

**Coast Community College District
District Budget Advisory Committee
November 23, 2009, 3:00 – 5:00 p.m.
Meeting Summary**

The District Budget Advisory Committee Meeting was called to order by **Dr. Currie** at 3:00 p.m. in the District Board Room.

Committee Members Present:

1. Minal Ajbani, Classified Representative, CCC
2. C.M. Brahmbhatt, Vice Chancellor, Administrative Services, District
3. Wes Bryan, President, Golden West College, GWC
4. Susana Castellanos-Gaona, Classified Representative, GWC
5. Ding-Jo Currie, Chancellor, District
6. Dominguez, Heather, Classified Representative, OCC (for Judi Lagerlof)
7. Raine Hambly, Classified Representative, District
8. Helen Hawthorne, Student Representative, OCC
9. Janet Houlihan, Vice President, Administrative Services, GWC
10. Nancy Jones, Academic Senate Representative, CCC
11. Dean Mancina, CFE Representative
12. Michael Mandelkern, CDMA Representative
13. Vesna Marcina, Academic Senate, OCC (for Eduardo Arismendi-Pardi)
14. Kevin McElroy, Acting President, CCC
15. Vangie Menenses, Acting Vice President, Administrative Services, CCC
16. Rich Pagel, Vice President, Administrative Services, OCC
17. Norma Pollaro, Confidentials Representative
18. Jack Price, CCA Representative
19. Diane Restelli, Academic Senate Representative, GWC
20. Cheryl Stewart, Faculty Representative, CCC
21. Melinda Nish, Vice President, Instruction, OCC (for Denise Whittaker)
22. Danny Wojciechowski, CFCE Representative
23. Linda York, Faculty Representative, GWC

Committee Members Absent:

1. Eduardo Arismendi-Pardi, Academic Senate, OCC
2. Cheryl Babler, Vice President Student Services, CCC
3. Rodney Foster, Faculty Representative, OCC
4. Lee Fuller, Student Representative, CCC
5. Jodi Lagerlof, Classified Representative, OCC
6. Amir Shakoorian, Student Representative, GWC
7. Denise Whittaker, Interim President, OCC

Dr. Currie welcomed committee and audience members to the meeting.

State Update

Dr. Currie began by saying she wants to have a good handle on some strategies for 2010-11 and turned to **C.M. Brahmbhatt** for a brief status report on the State budget. **Mr. Brahmbhatt** provided copies of budget updates received from Scott Lay, Community College League of

California, and from Erik Skinner, Vice Chancellor for Fiscal Policy, concerning the five-year forecast of the State's financial condition as reported by the Legislative Analyst's Office (LAO). Neither of the State updates projects a very optimistic forecast for the future. In brief, there will be minimal protection for the District from Proposition 98 and no COLA through 2014-15. **Mr. Brahmhatt** will continue to share State updates with DBAC and the Board of Trustees. **Dr. Currie** wants to ensure that all DBAC members are receiving the State budget updates and to please advise if they are not receiving the emails.

Dr. Currie highlighted several points made by State Chancellor Jack Scott in a speech he gave at the Community College League of California Conference. A copy of his speech was provided to each committee member. Dr. Scott's first recommendation is to look closely at course offerings and prioritize the value of classes that will be more beneficial to the student and community. His second point is to seek funds to supplement State dollars. Look for grants, local and federal programs, and alternative sources of revenue. Third, be creative in looking at new ways to do things. Dr. Scott presented five major areas to look at:

1. Technology
2. Student Services
3. Assessment
4. Developmental Education – look at successful programs that have worked at other institutions.
5. Streamline transfer process. Work with local four-year colleges and universities to better communicate transfer requirements for students.

Dr. Currie said that CCCD has taken a first step towards streamlining the transfer process with a degree audit being carried out by Vice Chancellor of Educational Services, John Breihan, and Project Coordinator, Bill Carpenter. She emphasized the importance of successful partnerships with local high schools and community colleges in communicating transfer programs. She also recommends that K-12 be included in the round table discussions.

Budget Reports

Dr. Currie reviewed a report prepared by District Administrative Services titled, *Possible \$10.6 Million Budget Balance Scenario for 2010-11*, listing available resources, potential solutions, and recommendations for additional measures. Resources identified to help balance the budget include:

- \$2.0 million remaining GASB contributions
- \$2.0 million in additional budget cuts for campus and district office
- \$1.0 million contributions from Associated Students, Foundation, Ancillary and Enterprise
- \$125,000 quarterly note payments from KOCE Foundation

Dr. Currie went on to discuss the potential solutions listed on the report which include increasing employee contributions towards health benefits, which require negotiations with employee unions, and offering an ENDS (Early Notification Departure Stimulus) Program. The program will assist with district-wide downsizing and allow planned reorganization to help run the District more efficiently. **Dr. Currie** added the ENDS Program is not ideal but a better alternative to layoffs. A spreadsheet prepared by District Administrative Services, and provided to DBAC members, gave an estimation of savings in salaries and benefits if 5% of each salary group were to retire or resign from the District. Projected savings was also calculated for a 6%

and 7% reduction in staff. **Dr. Currie** said she appreciates receiving feedback from the committee in order to present to the Board of Trustees in a timely manner.

Lastly, **Dr. Currie** reviewed the following additional measures recommended on the *Budget Balance Scenario for 2010-11*:

- Eliminate all non-instructional hourly employees
- External hiring freeze for all general fund and state-funded categorical programs
- Beginning Spring 2010, cancelling or reducing reassigned time for faculty returning to the classroom
- Freeze all general fund purchases and travel with exception to emergency, classroom, and custodial supplies
- Further reduce class sections to have no unfunded FTES

Concerns on these recommendations were discussed including the need for a President at Coastline. **Dr. Currie** assured that Coastline will be able to bring in a new President now that the position is officially vacated.

Budget Solutions for 2010-2011

Mr. Brahmhatt commented that the goal of the District is not to have unfunded FTES and wants the campuses to plan classes for 2010-11 with that in mind, along with the pending budget cuts. He also noted that district-wide overtime was reduced about 60% this year in comparison to last year, and would like to continue to clamp down for 2010-11. Overtime will be necessary in some instances in relation to student activities and emergencies.

Dr. Currie reviewed a proposal for a 4/8 work schedule for the summer with eight assigned vacation days. The estimated cost savings is about \$0.5 million. A recommendation has also been made to consolidate classes into specific buildings to gain more savings on utility costs. **Mr. Mancina** inquired about the logistics of a 4/8 schedule noting that some services will still be required such as security and IT. **Mr. Brahmhatt** said this will definitely need to be looked at and sited CSUF as an example, having instigated furlough days on their campus. **Dr. Currie** emphasized that summer school is important for the students and she would like to continue to receive feedback on this and the reduced work schedule for staff. **President Bryan** reiterated the important services that need to remain available to students such as admissions and records, financial aid, counseling, and the need for students to continue with their transfer classes. He commented that the public may have a hard time understanding if the District did not offer summer classes to the students. **Mr. Brahmhatt** commented on a survey with similar multi-campus districts concluding that none of the responding districts are canceling summer classes. He added that an expectation of offering at least minimal classes is better than no summer classes at all.

The committee continued to discuss budget cut recommendations raising concerns and offering additional recommendations. **Mr. Mancina** revisited the discussion on the proposed hiring freeze saying it should include a review process and more transparency at the campus level. **Dr. Currie** agreed that a review process is important and each position will be individually examined, adding that each campus mandates their personnel needs according to their budget. **Mr. Mancina** said that it is a presumption of full-time faculty that faculty positions are not being filled whereas classified positions are. **Mr. Brahmhatt** indicated that one explanation for this perception is that faculty is hired only twice each year.

Mr. Pagel suggested the committee begin to take some action on the budget measures discussed. After extended discussion of concerns raised by committee members, **Ms. Nish** moved to recommend that the District Budget Advisory Committee reduce summer school for 2010. **Mr. McElroy** seconded the motion. **Mr. Mancina** raised concern about unfunded FTES and noted that CFE is opposed to offer summer school for 2010. Discussion continued on the affect on the District of not offering any summer school as opposed to additional unfunded FTES. The motion to recommend a reduced summer school for 2010 was approved.

Further concerns were raised and discussed regarding the services that are provided at the District and how these services will be affected with reduced FTES and by implementing the ENDS Program. **Mr. Bryan** recommended moving forward with the ENDS Program so the District will be in a better position to plan. **Mr. Mancina** said the ENDS Program is an early retirement incentive and faculty would like to negotiate. **Mr. Brahmhatt** explained that the program differs from an incentive in that it is a non-binding early notification to either retire or resign from the District and not an incentive to retire. **Mr. Bryan** moved to recommend the Early Notification Departure Stimulus Program for consideration by the Board. **Mr. Pagel** seconded the motion. The motion was approved by the committee.

Ms. Stewart expressed her concern on the impact of implementing the external hiring freeze and whether it would include a review process at the campus and/or district level. **Dr. Currie** assured that vacant positions will be reviewed first at the campus level and again at the district level for possible consolidation, transfers, etc. **Mr. McElroy** added that the hiring freeze and the ENDS Program is a reduction in the workforce as a whole and will help identify job vacancies for early planning.

Mr. Brahmhatt gave a heads up to committee members that the current budget cuts are estimated at \$10.6 million and can possibly change to a worse-case scenario depending on the State budget. For this reason, the District wants to be prepared.

The next District Budget Advisory Committee meeting is scheduled for **December 14, 2009, 3:00-5:00 p.m., in the District Board Room.**

The meeting adjourned at 5:28 p.m.

(Recorded by Paula Brady)