

SOLANO COMMUNITY COLLEGE
Financial & Budget Planning Advisory Council (FABPAC)
April 1, 2009 – 2:15 pm
Board Room

Adopted Meeting Minutes

PRESENT:

Sal Alcala	Minority Coalition
Phil Andreini	Guest
Rich Christensen	Classified Managers
Andrew Cornelius	ASSC
Richard Crapuchettes	Local 39
Jay Field	Guest-Accreditation
Les Hubbard	CTA
Dr. Robert Jensen	Interim Supt/President
Gail Kropp	Academic Senate
Jeff Lamb	Academic Senate
Jeff Lehfeldt	Local 39, Alt
Lillian Nelson	ASSC, Alt
Dave Redfield	Ed. Administrators
Susan Rinne	Interim Dir, Fiscal Svcs
Cynthia Simon	CSEA, Alt
Robin Steinback	VP, Academic Affairs
Marge Trolinder	Classified Managers
John Urrutia	Ed. Administrators
Lisa Waits	VP, Student Services
Thom Watkins	Academic Senate
Diane White	CTA

ABSENT:

Dorothy Hawkes	Academic Senate
Debbie Luttrell-Williams	CSEA
Mary Ellen Murphy	CSEA
Barbara Pavao	Academic Senate
Kylie Schubert	ASSC

I. Approve April 1 Agenda:

- Motion made and seconded to approve the agenda. Motion passed unanimously.

II. Approve March 18 Meeting Minutes:

- Motion made and seconded to approve the minutes. Motion passed unanimously.

III. Accreditation: School Closure Plan:

- Dr. Robert Jensen reported that the School Closure Plan was presented to the Board at a special meeting on March 30. The Plan, written by Tom Henry based on ACCJC guidelines, had only minor revisions that were suggested by Board members.

IV. Accreditation: Show Cause Report:

- The Show Cause Report was presented to the Board at the same special meeting on March 30. Small grammatical corrections were made—nothing relative to content.
- Dr. Jensen reported that he's spoken with the ACCJC office. A four-person team will visit the campus, probably the week of April 27.
- He suggested that the union coalition signs get removed for the time being. He urged the members to relay the message to their constituent groups on putting our best foot forward.
- Jeff Lamb announced that a Show Cause Report "post-mortem" will be held, tentatively scheduled for April 10, while it's still fresh.
- Dr. Lisa Waits thanked Dr. Jensen for all of his leadership, input, and encouragement during the project. Sal Alcalá said he echoes Dr. Waits' comments. Dr. Jensen said everyone worked hard to produce the report. If we can sustain the high energy and attitude here, we will be successful.
- He said that while accreditation is still a challenge, a greater challenge is the college's fiscal issues.

V. Review Modified 2009-10 Budget Development Calendar:

- The Chair reviewed both the original and modified 2009-10 budget development calendar. The modified version is what we're working from, and the goal is for the District to resume the original calendar timeline for 2010-11.
- Susan Rinne noted that the May Revise will be released on June 8.
- She informed the members the college is utilizing Reagan Romali to perform some of the VP of Business Services' fiscal duties. Ms. Romali is on Tom Henry's recovery team. She is leading the budget development portion and assisted with the audit.
- Ms. Rinne reported the auditors were here from March 16-20. We had a lead auditor with community college experience and it was a great help. We brought in a fixed asset/warehouse assistant. The auditors will return to test the raw data and then produce the report.
- Both Dr. Jensen and Ms. Rinne said it was a huge task to complete. Ms. Rinne said the delayed audit was not because someone did not perform their job—but more because the auditor needed an exact, specific report that only Banner could provide—not a downloaded spreadsheet that could get altered. It was more the credibility of the exports of the system. The auditor was satisfied with the method of observing Ms. Rinne exporting and downloading reports.
- The audit report is expected to be done by April 30. The audit work for 2008-09 will start next month in May and be done by December, 2009. And now that we're in a full year of Banner, we will be able to pull all data for next year.
- The college also will take a budget revision to the Board—an increase and decrease.

VI. 2008-09 and 2009-10 Proposed Budget Reductions:

- The Chair informed the members that in addition to the “bouncing” deficit number, the college had a whistleblower who reported to various agencies that enrollment and thus, revenue, was overstated. A special audit was ordered by the Chancellor’s Office.
- The issue goes back to when the college purchased Banner and borrowed FTES with the expectation the college would increase FTES and reconcile it. The overage equates to about 400 FTES or \$2 million. Now, this is on top of the \$1.7 million current deficit.
- We are burning personnel costs and other expenses on dollars we don’t really have. He and Tom Henry will ask the State for a mortgage-approach to resolve and spread the repayment out over a couple years. The big question is how will the State address our base FTES.
- He explained how we will revisit the work of a task force formed several years ago on scheduling effectiveness. VP Waits added Enrollment Management Group will look at the task force’s report at its next meeting. He asked VP Lisa Waits to bring a copy of the study to our next meeting.
- Discussion centered around some FABPAC members who remember the proposal to borrow FTES and was told that it was fine to do. The college’s goal of 9182 FTES was in reality about 400 short. The issue will be shared with the ACCJC prior to its visit. Dr. Jensen said the State wants us to succeed, but the college must have the will to dig ourselves out of the challenges. But, right now, he’s not as worried about repaying the \$2 million—the bigger challenge is dealing with the \$1.7 million deficit. He went on to say that enrollment strategies for growth are crucial. There are many ways to improve it. He told the members to look at “The Ventura Promise” from Ventura Community College.
- The members looked at the latest list of budget reductions for Things and People. Dr. Lisa Waits reported that Executive Cabinet and Tom Henry discussed the lists again and added another fiscal year column (2010-11) to more accurately reflect budget issues.
- Discussion continued on what and how to reduce. Some numbers were further defined such as travel & elections. If vacancies are to be filled, do we replace like-for-like? In-depth discussions about restructuring is happening, up and down the organizational ladder. Dr. Jensen noted that release time is not listed and can be very costly.
- Jeff Lehfeldt made comments about the college’s electricity usage and how costs have spiked since the District went to 24/7 operations (i.e., grave-shift custodians).
- The college should line itself up with the business community’s needs in terms of workforce & economic development. Honest, open discussions need to happen relative to the **option** of contracting out the bookstore, graphics, custodial, warehouse, and landscaping.
- Sal Alcalá wanted to emphasize the Accreditation Team’s observations about the college’s lack of diversity in staff and the need to address it.

- Dr. Jensen advised the members that we need an ad hoc task force, with a timeline, to address the reductions and concerns. For example, if the group says let's explore the online platform, then we should immediately form a group to explore it. He would appoint people to participate so we have a process. We need a clear understanding of who's going to run it and who will participate (the people closest to it). We all bear in mind that every issue will have push-back.
- The following are items to be added to either the People or Things Lists for further analysis:
 - Release time costs and list of release time employees.
 - Cost savings on custodians' shift-differential.
 - Cost savings on having in-house legal counsel.
 - Clearly indicate on People List what is the vacancy—can “asterisk” it at the bottom. Same goes if it's a backfill.
 - Swimming pool: generate revenue by better marketing.

VII. Proposed Next Meeting – April 29, 2009:

- Dr. Jensen recommended an additional meeting due to our absence during spring break.
- Agenda topics for the meeting include proposed cuts and enrollment analysis by Academic Affairs.

VIII. Issues/Items for Next Agenda:

- Continued discussion on budget reductions, with the new additions.
- Decide what to move ahead to form the ad hoc task forces on different budget cuts.
- Enrollment analysis, projected FTES for summer & fall (VP Robin Steinback).
- Copy of the Scheduling Effectiveness Task Force study from 2003-04 (VP Lisa Waits).

Meeting adjourned at 4:22 pm.

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