

SOLANO COMMUNITY COLLEGE
Financial & Budget Planning Advisory Council (FABPAC)
February 25, 2009 – 2:15 pm
Room 812

Adopted Meeting Minutes

PRESENT:

Sal Alcala	Minority Coalition
Phil Andreini	Guest
Ross Beck	Guest
Andrew Cornelius	ASSC
Richard Crapuchettes	Local 39
Jay Field	Guest
Dorothy Hawkes	Academic Senate
Les Hubbard	CTA
Gail Kropp	Academic Senate
Jeff Lamb	Academic Senate
Jeff Lehfeldt	Local 39, alt
Renee Moore	Academic Senate, alt
Don Mourton	Interim VP, Student Services
Lillian Nelson	ASSC, alt
Dave Redfield	Ed. Administrators
Susan Rinne	Interim Director, Fiscal Services
Cynthia Simon	CSEA, Alt
Robin Steinback	VP, Academic Affairs
John Urrutia	Ed. Administrators
Lisa Waits	Interim Supt/President
Thom Watkins	Academic Senate
Diane White	CTA

ABSENT:

Rich Christensen	Classified Managers
Debbie Luttrell-Williams	CSEA
Mary Ellen Murphy	CSEA
Larry Nikkel	Local 39
Barbara Pavao	Academic Senate
Kylie Schubert	ASSC

I. Approve February 25 Agenda:

- Motion (Thom Watkins), second (Dave Redfield) to approve the agenda. Motion passed unanimously.

II. Approve Meeting Minutes from February 18:

- Motion (Richard Crapuchettes), second (Susan Rinne) to approve the minutes of February 18 with the following amendment: *Gail Kropp and Marge Trolinder arrived late and were inadvertently left off the attendance roster.* Motion passed unanimously.

III. Institutional Planning: Strategic Plan Priorities & Rankings from Share Governance Council:

- Dr. Waits reported that Special Trustee Tom Henry, Reagan Romali, and Susan Rinne have discussed the 2009-10 budget development. Ms. Romali is VP of Business Services from Riverside Community College and is assisting the college with fiscal issues and the budget planning process. The college is a little behind on where we should be in the 2009-10 budget process; Reagan will help us catch up. It may involve extra meetings of FABPAC.
- This is the first attempt with the new strategic plan proposal process and linking that planning with budget. There is a summary sheet with each proposal and the fiscal impact information so members can see at-a-glance.
- The Chair informed the committee that Proposal No. 1-Revised Student Services Support-Title III Grant was withdrawn after receiving notice the Federal grant is not currently open to new grantees. However, it's a good idea, it's on record that it has support, and the District could go forward when it's open again.
- Lillian Nelson added that Enrollment Management subcommittee felt it was good to have all the data assembled so the District will be ready. Don Mourton made the comment that he's a little reluctant to grant release time to counselors who don't have it, to work on it when it's not likely the funds will be available. He doesn't want to be an obstacle, he just wants that understood.
- Dorothy Hawkes asked to review the process chart. She recounted the past process where it was a collaboration between Academic Affairs and Student Services, then Business Services and Human Resources put forward its proposals. She asked how does the faculty submit proposals? Is this a different process? The divisions are missing. Dr. Waits indicated that a group (Tracy Schneider, Rob Simas, Robin Steinback, and Jeff Lamb) went to the Accrediting Institute, and in dialoging with other colleagues, they streamlined the flow chart. Jeff said it'll be a continually evolving endeavor. The strategic proposals were generated from campus-wide goals, discussed and went through an evaluative mechanism.
- Dorothy Hawkes noted that being informed is different than having buy-in on the process. How does maintenance fit in? It would be under the Facilities Plan.
- The Process Evaluation Review Team (PERT) group (Dave Redfield, Ruth Fuller, Jeff Lamb, Tracy Schneider, Rob Simas) has been meeting to try and meld the process together. Jeff pointed out that proposals are either strategic or operational, and that there's a connection between the Plans and District Committees that "oversee" the Plans and the Review Groups. Both strategic and operational can be reviewed in a similar way. Ninety percent of proposals are operational in nature.
- Jeff gave another example where the Enrollment Plan is produced by Enrollment Management and connected to Direction #2.
- Dorothy said that the college has so many needs—why are we looking at new proposals. Dr. Waits said the same conversation took place at Shared Governance—part of this difficulty is because it's new.

- Dr. Waits said we need to go through this process for 2009-10—this is the strategic part of the entire budget process. Gail Kropp said that what may be confusing is that one of the proposals that came up would typically come through the Three-Year Plan, like faculty positions.
- Shared Governance is the “value” group, and FABPAC is the “fiscal” group.
- Jeff said an issue to be resolved is to know how much money is available so FABPAC knows what proposals can be recommended for funding. This group needs a clear idea of where and what the pots are. And even if there’s no funding, there’s still value in prioritizing.
- Dr. Waits reported that the District has close to a \$1.5 million structural budget deficit. There are cuts to make; however, we feel these are good proposals and will greatly benefit students that we’ll make recommendations to the S/P, as an example, that will result in a deficit totaling \$1.6 million. We recommend funding \$100,000 and adding this amount to the deficit because it’s important for student success.
- Thom Watkins said he’s concerned whether the extra \$100,000 for a new proposal is worth funding if it results in cutting another area. That should be discussed, too.
- Robin Steinback commented the VTEA Plan, although primarily vocational, ties in with the strategic plan because it affects the entire campus and it should be forwarded to FABPAC. Jeff said he’d like to see it at Academic Senate, too.
- Dorothy reminded that FABPAC used to see the budgets for deferred maintenance, etc. They used to see lists of operational and strategic needs. How do we mesh this back together so it sees everything?
- Dr. Waits said in 2007 the prioritization process worked, and it was carried out. Jeff Lamb showed a list of Strategic Directions that showed who’s in charge of it, and what plans and committees are under it. Discussion followed on whether a proposal returns the next year if it doesn’t get funded, or do we start over again because priorities change as needs change.
- Sal posed the question of whether the schematic was formally endorsed. Jeff said yes, the process was adopted and we’re only updating as it’s needed. The operational side (left side of flow chart) is still being tweaked. The right side of the chart is solid.
- Gail said in 2005 the ACCJC said the college’s process was too complicated. That’s why Andrea Serban came in 2006 to update and simplify it (the Cabrillo College model).
- Sal said we still haven’t addressed Dorothy’s original concern—where do instructors come in? Gail said faculty needs come through the 3-year plan.
- Dr. Waits said we’re having good dialogue—this is first time we’re doing this and the budget problems are a challenge, but we have good ideas that can be innovative and move us away from status quo.
- Motion (Renee Moore), second (Thom Watkins), to go through the list one at a time. Motion passed unanimously.
- Motion (Renee Moore), second (Cynthia Simon), to remove Strategic Proposal #1 from the list because it was determined that it lacks qualifications for federal funding because only current grantees are being considered; however, the proposal is supported and would go forward when funding is available. Motion passed unanimously.
- Motion (Renee Moore), second (Dorothy Hawkes), that FABPAC rejects Strategic Proposal #2 because it’s an operational-type item that should go through other

channels. Dorothy commented that as a member of the Math/Science division, it didn't come to the division. Diane White suggested that the form could note if the proposer presented the proposal to other colleagues, etc.

- Dorothy indicated that there was no departmental discussion on it. Dave Redfield replied that Susanna Crawford put out a survey and got a general consensus of support.
- Motion (Lillian Nelson), second (Jeff Lamb), that proposal #2 get returned to the department for response and request for more specifics. Motion was withdrawn. New Motion (Jeff Lamb), second (Thom Watkins), that the division affected should be informed and there should be documentation of dialogue. Motion passed unanimously.
- Motion (Renee Moore), second (Dorothy Hawkes), to accept and forward Strategic Proposal #3 to the Supt/President for consideration of funding, based on far-reaching impact on the campus. Motion passed unanimously.
- Motion (Renee Moore), second (Sal Alcalá), to accept and forward Strategic Proposal #4 to the Supt/President for consideration of funding. Motion passed unanimously.
- Motion (Renee Moore), second (Diane White), to return Strategic Proposal #5 to the proposer because FABPAC determines it's an operational plan and not strategic.
- Dave Redfield asked, what is definition of a new program? It's a program that needs full salary and equipment and considered operational.
- Dr. Waits suggested to Jeff Lamb that Proposals 2 & 5 be returned, and further evaluated by the Review Group.
- Motion (Sal Alcalá), second (Renee Moore), to defer Strategic Proposal #6 pending consultation with bargaining units and clarification.
- Discussion ensued that proposal calls for stipends, release time, etc. that are all compensation issues and bargainable.
- Cynthia Simon reported that CSEA members were contacted whether they wanted to work some hours and this project wasn't approved. Dr. Waits agreed it needs vetting for contractual issues. Susan Rinne said this should've been done prior to coming to FABPAC. Diane White said it's not the intent of bargaining units to prolong or stall the planning process. John Urrutia reminded we should keep people and positions out of the process—only looking at dollars and how to implement it. The Chair thought monies were approved in the prior year. The District needs a way to have new ideas come forward. Jeff reminded the members of the timeframe we have. Cynthia doesn't want it to get lost that employee issues are considered.
- Motion (Richard Crapuchettes), second (John Urrutia), to return Strategic Proposal #7 because FABPAC determined it's an operational need, not strategic in nature, and has salary items deemed bargainable.
- Cynthia wanted Mary Ellen Murphy's ranking of proposals known because she is absent from today's meeting.
- Dorothy Hawkes suggested that agendas be printed at Graphics and all members pick up their copy at Graphics.

To summarize the FABPAC's proposal recommendations:

Proposal 1 – Title III-Student Services	Withdrawn – federal funds not available
Proposal 2 – Promote Student Success in Math	Reject – operational in nature, needs division dialogue
Proposal 3 – Umoja Program	Support – forward to Supt/President
Proposal 4 – Enhancing Pathways for Success	Support – forward to Supt/President
Proposal 5 – GIS Certificate Program	Reject – operational in nature, needs division dialogue
Proposal 6 – Study Skills Center	Table/Pending – returned 1) considered operational and 2) consultation with unions
Proposal 7 – Women's Water Polo	Table/Pending – returned 1) considered operational and 2) consultation with unions

IV. Proposed District Budget Reductions:

- The Chair reported the draft budget reductions has an update not yet distributed. For example, the AVP of Workforce Development position was refined. Jeff Lamb stated that faculty has concerns about not being consulted. He wondered if there were additions to the cuts list. He read a Senate statement on budget cuts. Jeff said he'll send to Judy Anderson for FABPAC distribution. It's a statement on guiding principles concerning making budget cuts. Dr. Waits said the District is vulnerable relative to the budget deficit and will take the Academic Senate statement to Executive Council, who will then take it under consideration.
- Dr. Waits said someone expressed concern about the TRAN. She announced that the TRAN board item tonight is to seek a TRAN—authorize permission to borrow—it's not actually borrowing money yet.
- It was proposed and agreed to hold a FABPAC meeting next Wednesday, March 4 at 4:00 pm, after Shared Governance, at a location to be determined. The classrooms are not the ideal space conducive to having a large meeting such as FABPAC's.
- Dr. Waits said Judy Anderson will send the updated budget chart.

V. Equipment Repair & Replacement Process Subcommittee Update:

- Tabled to next meeting.

VI. Issues/Items for the Next Agenda:

- None.

Meeting adjourned at 4:20 pm.

jka