

**Coast Community College District
District Budget Advisory Committee
December 14, 2009, 3:00 – 5:00 p.m.
Meeting Summary**

The District Budget Advisory Committee (DBAC) 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. Lee Fuller, Student, CCC
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 Meneses, 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. Danny Wojciechowski, CFCE Representative
22. Denise Whittaker, Interim President, OCC
23. Linda York, Faculty Representative, GWC

Committee Members Absent:

1. Eduardo Arismendi-Pardi, Academic Senate, OCC
2. Rodney Foster, Faculty Representative, OCC
3. Jodi Lagerlof, Classified Representative, OCC
4. Amir Shakoorian, Student Representative, GWC

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

District Budget Update

Mr. Brahmbhatt reported that the updated budget had been provided to the Board of Trustees. At this time it is not different than the budget update provided to members at the last DBAC Committee meeting. There is no additional information to report from the state and he believes that the Governor must have prepared the state budget by now and we may possibly know something by Friday, January 8 for 2010-2011. Some states revenues are not materializing and unemployment for the State of California is about 12%. **Mr. Brahmbhatt** announced that he will

attend the Budget Workshop in Sacramento as the only representative from the District due to the fiscal crisis and our budget. He will provide information from the workshop to the Board of Trustees at the January meeting.

Dr. Currie added that questions could be asked about external hiring freeze when the budget update is provided (regarding actions the District is taking).

ENDS Program

The ENDS Program highlights along with copies of the "Notice of Intent" and the "Irrevocable Notice" forms were provided to the Committee Members. **Mr. Brahmhatt** reported that the ENDS Program announcement was sent out via E-mail. The Question and Answer Presentations are scheduled as follows:

- DISTRICT Tues, Dec. 15 10-11:00 a.m. Admin Conference Room
- GWC Wed, Dec. 16 9-10:00 a.m. GWC Humanities 107
- OCC Wed, Dec. 16 12-1:00 p.m. OCC Student Center Lounge
- CCC Wed, Dec. 16 2:00-3:00 p.m. 4th Floor Conference Room

Additional questions may be directed to Dr. Joseph Quarles or Donna Waldfoegel in the District Human Resources Office.

A member inquired about Benefits if one retires under the ENDS Program. **Mr. Brahmhatt** stated that the Benefits would not be changed for anyone retiring prior to June 30, 2010.

Ms. Jones inquired about whether anyone taking advantage of the ENDS program could come back as a part-time faculty member. **Dr. Currie** stated that this would have to be negotiated if it is something additional to current rights.

Mitigation Measures

Dr. Currie reported that the GASB contributions are all being held with District at this time. There has been no confirmation from the ASOCC, the Foundation, Enterprise, etc.; however, we hope to obtain confirmation by the end of the year as to what amount of money we can count on. One Million Dollars is the goal at this point. The ENDS Program should result in some savings.

➤ **Hiring Freeze**

The Board of Trustees has approved the process for the external hiring freeze. **Dr. Currie** expressed that this freeze will have domino effects of personnel movements. While it causes lots of interruptions to some departments, it provides excellent promotional opportunities for CCCD full-time staff. **Dr. Currie** explained that as vacant positions are brought forward, the District has a process through which they will examine those positions to determine whether some of the functions can be collapsed or if the position is necessary and must be replaced. Only those positions that are deemed absolutely necessary will be considered for replacement. This process will take place on the President's Council Agenda on a weekly basis. The District has been very lenient with deadline dates (for the ENDS Program) and staff members will have until April to make a final decision. Once decisions are made, we will have a better idea by mid-February with regard to any future vacant positions that result from the ENDS Program.

Mr. Brahmhatt noted that by May 1, we should have a better idea of how to structure the District's budget. The District is willing to work with each individual and retirement is not being forced upon anyone.

Dr. Currie clarified that the ENDS Program is not a retirement incentive; but rather an Early Notification Departure Stimulus Program structured to urge any early notification of retirement/departure.

➤ **Non-Instructional Hourly Reduction**

Dr. Currie reported that we have already seen a reduction of hourly employees since last year. **Mr. Brahmhatt** advised that in the first three months of this year, the cost for hourly employees was \$450,000 which is an anticipated reduction of \$1 Million Dollars and this is what the intent is at this time. This will aid us in mitigating our budget problems for 2010-2011 and we need to reduce hourly expenses as much as possible starting January 9. With regard to the 50% law, we are looking at this more closely in the current year and in future years since we are facing a challenge with the 50% Law requirements as a result of several factors.

Dr. Lois Miller (audience member) inquired about whether the One Million Dollars goal is just for 2009-2010. Some of the hourly staff are backfills for full-time positions. These backfilled positions will no longer exist after January since there will be no more hourly positions. This is for the next six (6) months.

One member inquired if there could be a few situations where there might be an exception. **C.M. Brahmhatt** stated that there may be a few, but managers will have to determine if there is a dire need. **Dr. Currie** added that the campuses have been given their own discretion (in this area) and quota.

➤ **Overtime Elimination**

Dr. Currie reported that the District has greatly reduced overtime this year compared to last year. **Mr. Brahmhatt** stated that \$289,000 was spent last year. In comparison, after the first four months, only \$45,000 has been spent which is a 60% reduction from last year. The message to all managers is that expenditures for overtime must be for safety or emergency purposes only.

Ms. Houlihan inquired about whether callback people would stay on overtime with regard to the 4-8 schedule. **Mr. Brahmhatt** stated that this would be considered overtime and we would abide by the current contract language. **Dr. Currie** added that exceptions are emergencies for IT's or student health or facility issues.

➤ **Faculty Reassigned Time**

Dr. Currie provided a handout of a "Summary for 2009-2010 Release Time" denoting Release Time Estimates for the Spring and Total Release Time for the 2009-2010 fiscal year. She noted faculty do important work under reassigned time. However, we are trying to garner \$350,000 by Spring and are working with the campuses to look into this area. Campuses are being given their own autonomy to make decisions on how to reduce faculty reassigned time. We need to garner one-third (1/3) of non-instructional and non-contractual reassigned time and need to take action prior to the holidays, if possible.

Dr. Jack Price inquired whether this amount of money means that the part-time people will be removed from the classroom. **Mr. Brahmbhatt** stated that this is an actual dollar amount for reassigned time. Real savings will be realized when part-time staff is reduced and the actual savings will be smaller. The effect of this will benefit us in terms of the 50% law requirement.

➤ **Consolidation of Services**

Dr. Currie advised that we are trying to downsize with consolidation. We will also look at a variety of areas as to how things can be consolidated. Once the ENDS Program is completed, we will look at consolidation (for vacated positions). A lot of consolidation will take place in the Spring semester in order to determine the best strategic way in which to deliver programs and services (to our students). We anticipate a lot of dialogue and consultations; it is expected that the constituencies will discuss this in the Spring.

➤ **Summer 4/8 Schedule**

Mr. Mandelkern stated that there were some members in student services who had some concerns about the 4-8 schedule. **Dr. Quarles** stated that the District will negotiate this with CFE on Wednesday.

Mr. Bryan noted that student services reflects an 8-hour day; however it is really a 12-hour day. For four days a week, some offices might extend into the evening for students to have access. **Mr. Brahmbhatt** reported that services for students are not being changed. In the months of January, February and March, discussions will take place to determine what services will be curtailed. Services will have to be consolidated and will be provided at specific times (of day). We will be unable to sustain the same services we currently offer.

Dr. Currie advised that the 4-8 schedule is one of the first signs that we really are reducing services to students. She indicated that one of her top priorities is to look at the 4-8 schedule and determine the impact it will have to students.

Dr. Quarles stated that the subject of vacations and assigned vacations are being discussed during the Successor Agreement discussions (with CFCE).

Revenue Producing Opportunities

Dr. Currie commented that she has received many suggestions in this area. One of those suggestions was to shut down four (4) months out of the year for classified staff and managers. (The person who submitted the suggestion quoted over \$20 Million savings.)

Mr. Mancina commented that Cal State Fullerton has had success with a fund-raising program wherein there are no designations of where the monies should be utilized. These donations are going directly to the college. He suggested that the Foundation could be a base through which monies might be distributed and this would also be a way for the community to be involved.

Mr. Brahmbhatt commented that we must consider and abide by the requirements of Title 5. If a suggestion impacts the maintenance of classes for students, then it would be a good suggestion. However, problems could arise (for the District) if a decision made or voted upon was in violation of Title 5. **Dr. Currie** added that monies could go towards the unfunded FTES. **Mr. Mancina** suggested that monies could possibly be applied to things such as electricity fees for a classroom.

Dr. Jack Price inquired about why information had not been provided to the community. **Dr. Currie** reported that several press releases were sent out regarding the District budget and Trustee Jim Moreno's Opinion Editorials were sent out last Thursday or Friday regarding funding for community colleges.

Mr. Fuller reported that a Text Message Task Force has been developed as a result of a groundswell which developed at SCCC in San Francisco with regard to a student walkout. The Student Council was asked to advocate against certain things and send a clear and concise message. The Task Force discussed in great detail what the message should be and feels that it should include the PIO's. A decision was made last Friday and the plan is to conduct a week-long text message gathering campaign. The entire message is going to be "No more cuts". The number of messages sent will be tallied and a report will be generated along with a cover letter to be sent to the Governor's Office. This will be a way in which students voices will be heard. The student government associations are forming statewide groups to participate in this text message campaign. **Dr. Currie** agreed that this public message will be a way in which the students can be heard. **Mr. Fuller** added that the promotion will begin on March 8 and the campaign will take place from Friday, March 12 through Friday, March 18. The personal goal is to send 500,000 text messages and he will provide all the information to the campuses. They are considering sending out fliers in order to get the word out about this campaign.

Dr. Currie stated that La Habra Tower could be an example of how we could generate additional revenues. **Mr. Brahmhatt** stated that several agencies are interested. Currently, we are close to approximately \$75-90,000 in revenues.

Mr. Patterson reported that three tenants utilizing the tower currently, offsets the maintenance costs of the tower. Two microwaves that we own provide redundancies between the three campuses. The conditional use permit was approved in July and we are working with a vendor to develop a positive cash flow (microwave network) perspective.

Mr. Brahmhatt added that at GWC we are utilizing the cable company as our service provider for our telephone services. We will save \$40-45,000 a year for GWC. We will be looking at other cable companies for the other colleges and we are also trying to consolidate Xerox copiers.

Dr. Barbara Price inquired about a cost reduction in the reprographics area and asked why we weren't doing our own work vs. sending it out for reprographics. **Mr. Brahmhatt** stated that these are the sort of items being considered and that we may plan to process reprographics in-house in the future due to the budget constraint to cover this. Some of the required services may no longer be available, so savings could be realized by providing services in-house.

Dr. Currie pointed out that a great deal of money is spent for energy and the District needs to determine how to make the entire District energy self-sufficient. She feels that within five (5) years, the District could possibly become self sufficient if we build some energy generation infrastructure and she would like to study this further. **Mr. Brahmhatt** noted that it costs the District \$3 Million per year for utilities expenses.

Dr. Currie mentioned that the Huntington Beach Unified School District provides their own water wells and does not pay for water.

Mr. Brahmhatt announced that a Special Board of Trustees Meeting is scheduled for Wednesday, December 16 at 3:30 p.m. to discuss the OCC President and CCC Interim President positions.

Mr. Brahmhatt reported that at a City Council meeting, there was discussion about the County and the City entering into a JPA for the Orange County Fairgrounds property. The first resolution is opposing the sale of the Orange County Fairgrounds. If it should continue, the bid deadline is January 8. The County has notified the District and the City. Currently, it is a reciprocal arrangement with no cost to the District.

Dr. Currie commented that the sale of the Fairgrounds does have fiscal implications to the District equations. If we enter into a JPA with the City and the County, it also has fiscal implications. **Ms. Whittaker** suggested that it could be a mutual use agreement which could allow us to negotiate a trade-off for the monies.

Dr. Currie stated that any action the Board of Trustees may take on Wednesday will confirm the District's position. The next Board of Trustees meeting will take place after the Governor's budget is announced. **Mr. Brahmhatt** reported that he will receive everything from the Governor's update on the 10th of the month via E-mails.

Dr. Barbara Price inquired about elimination of the General Counsel at the Board of Trustees Meetings. She voiced her concern about money being spent in that area that could be otherwise be spent on students and classes. **Dr. Currie** stated that the General Counsel has been brought up several times previously by DBAC members and an analysis regarding this matter has been initiated.

Dr. Currie announced that if the Board of Trustees approves the Contract for the OCC President, Denise Whittaker will be leaving the District. **Dr. Currie** thanked Denise for her service and for providing her support to our District and her leadership throughout the past few months.

The next District Budget Advisory Committee meeting is scheduled for **Friday, January 22, 2010, 3:00-5:00 p.m., in the District Board Room.**

The meeting adjourned at 4:25 p.m.

(Recorded by Kathleen Surgenor)