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**Shared Governance Council**

**SPECIAL MEETING**

**April 23, 2014**

**Minutes**

**Present**

Susanna Gunther, Kevin Anderson, Debbie Luttrell-Williams, George Olgin, Jeff Lehfeldt, Richard Crapuchettes, Maire Morinec, Robin Darcangelo, Diane White, Yulian Ligioso, Patrick Killingsworth

**Absent:**

James DeKloe, Karen McCord, Gabriel Johnson, Kyle Todd

**Call to Order**

The meeting was called to order at 2:12 p.m. by Chair, Interim Vice President Diane White.

**Approval of Agenda**

It was moved by Robin Darcangelo and seconded by Susanna Gunther to approve the agenda as presented.

The motion passed unanimously.

**Public Comments**

None

**Budget**

Vice President Yulian Ligioso reviewed with the Council the 2013/14 budget and the development of the 2014-15 budget:

May 9 Governor’s Revise

May 14 May revise details and budget discussion at State level

May 21 Tentative budget recommendation at State level

June 4 Governing Board’s first reading of the 2014/15 tentative budget for SCC

June 18 Governing Board’s acceptance of the 2014/15 tentative budget for SCC

Vice President Ligioso reviewed the 5 year revenue-expenditure assumptions for 2014-15 through 2018-19:

There was a question regarding if it would be possible to lower the college reserve in order to help with the shortfall that the college is facing. Vice President Ligioso explained the importance of keeping the reserve at a healthy level, and that there could be adverse effects for the college if the reserve falls below 5 percent (affects credit rating, etc.).

Peter Cammish reviewed enrollments and fill rates for 2013-14 and shared that there will be a need to borrow from summer. Even with this, it may not be possible to reach 8,500 FTES.

There was discussion regarding increased marketing efforts. Chair, Interim Vice President White suggested that in addition to global targets, departmental targets should be set based on current year and previous two years, so that fill rates are consistently maximized.

Dean Morinec added that it is not just a matter of getting students, but keeping them enrolled until the end of the term. It is important that we let students know that we want them here every day and that their success is important to us.

Susanna Gunther asked if the college had a business plan regarding the International Student program and if the college is generating revenue from this program. Vice President Ligioso will check into this and report back.

Vice President Ligioso proposed having a special meeting on May 21, to review the budget before it is presented to the Governing Board on June 4, 2014. As June 4 is the date for graduation, it was decided to poll the members by email to determine what date would be best in May for the Council to meet for the special meeting (either May 22 or 28).

**Adjournment**

It was moved by Maire Morinec and seconded by Debbie Luttrell-Williams to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 4:06 p.m.

Respectfully submitted by Laurie Gorman

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