**Summary of San Mateo Budget Planning Committee**

**Meeting Summary**

**Monday, November 2, 2009**

**1:00 – 3:00 pm**

**Building 18-205**

**Members Present:**

Rick Ambrose

Diana Bennett

Kathy Chaika

Mike Claire

Susan Estes

Arlene Fajardo

Jennifer Hughes

Maggie Ko

Henry Villareal

Student Representative: Alex Quintana

Guests Present:

 Kate Motoyama

 Daniel Keller

 Huy Tran

Action on Agenda: Agenda items were rearranged to allow for faculty representatives who would be attending the meeting. Opening BPC meetings to the CSM community was added to the agenda.

Action on previous Meeting Summary notes: Rick noted that the third goal developed as part of the BPC’s Institutional Plan was omitted from the notes. The omission will be added to the October 19 Meeting Summary. With no further corrections, the summary notes of the October 19 meeting were approved.

**Open Meetings of Budget Planning Committee: Rick Ambrose**

Rick noted that Anne Stafford, CSM faculty member, had raised the issue of the Budget Planning Committee meetings not being open to the CSM community. Committee members acknowledged that most topics addressed at its meetings were not confidential thus there was no opposition to holding future meetings open to the CSM community; in fact, it was determined that greater transparency would be the outcome by having committee BPC meetings open to the CSM community. It was noted, however, that the committee would revert to closed session when discussing sensitive topics requiring confidentiality, e.g., staffing or personnel related issues.

Action Item: Rick will post BPC meeting dates and time on the PRIE website.

**Discussion of comments to BPC Suggestion Box – Rick Ambrose**

The most recently submitted questions and suggestions were distributed by Rick for review and discussion. There were a total of eight responses submitted since the last BPC meeting.

The first item addressed the district budget and its operations. It was determined that the issue could be addressed by Chancellor Galatolo who would be attending the college-wide budget meeting scheduled for later in the week.

The next question was about the financial support being provided by the college to KCSM. President Claire noted that the Board of Trustees is reviewing KCSM operations. A board study session will soon be held to discuss and assess the viability of KCSM.

Another response addressed the American Sign Language program and its proposed elimination. The Academic Senate and Cabinet are assessing this recommendation and a final decision will be determined later in November.

Similarly, elimination of the CIS program and the suggestion to centralize this program to one campus was put forth. Cañada and Skyline are still undergoing a PIV process and we do not know if this will be a possibility. In the meantime, CIS enrollments will continue to be monitored.

A question regarding support for the new Health and Fitness facilities was submitted. President Claire will send out a campus-wide email outlining how the new facilities will be funded and operated.

Selling names of buildings and parking lots was yet another submitted suggestion. The college will continue to consider all possible funding sources. As well, the college already leases space to a variety of entities. Revenue generated from these sources are divided between the college and the district.

Revising the CSM calendar to allow for an increase of 10-15 minutes per class was also submitted as idea for consideration. The District Academic Senate has already established a task force to review the possibility of a condensed calendar.

A concern about physical education classes being added while other courses were being reduced or eliminated was also submitted. All divisions, departments and programs are being reviewed for possible reduction in course offerings.

**Progress Update on Draft of Budget Planning Committee Institutional Plan**

Jennifer distributed a copy of the BPC institutional plan narrative that she, Rick and Henry have written. The document is a draft and committee members were encouraged to forward any comments or suggestions via email to Jennifer.

**Technology Costs for Equipment and Maintenance**

Rick provided an overview of the costs for purchasing and maintaining computer and related hardware which he received from Kevin Henson who is chairing the College’s Technology Committee. Annual districtwide technology costs are approximately $3,830,000 to purchase and maintain technology related equipment. A question regarding how much funding the district is providing in contrast to CSM’s support for technology was explored. It is not known how much each entity is contributing to supporting technological equipment. The BPC will continue to seek input from Kevin Henson to determine actual costs to CSM and to allow the BPC to plan for and build into the budget this significant but critical expenditure.

**Academic Senate Resolution on Budgetary Reductions**

Diana Bennett introduced faculty members Kate Motoyama, Daniel Keller and Huy Tran who were present to address a resolution that had been passed by the Governing Council of the Academic Senate. Kate distributed a document that outlined a breakdown of costs that included amongst other items faculty, staff, administrators, and student assistants. The referenced information was retrieved from various institutional documents including the CSM Educational Plan, 2008 and the CSM Institutional Self Study, 2007-2008. Kate then addressed a resolution titled, “Resolution on Budgetary Reductions” that was recently adopted by the Academic Senate. Discussion between the faculty representatives and the BPC committee focused on a perceived need for transparency regarding the district’s budget and a request to the BPC’s to take into account the submitted documents and to reconsider its budget reduction strategies.

 The aforementioned documents including the resolution which was presented to the BPC are attached to these summary notes.

**Next Meeting: November 16**

Agenda Items:

* Determine actual budget for remainder of current year
* IPC Update
* Technology Committee Update
* Review BPC Suggestion Box Responses

Summary prepared by Henry Villareal