

**Coast Community College District  
District Budget Advisory Committee Meeting Summary  
District Board Room**

**May 17, 2012**

The District Budget Advisory Committee Meeting was called to order by **Chancellor Andrew Jones** at 3:15 p.m.

**Committee Members Present:**

1. Lori Adrian, President, CCC
2. Paula Brady, Confidentials' Representative, District
3. Andy Dunn, Vice Chancellor, Finance & Administrative Services, District
4. Bob Fey, CFE, (for Dean Mancina)
5. Ann French, Student, (for Ha Tran)
6. Dennis Harkins, President, OCC
7. Janet Houlihan, Vice President, Administrative Services, GWC
8. Andrew Jones, Chancellor, District
9. Minesh Lakhani, Classified Representative, District
10. Margaret Lovig, Academic Senate, CCC
11. Christine Nguyen, Vice President, Administrative Services, CCC
12. Ann Nicholson, CFCE
13. Robin O'Connor, Faculty Representative, OCC
14. Lucian Oprea, Student Representative, CCC
15. Rich Pagel, Vice President, Administrative Services, OCC
16. Tom Selzer, Representing CDMA for Joe Poshek

**Committee Members Absent:**

1. Wes Bryan, President, GWC
2. Susana Castellanos-Gaona, Classified Representative, GWC
3. John Dunham, President, CCA
4. Judi Lagerlof, Classified Representative, OCC
5. Theresa Lavarini, Academic Senate, GWC
6. Dean Mancina, CFE, (represented by Bob Fey)
7. Vesna Marcina, Academic Senate, OCC
8. Joe Poshek, CDMA (represented by Tom Selzer)
9. Cheryl Stewart, Faculty Representative, CCC
10. Josh Stone, Student Representative, OCC
11. Anh (Bella) Tran, Student Representative, GWC
12. Ha Tran, Classified Representative, CCC (represented by Ann French)
13. Linda York, Faculty Representative, GWC

**Budget Discussion**

**Dr. Jones** turned the budget discussion over to **Andy Dunn** noting the importance of keeping everyone informed on the evolving budget situation. Mr. Dunn pointed out changes from the Governor's May Revise and importance of looking ahead to what triggers may occur if the

Governor's tax plan does not pass. He provided an updated review of the 2012-13 Budget Development PowerPoint that was presented at the Board of Trustees meeting on May 16. Focal points of the discussion included:

- The current target deficit for 2012-13 is now estimated at \$6.6 million. This is an increase from the \$5.4 million deficit previously estimated, as campus budgets continue to be refined. Many viable solutions are being looked at to help close the gap for the tentative budget.
- Nearly 70% of the solutions are one-time (temporary) solutions that will recur within a year or two. On-going solutions account for 27.5%.
- These one-time solutions include the transfer of bookstore to campuses, stabilization, and personnel savings.
- Personnel solutions account for about \$1.2 million towards the deficit and include concessions agreed upon by Classified, Management, Confidential, Board, and Executive groups.
- A multi-year FTES trend graphic helped visualize the affect of base FTES funding if the Governor's tax plan passes or if the tax plan fails. Stabilization will help carry the District through the first half of 2012-13 and the rainy-day fund will pick up for the second half. If the tax measure passes, base FTES funding assumption of 4% growth beginning in 2013-14 will affect an increase in faculty. If tax measure fails, a workload reduction of about 5.56% will become the new base where growth remains flat.
- District multi-year budget projections were graphically presented with assumptions of the tax plan passing or not passing. An estimated projection of a \$13.7 million deficit for Coast in 2013-14 if taxes fail.
- Learned from May Revise that Coast's deficit factor for 2011-12 in January was \$5.4 million and now factored at \$4.1 million. State Apportionment is being adjusted as some districts, such as San Mateo CCD, now draw all revenue from local property taxes rather than State resources. The resultant impact on Coast for 2012-13 will increase the base cut and workload reduction.
- Mr. Dunn explained how the District plans to build the "Rainy Day Fund" to help carry the budget through the 2012-13 year.
- Risks looking ahead:
  - If the Munger Tax Measure passes over the Brown Measure, no funding will be allocated to Community Colleges. All funding is geared toward K-12.
  - Volatility of revenues remain whether Brown's tax measure passes or not.
  - Workload reduction of 6% to be decided in November.
  - Redevelopment funds may not materialize.
  - Student fee shortfall due to increased BOG waivers if fees go up to \$46/unit.
  - Affect of possible decline in enrollment in some districts.

The 2012-13 DBAC Budget Development presentation is available for viewing on the District website under Budget News, District Budget Advisory Committee meeting for March 17, 2012. [http://www.cccd.edu/budget/budget\\_update.aspx](http://www.cccd.edu/budget/budget_update.aspx).

**Vice Chancellor Dunn** will be attending the ACBO, Association of Chief Business Officials, Conference May 21-23 where he will gain more insight on the State budget and the consequential impact to Coast. He will update the committee of any new information at the next meeting.

## Revenue and Expense Ideas from March 22, 2012 Meeting

Working from the updated list of cost-saving and revenue-generating ideas generated from the March 22, 2012 meeting, Dr. Jones divided committee members into three discussion groups to review the non-negotiable items and pinpoint those that could effectively be pursued. He also asked each group to look at possible opportunities for collaboration among district sites.

The following budget ideas were jointly shared among the three discussion groups. Mr. Dunn commented that groundwork has already begun in some areas.

Areas proposed for viability of consolidating:

- Research
- Student Registration
- Technology
- Facilities Management
- Human Resources
- Admissions and Records functions such as handling transcripts and residency verification
- Community Education
- Marketing and public relations back office functions
- Recruitment and outreach for International Education
- Regional research library
- Consolidating fields of expertise at campuses
- Financial Aid
- Support functions for Foundations
- Veterans' Programs
- Staff Development
- Consolidate Mailroom Operations
- Centralize Switchboard Operations

Other cost-saving and revenue-generating ideas:

- District-wide software licensing
- Paper waste reduction
- Reduce printing and copying costs
  - Share printers among offices
  - Look at new cost-saving printing technology
- Instigate student one-card system district-wide. This would reduce the 3% from students using personal credit card and help keep student spending within the District. Andy Dunn suggested possibility of a Coast-branded credit card. Rich Pagel will investigate this possibility with banks.
- Leverage student demand for certain classes by allowing teachers to teach same class at all campuses.
- Look into computer-assisted class scheduling programs based on student needs and faculty resources.

**Dr. Jones** said next step is to determine how to go about implementing these ideas. Some discussion on ways to go about this, along with some efficiency ideas included:

- Business process mapping to achieve more efficiency district-wide.
- Scanning PAF's and other documents to share electronically to authorized staff throughout the district. Some progress is being made in this direction but much needs to be worked out.
- Electronic signatures.
- Seek outside expert advice to help prioritize and implement some of the major undertakings.
- Use of a district-wide survey.

Dr. Jones recommends using established work groups and resources to assess ideas and bring to Presidents' Council where a consensus can be worked out and presented to DBAC.

The next District Budget Advisory Committee meeting is scheduled for **Thursday, June 14, 3:00-5:00 p.m. in the District Board Room.**

The meeting adjourned at 4:40 p.m.

*(Recorded by Paula Brady)*