

SOLANO COMMUNITY COLLEGE  
Financial & Budget Planning Advisory Council (FABPAC)  
February 18 – 2:00 pm  
Board Room

Adopted Meeting Minutes

**PRESENT:**

Sal Alcalá	Minority Coalition
Ross Beck	Guest
Rich Christensen	Classified Managers
Andrew Cornelius	ASSC
Richard Crapuchettes	Local 39
Jay Field	Guest
Dorothy Hawkes	Academic Senate
Les Hubbard	CTA
Jeff Lamb	Academic Senate
Debbie Luttrell-Williams	CSEA
Don Mourton	Interim VP, Student Services
Mary Ellen Murphy	CSEA
Lillian Nelson	ASSC, alt
Dave Redfield	Ed. Administrators
Susan Rinne	Interim Director, Fiscal Services
Kylie Schubert	ASSC
Cynthia Simon	CSEA, Alt
Robin Steinback	VP, Academic Affairs
John Urrutia	Ed. Administrators
Lisa Waits	Interim Supt/President

**ABSENT:**

Jeff Lehfeltdt	Local 39, alt
Larry Nikkel	Local 39
Barbara Pavao	Academic Senate
Thom Watkins	Academic Senate
Diane White	CTA

**I. Approve February 18 Agenda:**

- Motion (Dave Redfield), second (Mary Ellen Murphy) to approve the agenda. Motion passed unanimously.

**II. Approve Meeting Minutes from February 2:**

- Motion (Dorothy Hawkes), second (Dave Redfield) to approve the minutes of February 2. Motion passed unanimously.

### III. EdMAC Report Recommendations:

- She reported that EdMAC Report recommendations are being worked on, in addition to the Accreditation Special Report due April 1.

### IV. District 2009-10 Budget Update:

- Dr. Waits reported that she made a power point presentation to the Board at its December 17, 2008 meeting and at its February 11, 2009 meeting on the status of the budget and proposed reductions. She distributed both presentations via email to the campus community. Dr. Waits presented a combined power point presentation.
- The Chair went over the components of the current structural deficit—the expenditure assumptions that were in the adopted budget of December 17 and the latest update from the February 11 board meeting.
- Dr. Waits reported that in addition to the \$71,848 deficit presented at the December 17 meeting, the District has the following deficit components:
  - \$233,000 – from the Retiree Actuarial Study to address Accreditation Rec. #7. This will become an ongoing cost.
  - \$217,000 – Measure G one-time expense (known at this time), 2008-09.
  - \$1 million – CMF clean-up, spread over 2008-09 & 2009-10.
  - \$60,000 – Anticipated litigation legal fees, 2008-09.
  - \$25,000 – City of Vacaville assessed development fees, ongoing,
    - \$ 3,000, One-time
    - \$25,000, 2008-09
    - \$25,000, 2009-10
  - \$200,000 – Electrical savings not realized this year, 2008-09
  - \$60,000 – Lottery funds, one-time, from prior year, 2008-09
  - \$10,000 – Cost to issue TRAN (Tax Revenue Anticipation Note), 2008-09.
  - \$940,000 – Recovery costs (Special Trustee, Fiscal Services Consultant, Interim Supt/President, finish Banner training, Accreditation)
    - 120,000 Special Trustee (2008-09, 3 days/week)
    - 100,000 Fiscal Services Consultant (2008-09)
    - 100,000 Interim S/P (1/2 year)
    - 500,000 Banner (\$300K/08-09), (\$200K/09-10)
    - 120,000 Accreditation, ongoing (\$200K/08-09) (\$60K/09-10)
  - \$60,000 – Legal fees for potential personnel actions, one-time (2008-09)
  - Potential employee compensation options (CTA, ALG, CSEA)
    - 0% - 2007-08 & 2008-09
    - TBD One-time, off-salary schedule
    - 1% - approx. \$550,000
    - 2% - approx. \$1.1 million
    - 3% - approx. \$1.6 million
- She announced that bond counsel determined that the power outage cable replacement costs of \$95,000 can be expensed to Measure G funds.
- Dorothy Hawkes asked about Banner costs. Jay Field replied that we currently have about \$250,000 annual licensing fees. The one-time recovery costs are implementation expenses that are still occurring.

- The Chair added that the District must maintain cash flow—the State Chancellor's Office recommended two months of payroll and vendor warrants at Solano--\$6 million and \$500,000 respectively. Dorothy said that before the figures were lower. Susan Rinne replied that with only a few months of the fiscal year remaining, the amount needed will decrease as we have decreased and/or frozen spending. Also, variables such as reaching the 9182 FTES target will force making budget adjustments.
- Don Mourton said that this District historically uses a 1.97 multiplier in calculating its projections. We historically estimate that spring will be lower than fall, and it bears true. He said that many colleges are reporting increased FTES. The college will be rolling back 249 FTES for summer 2009.
- Dr. Waits distributed the latest budget variance budget. Executive Council used the report to prepare the proposed budget reductions.
- Discussion followed on several line items such as:
  - The 4000 accounts – supplies
  - 1120 sabbaticals – represents the four instructor replacements
  - 1340 cost for substitutes – Mary Ellen Murphy asked whether the account can be accidentally charged twice. Susan Rinne answered no, Banner will only let it hit once as an expense.
- The Chair stated that FABPAC needs to accomplish two things: 1) need its input on the budget figures and the reduction proposals, and 2) move the Strategic Plan proposals along before the Special Accreditation Report is written.
- A question was asked about the Account 2110 line item. The line item was split into its proper line items: managers, supervisors, and confidentials.
- Line item 5710 – attorney fees: Dr. Waits said the District will contain the expenses to this account to its budget amount.
- Cynthia Simon note that line items 2121 & 2131 are running the same. Rich Christensen speculated that it may be overtime costs. Susan said that there were Banner crosswalk issues and it will get scrubbed and expensed properly. She also noted there was a difference in expensing for 10 and 12 month employees in the QSS and Banner systems.
- Dr. Waits asked that additional budget questions get emailed to Judy Anderson, and FABPAC can be informed collectively.
- Debbie Luttrell-Williams commented that staff is drawing their own conclusions on the proposed budget reductions. Jeff Lamb asked how the District will ease staff's concerns and will it have an "over-arching view" in the way it carries out the reductions. Dr. Waits answered that Executive Council, along with Special Trustee Tom Henry, looked at open positions (no names or bodies) and where can we reduce equitably. It's now up to the Board on where we go from here. The District will have to put into practice tying the planning process and the budget together. Jeff said we should go back to the Educational Master Plan, Strategic Goals, and other District-wide plans; however, eventually, we'll have to look at positions and dollars.
- Mary Ellen Murphy made the comment that maybe this is the time to revisit how we got Vice Presidents, Deans, and other managers. Jeff said we cannot look at personalities or based decisions on perceptions.
- Dr. Waits said that it's widely known there's a leadership crisis in the State. It's very difficult to attract and keep CEO's and other managers. Solano has the added challenge of compensation issues.

- Rich Christensen said that proposed reductions were made so that it was shared equally—they tried to be as fair as humanly possible but this has caused a lot of anxiety; however, this is not the final product. Staff should not conjecture because it's the first blush.
- Ross Beck asked what happens now with the March 15 notice deadline just ahead. Susan Rinne replied that March 15 is the mandated deadline, even with a planned reorganization. Rich said the March 15 is the statutory deadline and deals with all certificated positions. Classified staff has a different timeline. He added that Tom Henry wants to minimize anxiety so as to not further erode morale.

**V. Institutional Planning: Strategic Plan Priorities & Rankings:**

- Dr. Waits suggested a joint meeting with Shared Governance due to the amount of work and very short timeline to address issues.
- Debbie asked what was the correct cost of board elections? The correct cost is \$250,000—there was a zero missing.
- Sal Alcala wanted to echo Jeff Lamb's comments that he agrees with the idea of tying things to the Strategic Plan and over-arching philosophy of the college. We need to refer to the documents created by the campus community when making fiscal decisions.
- The Chair reported that at tonight's board meeting, the hiring of a bond accountant is on the agenda and is one of EdMAC's recommendations.
- Ms. Murphy made the comment that she had hoped for more in-depth self-study of the institution as a whole and this would be a good opportunity to restructure the college because she believes parity doesn't exist in regards to workload. For example, one office may be fully staffed and another with not enough employees.
- Dr. Waits indicated that Agenda Item V, Institutional Planning Priorities, will be the focus at the next meeting due to time constraints. She reported that Shared Governance ranked the proposals. Because it appears that no new monies will be available, the District may reallocate resources if the determination is made that one of the proposals should get funded now.
- Jeff Lamb sees FABPAC being more involved; however, Gail Kropp informed him that FABPAC has prioritized and made decisions in the past—it's not entirely new.
- Lisa Waits said that unfortunately, the Title 3 Grant had to be withdrawn, even though it ranked first. This is because the federal government will not consider new grantees for this cycle.
- Dorothy Hawkes would like to see the dollar amounts on the ranked proposal summary sheet.
- Ms. Kropp made a request to start the meetings at 2:15 pm due to her class. It was agreed by consensus to begin at 2:15 pm henceforth.
- All information about the Strategic Plan and proposals can be found on the Intranet, but we will email to FABPAC everything Shared Governance received, including the criteria sheet, etc.
- Dr. Waits said at next Wednesday's meeting, we will rank the proposals and go over the proposed budget reductions. Richard Crapuchettes requested a list of the vacant positions and coordinator positions.

**VI. Equipment Repair & Replacement Process Subcommittee Update:**

- Tabled to next meeting.

**VII. Issues/Items for the Next Agenda:**

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

Meeting adjourned at 3:27 pm.

jka

