report will be ready next week.
- Tracy Schneider is the principal writer for Recommendations 2 and 3.
- The current plan is to have a complete Self-Study document by next May, 2011.

### **IV. 2010-11 District Budgets:**

- Roy Stutzman provided a handout of last Friday's campus budget forum power point presentation with an update on the District budget and finance situation.
- He reported that due to the state budget stalemate, many districts across the state are having cash flow challenges and temporarily borrowing from counties and participating in short-term loan programs like the TRAN (Tax Revenue Anticipation Note Program). Almost on a daily basis there are news articles speculating that a budget may not be passed until after the November elections. Staff is closely scrutinizing what expenses could reasonably be delayed, while still closing last fiscal year's books, preparing for the audit visit, and developing the 2010-11 budgets based on what we currently know.
- We have sufficient cash flow through September. Conversations are ongoing on strategies to mitigate the cash flow crisis. Roy pointed out that the last few fiscal years revenue was flat, but expenses are in a vertical direction. More cuts are incurred every year and it's a difficult task to catch up and produce a balanced budget when revenue and COLA are not there.
- The District has done a commendable job on the People & Things List, in identifying and implementing expenditure reductions. Yet while savings are applied, we have increased staffing costs, i.e., upgrading the director positions at both centers to dean level, plus staffing for the new Vacaville Center.
- The People & Things List has identified about \$1.7 million in reductions and the total new expenses are about \$1.7 million. It remains to be seen whether the budget will balance because we're still working on totaling expenses. We hope to see some areas improve, for example, the board elections in November should be less than \$250,000 because all four candidates are running unopposed. We were over-cap in instruction and had to reduce sections accordingly.
- Dr. Laguerre remarked that it's important for our voices to be heard. Advocacy efforts are critical to ensure that no further cuts are suffered system-wide. He announced that a representative from State Legislator Pat Wiggins' office will be on campus next Tues, August 24 at 9:30 am to hold a forum to hear our concerns. He indicated that Scott Lay, CCLC League President, reported that \$5 million costs were incurred for the TRAN for all participating districts—think how many sections could have been taught, instead of taking out a short-term loan.
- Dr. Laguerre asked ASSC representatives if the students are interested in having a budget forum for the student body. The student reps indicated they will take it back to their next meeting for feedback.

### **V. FABPAC and District Strategic Planning:**

- Dr. Laguerre introduced Dr. Christopher Myers, the Interim Director of Research and Planning. EVP Arturo Reyes briefly explained the inter-related functions between the

SLO's/SAO's, goals & objectives, and strategic and educational master plans in the strategic planning process.

- Strategic plan doesn't specify the group responsible for overall coordination of the plan. Discussions at the S/P Cabinet meetings resulted in asking PERT (Process Evaluation Review Team) to take the lead.
- Would like to amend the Integrated Planning Process (IPP) and include participation with FABPAC/Fiscal so resources are allocated based upon plans. The purpose is to strengthen the process and have a complete cycle. It is EVP Reyes' proposal to strengthen PERT and include members from FABPAC.
- We need to close the loop by ensuring that reporting back to the Review Group takes place. Also, the Review Groups are not sharing discussions they are having regarding the proposals with the next level. Currently, proposers have to start all over the next year if the proposal wasn't approved the year before.

**VI. Job Description for Human Resources Analyst:**

- Karen Ulrich distributed for information the new job description for a Human Resources Analyst.
- This position is part of the reorganization of the Human Resources office. Ms. Ulrich will have further information at the next Shared Governance Council meeting.

**VII. International Involvement - Mission:**

- Dr. Laguerre shared with the group that he'd like to see the District strengthen its involvement with international students. In terms of financial advantages for an international student, it costs about \$6210 year to attend SCC while costing \$18,000 year for the UC system. The cost per student is \$4500 per FTE. The benefits: 1) monetary savings for the student, 2) brings richness to our campus community that's priceless, 3) brings diversity, 4) many international students want to be "near" their local community.
- The college recently hosted a group of students from Akashi, Japan, with ASSC student ambassadors giving a campus tour and hosting lunch.
- There is an MOU on the Board agenda tonight with Haiti Tec. Dr. Laguerre commented that Haiti Tec has a governing board (but not elected), similar type of curriculum. The notable differences are that most general education courses are already completed in high school, more corporate support, and the institution knows where the students are placed (employed).
- Concerns were noted that we do not displace or under-serve local students.

**VIII. Honorary Degrees – Policy Implementation:**

- This will begin in spring, 2011 to recognize individuals with honorary degrees from our college that warrant the merit and acknowledgment.

**IX. Adjournment:**

- Meeting was adjourned at 4:00 pm.

Minutes taken by Judy Anderson