

SOLANO COMMUNITY COLLEGE
Financial & Budget Planning Advisory Council (FABPAC)
February 4 – 2:00 pm
Board Room

Adopted Meeting Minutes

PRESENT:

Sal Alcalá	Minority Coalition
Rich Christensen	Classified Managers
Andrew Cornelius	ASSC
Richard Crapuchettes	Local 39
Dorothy Hawkes	Academic Senate
Les Hubbard	CTA
Jeff Lamb	Academic Senate
Jeff Lehfeltdt	Local 39
Debbie Luttrell-Williams	CSEA
Don Mourton	Interim VP, Student Services
Barbara Pavao	Academic Senate
Dave Redfield	Ed. Administrators
Susan Rinne	Interim Director, Fiscal Services
Cynthia Simon	CSEA, Alt
Lisa Waits	Interim Supt/President
Thom Watkins	Academic Senate

ABSENT:

Mary Ellen Murphy	CSEA
Lillian Nelson	ASSC, alt
Michael Nelson	ASSC
Larry Nikkel	Local 39
Robin Steinback	VP, Academic Affairs
John Urrutia	Ed. Administrators
Diane White	CTA

The meeting was chaired by Rich Christensen, Director, Human Resources.

I. Approve February 4 Agenda:

- Motion (Thom Watkins), second (Debbie Luttrell-Williams) to approve the agenda. Motion passed unanimously.

II. Approve Meeting Minutes from December 3, 2008:

- Motion (Debbie Luttrell-Williams), second (Jeff Lehfeltdt) to approve the minutes with the following amendment: *Cynthia Simon commented that she hopes unions are involved if there are layoffs.* Motion passed unanimously.

III. EdMAC Report Recommendations:

- Rich Christensen announced that a meeting was held earlier today with newspaper publishers and other media to help build press relations and inform them on the EdMAC Report and accreditation issues. Just prior to the FABPAC meeting, the District learned it's been placed on "show cause" status with the ACCJC. A Special Report is due April 1 which must show concrete evidence that Solano is correcting and/or progressing on the recommendations. Rich reported that the recovery plan is being worked on and the recovery matrix is continually updated.
- Susan Rinne reported that, as of January 9, all financial reports noted as delinquent on Page 35 of the EdMAC Report are now filed with the State.
- She also announced that the CCFS-311 2nd Quarter Report is going to the Board at tonight's meeting—ahead of its February 15 deadline. We are early!
- Don Mourton referred to Page 36 - #6, the District has finished its P-1 Report. Projected FTES is same as last year. The challenge is declining enrollment, we're already in restoration, and we need to get to 9185 FTES. Fall 2008 is less than Fall 2007, and most districts are reporting increased enrollment. The District projected this spring will be better than last spring. The P-2 Report is due soon. We will need a really good summer if we don't reach the numbers.
- Debbie Luttrell-Williams commented that many full classes were canceled on the first day. When and how do we determine when a class should be canceled when they start out full, when growing FTES and revenue is crucial.
- Dr. Mourton said the inability to extract data out of Banner is a big problem, as accurate and pure documentation is so important. We're doing pretty good in spite of the struggles, however.
- Ms. Rinne noted that Vallejo Center has a good chance of reaching 1000 FTES which enables the District to receive the \$1 million apportionment.
- Dr. Mourton added that enrollment management and class sizes are all issues that need re-evaluation.
- Dr. Christensen reported that at 5 pm today the Board will interview a potential new Interim Supt/President. The new S/P will be here between four to six months and hard decisions will be made. He reported that Dr. Pamela Fisher with ACCT, the search firm, said there are some credible applicants.
- Rich made an analogy that currently the District is like a tree that's grown for years, and in order for it to get healthy again, pruning & fertilizing has to be done. Everything will be on the table and nothing will go unanalyzed. Tom Henry is focused on saving the college, and all of us have to show a positive, unified, and constructive front.
- Dorothy Hawkes said that she's willing and ready to work but wants to be invited to the table. Do not put on appearances and do not tell us how to behave.
- Barbara Pavao asked about the recovery matrix—she said only some have seen it. She knows "zero" about it and what it's about. Tom Henry has been here for several weeks now.
- Don Mourton indicated that matrix discussions started in Executive Council. It was created by Tom Henry, who brought it to EC. He indicated he will take the concerns expressed to Mr. Henry.

- Jeff Lehfeldt said that he's taken what he has seen thus far to his unit, Local 39. In his work experience, he has worked at places where the shop is simply shut down.
- Barbara Pavao wants to have the word "let's" emphasized. Dr. Mourton said what we have is a failure of leadership and staff suffers for it. On top of that, the cure will be on staff's backs when it's not their fault.
- Debbie Luttrell-Williams said she has worked on many committees and sometimes has seen its work go nowhere.
- Rich said he's committed to working hard to move the college forward.
- Sal Alcala commented that Dorothy Hawkes has been at Solano a long time, and he knows she has made numerous appeals at FABPAC and Shared Governance for transparency and collegiality.

IV. District 2009-10 Budget Update:

- Susan Rinne reported that she attended the January 15 budget workshop in Sacramento. The current proposal from the governor has no mid-year cuts for 2008-09, considering we're more than 50% into the year. Rather, the State proposes cash deferrals. The District receives an average of \$3 million monthly. The State proposes to cut in half the January, February, and March apportionments. In April, May and June we will receive the rest. The State plans to defer \$230 million to June and \$200 million to October. They want us to reduce spending.
- Ms. Rinne said that positive cash flow should last until June. Tom Henry recommends a TRAN (Tax Revenue Anticipation Note) where we borrow to get us through and repay when revenue is received.
- She indicated the District Board passed a resolution a few months ago to allow us to draw an advance on our property taxes from the County Auditor/Treasurer. This has assisted the district with cash flow for the current year.
- She also announced that she and Dr. Waits will start budget workshops soon with the Division Deans.
- Dr. Mourton said that all colleges are trying to preserve cash: at least two months' payroll and two months' vendor warrants.
- Jeff Lehfeldt asked how much is it: payroll is about \$6 million and vendor warrants are \$1.2 million.

V. Institutional Planning: Strategic Plan Priorities & Rankings:

- Dr. Christensen said that this topic will defer to the next meeting due to Dr. Waits being unavailable for this meeting. He announced that the District should have a new Interim Supt/President by March 1.

VI. Faculty/Staff Development Funds:

- Susan Rinne distributed handouts showing a recap of the last four budget years on revenue, expenditure, and carryover of the faculty/staff development funds.
- Cynthia Simon would like the committee to reconvene.
- Rich believed the money was distributed in 2006-07 in accordance with FABPAC's recommendation to split it by proportional percentage of constituent groups, but it wasn't expended. He thought the certificated allotment went to the Academic Senate budget. Barbara Pavao replied that authority to spend was never given.

- Rich will reconvene the committee to create a spending plan. It was decided that Thom Watkins will locate an Academic Senate rep, Rich Crapuchettes will get a rep from Local 39, and Cynthia Simon for CSEA.

VII. Equipment Repair & Replacement Process Subcommittee Update:

- Susan Rinne will record the notes taken from the last subcommittee meeting and bring an update to the next meeting.
- Jeff Lehfeltdt asked if we know how we'll pay for the recent electrical repairs from the campus power outage. Rich replied that staff is looking into whether Keenan or Measure G funds may be used. He noted that it was a real team effort and commended everyone who worked hard to repair and restore power just hours before the start of classes.

At this time Dr. Lisa Waits and Jeff Lamb arrived.

- Dr. Waits stated that we have a strategic plan for institutional priorities, and we need to follow it—put it into practice—and this must be done within the next two months.
- She indicated that FABPAC probably needs to meet with more frequency.
- Shared Governance will rank the proposals and forward to FABPAC.
- Jeff Lamb added that our process was completely vetted, many people worked hard on it, and we all need to embrace the process.

VIII. Issues/Items for the Next Agenda:

- Report from the subcommittee on Equipment Repair & Replacement Process.

Meeting adjourned at 3:27 pm.

jka