

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**District Budget Study Group**  
**May 6, 2011**  
**Minutes**

<u>Present</u>	<u>Present</u>	<u>Absent</u>	<u>Non Members</u>
Jeff Baker	Natasha Lang	Tim Nelson	Marcia Corcorun
Celia Barberena	Guy Lease	Jacob Park	Jeannine Methe
Rita Brown	Lorenzo Legaspi	George Railey	Dale Wagoner
Bob D'Elena	Keith Level	Joanne Bishop-Wilbur	Laura Weaver
Dave Fouquet	Pam Luster		Tram Vo-Kumamoto
Justin Garoupa	Pedro RuizDe Castilla		
Mary Anne Gularte	Sarah Thompson		
Ming-Lun Ho	Heidi Ulrech		
Judy Hutchinson	Gordon Watt		
Howard Irvin	Yvonne Wu-Craig		
Kathy Kelley	Barbara Yesnosky		
Kyle Judson			
Joel Kinnamon			
Bob Kratochvil			

**I. Approval of Minutes**

Mr. D'Elena made a motion, seconded by Mr. RuizDe Castilla, to approve the minutes of March 4, 2011 meeting as corrected. Motion carried.

Mr. Garoupa made a motion, seconded by Mr. Judson, to approve the minutes of April 1, 2011 meeting with noted corrections. Mr. D'Elena and Dr. Lease abstained.

Mr. Legaspi announced that the representatives from Chabot College, along with the Chancellor are attending the Hispanic Community Affairs Council Scholarship luncheon and will be late to the meeting. He then discussed the only agenda item, review of essential and critical budgets for the four locations in the district. Over the last two years the 4000-6000 budgets have been squeezed caused by increases in other areas of the budget. Last year we saw the biggest squeeze in the 4000-6000 accounts, which prompted us to review and determine the exact needs in the 4000-6000 accounts to operate our Colleges, District Office and M&O.

Ms. Thompson commented that the goal of this group would be to look at the actual expenditures and make recommendations in the budget for the organization. We need to look in the areas of inefficiencies, redundancies, cost effectiveness, and per student cost comparison with other multi-college districts.

Mr. Legaspi agreed with Ms. Thompson.

Ms. Thompson suggested that we wait for the Chabot representatives before we start with the review of the essential and critical budgets.

While waiting for their arrival, Mr. Legaspi updated the group on the state budget. The projected revenues for the state are higher by \$2 billion, but not enough to cover the deficit. The legislators still need to come to an agreement on the tax increase without it going to the voters, provided the Governor agrees. More information on the state budget will be provided at the May 17 Board meeting.

The Chabot group arrived at about 2:30 p.m. and the meeting resumed.

Dr. Kinnamon then discussed the Position Statement, a framework for organizational strategies. He expressed that he wanted the DBSG to have inclusive dialog in the planning of the budget cycle and provide feedback in the development process.

Dr. Barberena added that the conversation on the Position Statement started because there was an increase in the 1000 to 3000 accounts in the budget and the 4000 through 6000 were being squeezed.

Dr. Gularte noted that the Position Statement was developed to undertake strategic priorities for the district. It is designed to be ongoing and to take place over time. In order to meet these high priority needs, there are some vacant positions in the district that has to be addressed. The process, involving staffing would be to identify the gaps and streamline services for improved productivity and efficiency across the district. It is an organizational and developmental exercise with input on guidelines from all the key personnel in the district to identify functional priorities and staffing needs. A legal analysis was obtained to allow flexibility and enable us to transfer individuals to another location and consolidate services. The emphasis in the plan was to ensure support to students and student success.

It is an attempt to engage in discussions at a higher level of functional and organizational needs. Some of the questions for input are: 1) who are the students we serve; 2) what do we provide; 3) what is our competitive advantage; 4) how can we meet these needs; 5) who are our students now and (6) who are our students in the future; and frame it in that context. Once those are identified then the staffing becomes much easier. She said that this will be a very positive organizational activity throughout the district.

Dr. Luster informed the group that the Position Statement was presented at their budget planning meeting on 5/5/11 and the group had some positive dialog. While there was some nervousness about it, there was openness about the process in looking at how we can be effective and efficient.

Ms. Kelley said that Dr. Kinnamon shared the Position Statement with her as the Senate President. She saw it as "a positive step forward, so that we can truly collaborate and have open lines of communication in all the units. Hopefully, we can lay aside our individual wants and needs on behalf of the organization to be functional and beneficial for us."

Dr. Kinnamon said that at the next few meetings the group would discuss expenditures at each site, decide on some clear definitions to understand the needs and realign the resources better. The information would be made available to the college planning and budget planning committees.

Mr. Lun Ho asked about the Chabot Bookstore and the resolutions for its implications.

Dr. Kinnamon responded that Mr. Lun Ho was not present at the last senate meeting where some of the issues were brought up and discussed. Since then it was his understanding that the subgroup of the Planning Review and Budget Committee (PRBC) would review the Bookstore RFP and the surrounding issues.

Ms. Kelley felt very encouraged with everything that has happened in the last two weeks. Dr. Barberena has included the faculty to be a significant player in problem solving process. Ms. Kelley expressed that faculty wants to help in solving any issues.

Dr. Kinnamon expressed that he likes the PRBC and the DBS Group because there is representation from throughout the institution; faculty, classified, administrators etc. He felt that for us to be really effective, it is essential for those groups to be involved in this process.

Ms. Wu-Craig commented that the Position Statement is a great tool. It is good that there is some flexibility and having clarity for structural planning is really important as we move forward to be really effective.

## **II. Review of Essential and Critical Budgets**

Mr. Legaspi explained that the exercise of this group in the next three Fridays is really in support of what is in the Position Statement. It is to identify and focus on our resources towards our needs.

### Las Positas College

Bob Kratochvil reported that the Vice Presidents met with their Deans and Directors with the task to identify the essential, critical and important elements in the operation of the programs in their departments. The departments then followed and reviewed their budgets with the group by each line item.

Mr. Baker reported that in Student Services, credit card fees are a big expense.

In summary, Mr. Kratochvil said that the total budget for essential and critical needs for Las Positas is \$1,416,389. He noted that there is a revenue of \$460,000 that has automatic expenses and it needs to be identified e.g. the G.M. contract. Additionally, the reassigned time at their campus had not been budgeted for years. This year, it was budgeted and it was down by almost \$100,000.

### Chabot College

Dr. Barberena reported that Chabot College has a budget total of \$1,813,280 for its essentials and critical needs. This amount is a reduction of 45% from the actuals. She reported that the inter-fund

transfer of \$360,000 in Academic services was to support the Child Development Center (CDC). The college has gradually trimmed the CDC expenses and a large amount of the reduction was from the recent layoffs totaling \$150,000. However, CDC will still need some revenue of about \$150,000-\$200,000, to avoid the deficit.

Mr. D'Elena commented that since the college is aware that CDC will need the \$150,000 to \$200,000, it would be more appropriate to show the amount in the essential or critical column and then reduce the budget.

Ms. Kelley expressed that we also rely on the Childcare Center for the required practicum hours and the college's priority is enrollment.

Ms. Corcoran presented the Library and Learning Resources budget. In that, she said that Language Arts and Tutorial are the two biggest expenses. Over the last few years they have centralized all the tutoring into this one area and some of the expenses were funded by grant funds, which money was not included in the prior budget. The library expenses for periodicals, about \$90K are being moved from the bond monies. She is concerned that we may not have that in the coming year.

Dr. Kinnamon suggested that the expenses from the former bond fund not be included in the general fund, but set aside for about 3 years in the bond expenses.

Mr. D'Elena asked if there are things that both colleges could work together and share the best practices to reduce costs.

Dr. Barberena said that Chabot have had a different student population. They have had the basic skills and grant funds which specifically discussed about best practices to retain students. The college does not want to lose students because of lack of grant funds. The college was also cited in the evaluation of the Title III grant that it cannot continue to use the grant funds to support institutional practices. We have to find some general fund monies. She agreed that if the colleges are doing things that are innovative and creative for the budget, then both colleges should communicate with each other.

Ms. Thompson commented that after reviewing the budgets, a comparison should be made of the functions and the actual practices the two colleges have because the organization charts are different for each college.

Ms. Vokumamoto suggested that the hazardous waste contract for the two colleges be negotiated at the district level and include training with it because training has been difficult for the new hires.

Mr. Legaspi volunteered to work with the two business officials at the colleges on the hazardous waste contract.

At the conclusion of the budget presentation, Mr. D'Elena calculated the cost per FTES for each college. There is a \$2 difference per FTES between the two colleges. It is an indicator that both colleges are on the same path. Along with the budgets, Mr. D'Elena would like to see the current year 2010-11 actual projection up to April, May and June. He said that it would be a very valuable analysis for this committee to compare the actual expenses for the current year to the future budget requests.

Ms. Thompson commented that the discussion at the last DBSG meeting was about this process itself and the role of this committee. It was agreed that we would look at the budget and then using this committee as one of the vehicles to come up with ideas for where and how we can reorganize. Based on the charge that was discussed at the last meeting, it would be essential to have as much data and information as possible to enable the committee to provide recommendations that can actually be informative.

**III. Other**

None

**IV. Adjourn**

With no other comments, Mr. Legaspi adjourned the meeting at 4:37 p.m.

**V. Next Meeting**

Next meeting May 13, 2011

*Due to the technical nature of the discussions involved in the budget reviews, the electronic copies of the budget worksheets will be available as part of the minutes on the DBSG website.*