

**Budget Planning Committee Meeting Notes**  
**March 2, 2009**

**Committee Members Present:** Rick Ambrose, Diana Bennett, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Steffi Santana (Student Senate)

The Budget Planning meeting notes of February 2, 2009 were reviewed and approved. Review agenda. Reverse items 5 and 6.

**Budget Update, Kathy Blackwood CFO**

The legislature has adopted a budget for the rest of this year and next year. Nothing is guaranteed to hold.

For FY 08/09 we lost the .68 cola. Cash deferrals will create a significant problem. State funding for the later part of this year will be delayed until next year which means we will have borrow money to operate on. The board approved 30 million in tax anticipation notes, the largest amount ever approved. Due to reasons related to the “triple flip”, the county no longer provides us with property tax revenues until April. Previously, we received one half of the property tax revenues in November and the other in April. The cash flow problems will result in a net decline in interest revenues of about \$500,000 per year, which is significant. Currently we estimate that we are about 160 FTES below the funding cap and as a result we may transfer FTE from next year to this year. At this point, as so many colleges are growing or restoring FTES, we do not know how much growth may be funded.

It is projected that there is a state wide property tax shortfall. As a result, the Community College budgets will be deficated. K through 12 receives an automatic backfill, but community colleges do not. To minimize the impact of the above problems, the district will not put 1.5 million in the post retirement benefits account. Even considering this, this year will be very tight.

Next year, again there will be no cola. Two years without cola is the equivalent to an 11 percent cut. This is critical because we depend on the cola to pay for the fixed cost increases we incur such as step and column, utilities, insurance, etc.

Overall community colleges have fared well compared to other state agencies so far. Yes we have been cut, but the governor has and legislature has protected the community colleges relatively speaking. There are six ballet measures that have to pass on May 19<sup>th</sup> to make next year’s budget work. The May revise will come out on May 25<sup>th</sup> after the election. If any of the ballet measures fail, we can expect more cuts for next year.

Currently it is estimated that we will need to cut the district budget by about 5 percent overall. In CSM's case this will be larger as we have been provided an additional 1 million dollars in each of the last two years to balance the budget. These funds will no longer be available.

GASB 45 Discussion:  
OPEB (other post employment Benefits)

We have 30 years to amortize the current deficit in post retirement benefits we now provide. This cost the district about 9 million dollars per year. The general fund has been picking up the cost for all funds. Beginning July 1 all funds will be charged their fair share of this benefit, categorical, federal grants etc. The benefit charge is based on an actuarial study. The charge is at this time is estimated to be about 4 percent of payroll. There will be a three year phase in.

### **Proposed Upgrade position in the Office of Planning, Research and Institutional Effectiveness: from the Project Director to Administrative Analyst**

John Sewart submitted the proposal along with a list of essential functions and projects this position would be involved with.

The project director position came into being in 1981. The position is currently vacant. Since that time the need for accountability and evidence based decision making has increased the scope and volume of work needed. Data must be prepared so that it is more accessible and understandable and there is a need for more graphics and desktop publishing.

The committee asked a number of questions about the work being performed by the existing staff and clarification on the differences in duties of the two positions. There was also concern about the exactly what was the scope of the offices departments work.

John said that he would develop a business plan for the department and bring it back to the Budget Planning committee.

### **Strategizing for Budget 2009/2010**

The committee discussed the need to develop some operating parameters for the operating budget. We should have goals for College loads and FTES. Mike Claire indicated that he would send out a brainstorming email giving some of his ideas and ask for additional input and ideas from the committee.

Next meeting date: Monday, March 16, 2009

Next meeting agenda items:

1. Business Plan for the Office of Planning, Research, and Institutional Effectiveness
2. Review of current year budget
3. Continue discussion on Strategizing for next year's budget

Budget Planning Committee Meeting Notes  
February 2, 2009

Committee Members Present: Rick Ambrose, Diana Bennett, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal

Absent: Kathy Chaika, Steffi Santana (Student Senate)

The committee approved notes for the meetings on 12/01/08 and 12/08/08 with a clarification that the 30 percent target for reduction of operating cost included counseling as well as the instructional divisions.

**Nursing Position for fall 2009**

Jane McAteer met with the committee to find out if the unfilled nursing position would be available in the fall of 2009. This position has been vacant for 6 years. The committee discussed the position and felt that due to the current uncertainty of the budget situation warranted a continuing freeze on this position for next fall.

The committee briefly discussed the new dental hygiene director position that was scheduled to be filled this spring. Mike Claire indicated that the Board of Trustees had decided to hold off on this position for the time being. A review of the impact of delaying the program is underway. The funding for this position is coming directly from the district rather than from the current CSM operating budget.

**Instructional Dean's divisions' discretionary budgets**

Susan Estes began by reporting that the overall teaching load had increased from 474 in the spring of 2008 to 559 in the spring of 2009. Last spring the FTE faculty was at 221.84 and this spring it is at 210. Despite the reduction in sections, enrollment is up. The FTE faculty for this spring will be used as a base for scheduling courses in the fall. Coastline added 5 FTE Faculty this spring. Assuming all of the sections canceled would have been held, the savings amounts to \$544,000. The real savings is not quite this large as there are always some canceled sections.

In light of the savings accomplished as a result of eliminating sections under 20 students, Susan requested that the total operating account reductions for the instructional departments be limited to \$36000. Currently we are anticipating no equipment money and state lottery funds for supplies are expected to be greatly reduced. In addition we are realizing additional savings as all of the FLC's for Writing Across the Curriculum, Honors, SoTL, have been given up for this semester.

The committee agreed to this request.

**Report from the District Budget and Finance Committee**

Rick Ambrose reported on the latest we have heard from the State. The State is now trying to develop an 18 month solution to the budget problem. At this point in time K12 and Community Colleges appear to remain a high priority for funding. Currently the State is not funding capital

projects which may impact us as our North Gateway project is State funded. There has been some talk about raising fees for Community College students. Of concern is talk about taking all property tax funding away from community colleges and moving them entirely into the State general budget, which would result in a greater uncertainty in funding. This would also affect the credit rating of Community Colleges, which would result in higher interest rates when borrowing money.

### **Begin strategizing for budget year 2009-2010**

Mike Claire began the discussion by saying that we need to look at establishing bench marks. Some of these include appropriate load and FTES targets.

The committee decided to make this a major point of discussion at the next meeting.

The next meeting will be held on Monday, March 2, 2009

Meeting adjourned.

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### Budget Planning Committee Meeting Notes December 8, 2008

**Committee Members Present:** Rick Ambrose, Diana Bennett, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal

**Absent:** Steffi Santana (Student Senate)

Budget Framework for a balanced budget, continued discussion on the 3 to 10 percent reduction plans.

Rick Ambrose presented a worksheet showing the proposed estimated reductions which include estimated reductions in the 4000 and 5000 accounts, reassigned time, 1310 (adjuncts and overloads. These estimated reductions come to \$559,396, leaving a remaining balance of deductions needed at the 3 percent level of \$29,207.

The spread sheet basically represents a 30 percent reduction in the remaining available balances in instructional departments and 50 percent in non-instructional departments. The agreed upon reductions in the Writing Across the Curriculum program, Learning Communities, SoTL, Honors and Basic Skills program were presented as agreed on at the prior meeting. The reassigned time for these programs was reduced by 22 FLC's, leaving a total of 16 FLC's, saving an estimated \$28,343. Adjuncts and overloads were reduced by an estimated \$288,624 for the first round of budget cuts. If we used only sections to balance the budget, we would need to eliminate another 75 sections and this would not be in the Colleges or the student's best interest.

The committee continued to discuss possible reductions including reducing services in the evening and weekend hours, student services, business services, the library and labs. Additionally further thought needs to be given to reductions in temporary employees and student workers as well as other faculty release time. Reducing lab hours must be carefully considered as they tie into hours by arrangement.

Mike Claire indicated that we need to complete our targets, even if they are just percentages.

The committee discussed the following expenditure areas/programs and set targets for reductions in these areas, although the exact division or department in which these reductions will occur was not determined.

Cost reduction targets.

Faculty release time 5 percent or \$10,000

Student assistants/temporary employees 10% or \$30,000

ITS general fund account \$38,000 estimated remaining balance

Evening Supervision \$3,500

Shift of fund 1 salary to fund 3, total \$10,000

Salary savings for this year, needs to be calculated

Freeze on nursing position for this year \$71,000

The total of these targets, excluding salary savings resulting from vacant positions which have not been calculated comes to \$162,500.

Although we are working on this year's midyear budget cut, we have to remember that we have a structural deficit in the neighborhood of two million dollars.

Managers will need to work with their staff to determine what cost reductions can be made service hours, temporary employees and student assistants.

Every \$4000 we can save, saves a class section.

Maggie Ko said that she was concerned about whether or not matriculation funds would be available to offset salaries in the fund one institutional research area.

The committee reached consensus to recommend to College Council the targets set today with the understanding that the process requires the deans and managers to do the actual implementation.

### **Upgrade Job Classification Institutional Research**

Mike presented information on the need to reclassify a position in institutional research. The two things that can have the most negative impact on our institution are budget and accreditation. We need to insure that we have adequate research capacity to meet the current accreditation requirements. Jonah Wong's position is now vacant, and this provides us with an opportunity to reevaluate this position in terms of the skill sets that are really needed for this position. The skill sets have been forwarded to Harry Joel for his review and it may be that we will need to reclassify this position in order to meet current needs. This item will come back to budget

planning committee after Human Resources has reviewed this skill set. The committee discussed this issue and whether the skill set might be available from someone during the managed hiring process. Is it possible that some portion of the funding could come from matriculation? Mike indicated that this will be addressed when the position is brought back.

The committee agreed to meet again on February 2, 2009 at 1:30 pm.

Meeting adjourned at about 4 pm.

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## **Budget Planning Committee Meeting Notes December 1, 2008**

**Committee Members Present:** Rick Ambrose, Diana Bennett, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Steffi Santana (Student Member)

### **Framework for a balanced budget**

Mike Claire discussed the framework for a balanced budget. We have three issues, midyear budget cuts, the deficit for next year, and the long term budget issues. We have to take action and get immediate results for the midyear budget cuts. Cuts need to be strategic; however every college unit will probably feel an impact. We will have to stop doing some things, for example we may not be open as long and there will be other cuts in services. Providing services to students remains a priority.

We have turned the corner on the accreditation response, we may continue on warning, however we have made good progress and have addressed the important issues and we have gotten the message. We will be fine in 2009. We need to continue to strengthen our research function.

We have increased recruiting and improved the website. We need to continue to build capacity in the marketing and outreach areas. We need to continue to build our retention capacity. Our college wide initiatives are important and we need to continue them.

Rick Ambrose led a discussion on the need to insure that our budget framework needs to connect with the educational master plan. The midyear cuts need to be based on what we can do relative to budget reductions considering the immediate crisis we are facing.

### **Budget reduction scenarios of 3 to 10 percent**

Estimated budget reduction targets as of 12/01/08.

3% = \$851,474, 5% = \$1,419,124, 7% = \$1,986,774, and 10% = \$2,838,248

These are the targets the district suggested that we address as we do not yet know how much the state mid-year budget cut might be. We are to develop scenarios showing what each of these cuts might look like. We are developing a plan to address these targets.

Susan indicated that cuts of low enrolled sections and adjustments to reassigned time could result in as much as \$300,000 in savings. Classes of 20 or fewer will be cut with certain exceptions.

#### **4000 and 5000 accounts**

Review of the 4000 accounts, supplies, repairs, copying etc. and 5000 accounts, services, memberships, conference expense, insurance rental, postage etc.

The committee discussed the various types of accounts and developing a method for developing reduction targets.

After much discussion, it was decided to set as target, a 30% reduction for instructional and counseling budgets in the 4000 and 5000 accounts, remaining available balances and 50% reduction for non-instructional budgets, remaining available balances.

#### **Discussion/Decision on the 11/24 presentations on reassigned time**

The budget committee discussed the presentations made in light of the current budget situation. It was agreed that these programs are all important and they need to be maintained at some level so that they can be brought back more fully when the budget situation improves.

The recommendations are as follows.

The SOTL Center will receive no release time and it is recommended that the Center be operated under the auspices of the Faculty Senate.

Learning communities will retain two FLC's for the spring. Writing Across the Curriculum will retain nine FLC's for the spring.

In addition Basic Skills will receive three FLC's rather than the previous nine. The committee felt it might be possible to go back to the State and renegotiate the plan to provide for additional FLC's for the coordinators position.

The Honors program will receive two FLC's for the spring.

Reductions in release time will result in an estimated saving so approximately \$28343.

The committee supports the athletic proposal to add a volley ball team and feels it is very important to meet Title IX requirements, but feels we the beginning of the program needs to be delayed for a period of time.

The committee agreed to meet again Monday, December 8, to continue looking at possible budget reductions.

The meeting was adjourned.

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## **Budget Planning Committee Meeting Notes November 24, 2008**

**Committee Members Present:** Rick Ambrose, Diana Bennett, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Steffi Santana

The committee reviewed and approved notes from the previous meeting. The agenda was reviewed and no changes were made.

Henry Villareal, Vice Chair, called the meeting to order.

Welcome student representative Steffi Santana.

### **Writing Across the Curriculum/Learning Communities**

Presentation on Writing Across the Curriculum and Learning Communities made by Jean Mach, Mike Burk and Jeremy Ball. Information on the Learning Communities, Writing Across the Curriculum and the SoTL Center was presented. Information was shared on the importance of these programs and the amount of reassigned time needed for the coordination of these programs. Jean Mach and Mike Burk indicated that the priority programs were the Learning Communities and the CASTL Institutional Leadership program (WAC), though all of the programs were important to the campus. The Budget Planning Committee accepted the information and agreed to discuss this at the next meeting.

### **BSI Coordinator Position**

A presentation on the need for a Basic Skills Initiative Coordinator was made by James Carranza. The Basic Skills Committee is providing 6 FLC's (Faculty Load Credit) from the Basic Skills grant and are requesting 9 FLC's from the general fund in order to make this a full-time position. Mr. Carranza discussed the importance of the program. About 80 percent of the students that come to us need some assistance in the basic skills area. The grant requirements can be met with the 6 units from the grant; however, in order to move the college forward, the 9 additional units requested would make it possible to move the college forward in achieving college strategic planning goals. The Planning and Budget committee agreed to discuss this item further at the next meeting.

### **Honors Program**

A presentation was made by Tim Maxwell on the importance of a strong Honors Program. Tim recommended that the program have at least 4 hours of reassigned time for the coordinator and a budget of \$5,000 for marketing and perhaps a few small scholarships. Currently, planning for strengthening the program is in the beginning stages. The program is important for student excellence, achievement and expansion of transfer agreements, especially with UCLA, a program which Skyline already has. The Budget Planning Committee agreed to discuss this program at the next meeting.

### **Institute a Women's Volley Ball program**

Andreas Wolf made a presentation for adding a Volley Ball program at CSM. CSM needs to continue expansion of Women's Athletics in order to be in compliance with the Title IX. Current options include golf, tennis, soccer, badminton and volley ball. We do not have a field for soccer, though this would bring in the most student participants. Of the sports remaining, volley ball would have the largest number of participants. CSM has made progress as the sports of swimming and water polo have been added.

### **Approval/Modification of Criteria for Canceling Classes**

Susan Estes passed out a proposed guideline for canceling classes based on the District policy. Due to the State's current budget condition and impending mid-year cuts, we can no longer continue to support small classes. The committee recommended a few changes to the guidelines for clarification purposes but overall found them acceptable and approved them.

Virgil Stanford discussed the uncertainty of the current budget situation and the need to develop scenarios for mid-year budget cuts at 3%, 5%, 7%, and 10%.

The committee agreed to meet again next Monday December 1.

The committee adjourned.

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## **Budget Planning Committee Meeting Notes October 6, 2008**

**Committee Members Present:** Rick Ambrose, Diana Bennett, Kathy Chaika, Mike Claire, Susan Estes, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Henry Villareal

**Absent:** Arlene Fajardo, Martha Tilmann

The committee reviewed and approved notes from the previous meeting. The agenda was reviewed and no changes were made.

Officers were elected. It was decided that the Committee Chair Person would serve for two years.

### **Election of Committee Chair Person**

Nominations were opened, and Rick Ambrose was nominated by Jackie Gamelin, seconded by Kathy Chaika. There were no other nominations and Rick Ambrose was approved by acclamation for a two year term.

### **Election of Vice Chair Person**

Nominations were opened, and Henry Villareal was nominated by Virgil Stanford, seconded by Jennifer Hughes. There were no other nominations and Henry was approved by acclimation for a one year term.

### **Election of the Committee Secretary**

Nominations were opened and there were no nominations. Virgil Stanford volunteered for the position for and was approved by acclimation for a one year term.

### **Review of the Budget Planning Committee process**

The committee discussed the need to use the financial forecast that is prepared each year by the District Office with input from the College Business Services Office and the Instructional office. Discussion center around what the overall process should look like. Mike Claire discussed how the Budget Build Process developed by the accreditation summer committee would be used to assist in developing the annual budget. There was also discussion of the need to identify bench marks to be used in the overall budget process. Some of the suggested bench marks were FTE faculty loads, FTE students, and WSCH by Divisions.

### **Review and Discuss the Position Control Budget Forecast**

An overview and analysis of position control for FY 2009 and 2010 was presented. Currently, next year's budget allocation as projected, exclusive of any State cuts, is \$27,005,699. Position control, salaries for permanent employees, is projected to be 74 percent of the total budget. Other salaries, adjuncts and overloads being the largest, make up 28 percent of the budget and the two together come to 102 percent of the budget. When supplies, contracts, etc. are added, the total projected expenditures are 108 percent of the budget. So next year's budget, exclusive of any cuts we may receive from the state needs to be cut by about 2 million dollars in order to balance.

### **Discussion on New Faculty Positions**

The question is how many new faculty positions we approve considering the changing budget picture. Traditionally this has been determined in October, but that is probably not possible this year. At this time no retirements have been announced. There is a need to break out release time and non-instructional time as part of the information that should be considered.

### **New Business**

We need to reschedule the budget study session and workshop to October 27<sup>th</sup> as the accreditation site visit will be on November 3<sup>rd</sup>.

### **Other Business**

Susan Estes provided a brief update on accreditation, documents completed and in place and we are beginning the implementation process.

Jennifer Hughes discussed the need for a Basic Skills Coordinator. Last year a basic skills committee was formed. Their plan includes a basic skills coordinator position which they are now requesting. The basic skills grant will provide 6 FLC's and they are requesting 9 FLC's from the general fund. Skyline has this position and there is a need for it on our campus. The 9 FLC's would be release time and we would have to back fill it with adjuncts, estimated cost about \$25,000.

The Budget Planning Committee agreed to fund the position.

The meeting was adjourned.

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#### Budget Planning Committee Meeting Notes

September 8, 2008

**Committee Members Present:** Rick Ambrose, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Virgil Stanford, Martha Tilmann, Henry Villareal

**Absent:** Diana Bennett, Maggie Ko

The Budget Planning meeting notes of May 23, 2008 were reviewed and approved.

No changes to the meeting notes or the agenda.

**Report on Accreditation** (presented by Susan Estes and Jennifer Hughes)

A follow up report on accreditation has been posted on the website. Still for internal review until the College has a chance to review and comment. Four of the commission findings had to be reported on by Oct. 15. The Board has to approve so in reality we had only until the Board meeting in Sept. to complete the report.

An Accreditation oversight committee was formed. The Maas Company played a significant role. They outlined the work to be done and gave us a lot of data. The final report was written by the College. There will be a site visit by two people from the commission in November. A great deal of work has been completed, but we should not assume we will get off of warning.

The Strategic Planning Goals were good for the most part. A new goal, improving the Campus Community was added. An Annual Work Plan will be developed and it will be tied to the Strategic Plan. The plan will be developed from the divisional work plans. The Strategic Plan will

need to be approved by College Council. The Institutional work will be tied to the campus budget. At the end of the year we will need to review the process, Educational Master Plan and other components. Major components include the Strategic Plan, the Planning Calendar, and Educational Master Plan. There will be several workshops designed to roll out the integrated planning process and address program review, student demographics, communication and assessment.

### **Budget Update**

There was a brief discussion of the current legislative impasse. There is concern that once the budget is adopted, that there may be a midyear budget cut.

### **Changes in the Budget Planning Committee**

Mike Claire discussed work that the accreditation committee on budget completed this summer. The committee suggested on changing how the Budget Planning Committee interacts and a change in focus to looking at the budget from a policy standpoint. The Budget will be developed at a macro level and the committee will take a more proactive rather than reactive approach to the budget. The Budget will be synchronized to the Institutional Planning calendar. We will be more involved in developing forecast as we go through the process.

We will begin to develop estimates early in the year. Forecast will be refined as the year progresses. The final budget will be developed in late March or early April. Most of our budget expenditures are in position control or salaries. Mike will send members a Planning Narrative developed by the committee during the summer.

The meeting was adjourned.

### **Next meeting date:**

Monday, October 6, 2008

Budget Subcommittee Meeting Notes  
April 21, 2008

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal

The meeting notes from April 7, 2008 were reviewed and approved.

**FTES Target for next spring**

We need to bring our load as close as possible to the 525 goal. We will continue to do targets each semester from now on. After this go around it will become much easier and we will be better able to review enrollment patterns and make adjustments as needed.

The target for next spring 2009 will be close to the same target for fall 2008. The FTES targets are based on load for the division and the enrollment patterns in the division. It is important that we try not to offer too many courses of the same kind, which may result in low enrolled sections. We are still committed to courses that complete programs or transfer needs if possible. We will try to hold firm with having at least 20 students enrolled in most sections.

**Additional faculty positions**

From the instructional side, there are nine retirements most of whom have requested a post-retirement contract. Every three post retirement contracts is equivalent to one full-time faculty replacement. Whether or not we hire additional faculty replacements depends on our district wide faculty obligation with regards to our ratio of full-time faculty versus part-time faculty. We have already approved four new hires in the areas of music, political science, chemistry, and dental assisting. In order to have the dental hygiene program accredited we are required to hire a director and two support staff positions.

**Old business**

There are still more org chart revisions that are needed. Revised versions will be brought back to the committee when completed.

We are still awaiting confirmation with regards to receiving an organizational chart of the District office.

**New business**

In order to address a concern from the Educational Master Plan committee with regards to our accreditation recommendations, the committee reached an agreement to re-name this group. The committee will now be referred to as the: Budget Planning Committee.

The meeting was adjourned.

**Next Agenda Items**

What do we want on our campus organizational chart and how should it look? The District office has requested that all campuses submit an organizational chart.

**Next meeting set for:**

Monday, May 5, 2008, 1:30 to 3:30 p.m., Bldg. 18, Rm. 206 (Faculty Center)

**Budget Subcommittee Meeting Notes**  
**April 7, 2008**

**Subcommittee members present:** Jeremy Ball, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christine Marra, Virgil Stanford, Martha Tilmann

**Absent:** Rick Ambrose, Kathy Chaika, Henry Villareal

The meeting notes from March 24, 2008 were reviewed and approved.

**Educational Master Plan**

The committee has been working on a template for how the plan will work. As part of this process, the group has explored and developed a set of dynamic relationships that ties the educational master plan with the other planning documents and processes on campus. The committee has gone through an extensive process of identifying all the current planning documents that we have and mapping out how they relate to each other. The Educational Master plan requires the development of an extensive environmental scan, both internal and external and a series of planning assumptions. This process will help us make sure that we're aligned with our goals.

Given the timelines and the amount of work needed to complete these tasks, a consulting firm, MAAS, has been selected to assist in the process. MAAS brings a lot of experience in this area. The Educational Master Plan Committee has been working with MAAS in order to meet the deadlines set out by the accrediting committee and removes us from warning status.

The educational master plan will incorporate work plans that go out to the divisions. The program review process will also be incorporated, which will feed back to the educational master plan. The most significant task will be gathering all the data necessary to establish the new process. MAAS will be helping with this effort.

The planning processes must be generally in sync with the accreditation cycle, which happens every six years. The committee has to determine when particular plans need to be revised or updated. The group also needs to take into consideration how these plans communicate with each other.

The model the group is working with now works well. At the program review level, for instance, instructional programs will identify needs for new faculty and/or equipment. These needs will then be discussed at the division level, and then passed up the chain with some sort of ranking.

As part of this process, the committee has identified three levels of planning that go on at the college: the educational master plan, which is institutional planning; the work plans; and program review. Up until this point, work plans have been done on an informal basis, but will now be more rigorous and have action steps. There's also a consensus that we need to build on our "Institutional Support Services." These areas include those that fall outside of the Student Services and Instruction areas. We also need to have more

transparency. Fundamentally, we need to be able to see the whole picture in order to make good decisions.

### **Comparative Report**

This was an informational discussion based on position control that shows how and where we are spending our campus funds compared to Skyline College. A majority of our funding is being spent on personnel. With the current budget situation, we need to be very diligent and aware of how and where we are spending our monies.

The committee reviewed the ratio of full-time equivalent students and FTE as they relate to administrators, instructional faculty, non-instructional faculty, and staff. We need to take a good hard look to see if funds may be better spent more efficiently. We also need to consider if we reduce the amount of funding spent on personnel without jeopardizing our educational institution and still be efficient as well as maintaining the quality of education we offer.

It was suggested that the District Office provide us with information comparing their budget with similar size Districts in the State. There was also a request to obtain an organizational chart of the District Office, which Virgil will ask for at the next District Committee on Budget & Finance meeting.

### **Budget Planning Calendar**

Virgil handed out a draft copy of the “Broad Planning Categories” calendar based on a three-year rotating cycle for program review. This draft document has been developed as a part of the Educational Master Plan process. The college will develop a detailed annual planning calendar that will include and be integrated with the budget planning process.

### **Organizational Charts**

The committee reviewed the remaining charts presented today. There are still more revisions are needed. Revised versions will be brought back to the committee when completed.

The meeting was adjourned.

### **Next Agenda Items**

FTE’s target for next spring

Possible additional faculty positions as a result of retirements

### **Next meeting set for:**

Monday, April 21, 2008, 1:30 to 3:30 p.m., Bldg. 1, Rm. 115

Monday, May 5, 2008, 1:30 to 3:30 p.m., Bldg. 18, Rm. 206 (Faculty Center)

## **Budget Subcommittee Meeting Notes**

### **March 24, 2008**

**Subcommittee members present:** Rick Ambrose, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Henry Villareal, Andrew Collins (Student Senate), Diane Bennett (in the absence of Jeremy Ball)

**Absent:** Susan Estes, Martha Tilmann, Jeremy Ball

The meeting notes from March 3, 2008, were reviewed. The committee suggested changes to the meeting notes, which were adopted.

### **Organizational Charts**

The organization charts with current staffing positions were presented for the following areas: Student Services, Instructional and Business Services. The committee reviewed these charts and some corrections were noted. A revised copy will be brought back at the next meeting.

Organization charts that fall under the President's office and KCSM will be submitted at the next meeting.

This chart gives an overall picture of our classified staffing levels. This will help us in the future to better review and determine classified needs when classified position requests are brought to the committee.

### **Educational Master Plan**

In the absence of Jeremy Ball, President Mike Claire gave a brief update on the status of this project. One area the Educational Master Plan Committee needs to address is the way the college links new building construction plans built to the master plan. Specifically, we need to address the how and why a construction project fits into our educational needs. The college has established an accreditation oversight committee, which will oversee the response to the visiting team's recommendations. CSM will also be utilizing the same consultant that Canada College is using to assist us in meeting the recommendations of the accreditation team. Canada College was also put on "warning" status.

### **Planning process for Classified Position Request**

The committee discussed the need to develop a more formalized process with written policies for classified position request similar to the program review process currently used for faculty. It was suggested that we come up with a proposed draft incorporating the current process for program review that will also include classified staffing requests. It was also suggested that a timeline for when classified staffing request are to be submitted be developed. It was suggested that requests be due by December, which would allow for review by the appropriate committees. The requests would then be

forwarded to the budget subcommittee. These requests would be for positions needed in the next fiscal year.

The committee expressed a desire to ask the consultants working with the Educational Master Plan committee to review and make some recommendations on our current process for program review, faculty position requests and classified position requests, how those requests tie into what will become the annual work plan. All of these components will support our Educational Master Plan.

### **Old Business**

Comparative report on Skyline versus CSM for us to review will be presented at our next meeting.

The meeting was adjourned.

### **Next Agenda Items**

Educational Master Plan update  
Comparative Report CSM/Skyline  
Proposed draft of classified position request process and timelines  
CSM Budget and Planning Calendar  
Organizational charts for President's Office and KCSM

#### Next meeting dates:

Monday April 7, 2008

Monday, April 21, 2008

Monday, May 5, 2008

#### Time:

1:30 p.m. to 3:30 p.m.

#### Location:

Building 1-115

**Budget Subcommittee Meeting Notes**  
**March 3, 2008**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Andrew Collins (Student Senate)

**Absent:** Christianne Marra

The meeting notes from the February 4, 2008 meeting were reviewed. Changes suggested by the committee were made and the revised meeting notes were sent out on February 28, 2008.

**Program Improvement and Viability Process**

As requested by the committee at the previous meeting, Susan Estes presented supporting evidence and a cover letter to be forwarded to the Academic Senate. Two key factors triggering the PIV process are enrollment trends and Load. A low load is a sign of cost inefficiency. The state funds colleges based on the assumption that courses maintain a load of 525 or 35 students in a section. A load below 525 results a negative impact on the College's budget.

The programs recommended for the PIV Process fall below a load of 525 and have had low enrollment for at least two semesters. Undergoing the program viability process is not a recommendation for continuing or not continuing a program; instead, it is a recommendation that the program conduct an in-depth examination of its current condition and then determine whether or not there are constructive, feasible ways in which to revitalize, renew, or even reinvent the program.

The supporting documents provide enrollment data based on census data for Spring 2007 and Fall 2007. Also included are enrollment data as of January 31<sup>st</sup> for Spring 2008.

Consensus was reached to forward these programs and backup information to the Academic Senate with the recommendation requesting that the program improvement and viability report be completed by December 1, 2008.

As the college addresses the accreditation recommendations concerning the integration of its planning process, the Program Improvement Process, should be linked with the Education Master Plan.

Committee members indicated a need for an environmental scan to inform their decision making. This information would help us plan curriculum offerings to meet student needs.

### **Distribution of 2007-08 Mid-Year Budget Report**

Virgil distributed the mid-year budget report.

### **Old Business**

Organizational charts with support staffing levels in each area will be sent.

### **Next Agenda Items:**

At the next meeting, a financial status report for CSM will be presented.

It was also reported that we have learned that we cannot charge post-retirement benefits to categorical or grant funds, which would free up general fund monies. This is because of the GASB regulations (Government Accounting Standards Board). There may be changes coming in July 2009.

Additionally, at the next meeting Jeremy will explain how our goals and objectives fit into the strategic planning process. He will also update the committee on the educational master plan and where we fit into the plans for the future.

The meeting was adjourned.

### **Next Meeting Dates:**

Monday, March 24, 2008

Monday, April 7, 2008

Monday, April 21, 2008

Monday, May 5, 2008

### **Time:**

1:30 p.m. to 3:30 p.m.

### **Location:**

Building 1-115

**Budget Subcommittee Meeting Notes**  
**February 4, 2008**

**Subcommittee members present:** Rick Ambrose, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Henry Villareal

**Absent:** Jeremy Ball, Martha Tilmann

The meeting notes from the December 10, 2007 meeting were reviewed. Additional changes were requested.

**Recommendation on unfunded/addition of classified positions**

The committee discussed three vacant classified positions: CSM Connects, program services coordinator, a division assistant and a staff assistant position.

President Mike Claire gave a short run down on how CSM will now be looking at vacant classified positions. With the enrollment and budget issues we are currently facing, any classified position that becomes vacant will undergo a review to determine if moving the position to another area would better suit our needs at this time or if the position is one that is still needed. If the position is not needed, it will be determined if the position can be used better elsewhere.

Classified positions become vacant when a current employee moves to another position, resigns, or retires. This is really the only time that the campus can review and evaluate the needs of the position and not impact an employee.

Currently, there is a vacant program services coordinator under the VP, Student Services due to the former employee taking another position. The current plan is that CSM Connects will remain functional but at a lower-level of staffing.

Jennifer Hughes, VP, Student Services, recommended that because CSM's Strategic Plan emphasizes FTES placing the program services coordinator, outreach specialist, under the Public Information Office, would be a much better utilization of this position and in order to better address the needs of the college and the steady decline in enrollment.

The primary responsibilities of this position will be for inreach and outreach, as well as the development of a campus ambassador program. The position will also assist in carrying out a variety of activities, such as Operations Welcome Mat, PEP, outreach activities at the high schools, the community and business agencies. This position will report directly to the Director of Marketing and Development.

This position is currently being performed and funded by a short term temporary employee and is not a permanent position. In order to continue our efforts to increase enrollment and have a continued presence in the community, this position needs to become a permanent, full-time position.

In addition, Beverley Madden, Director of Marketing and Development, has brought forth a recommendation for a permanent, full-time Promotions & Web Content Coordinator. For the past few years, this position filled by a short-term employee on a part-time basis. It is highly important for our long term strategic planning and marketing efforts, which will support our enrollment growth goals, that this position be made permanent and full-time. This position will work with all divisions, departments, and instructors in supporting the development and updating of their Web sites. Based on student surveys, our current CSM website is perceived as poorly functional and needs major renovation.

Jeremy Ball, Jacqueline Gamelin and Rick Ambrose all expressed concern with funding these classified positions given the current budget situation, the new administrative restructure, and the reduction in class sections.

It was explained that there would be no additional budget impact. The program services coordinator position is just a relocation of the current position under a different department. Currently, there are two additional vacant classified positions at the college: a staff assistant and as a result of the administrative restructure, a vacant division assistant position. By not filling the division assistant position and staff assistant position, we will cover the budget of the new requested position for a "Promotions & Web Content Coordinator". The two short term temp positions will be eliminated.

There was consensus on moving forth on these two positions. Jackie Gamelin requested that a complete and detailed organizational chart of all support staff, including administrators, managers, and supervisors, in each division and department be sent to the committee members.

The discussion on this topic lasted for most of the meeting and, as a result, the committee did not get to the other agenda items. It was suggested that we try and have another meeting before the next regularly scheduled meeting on March 3. The backup documentation and justification that was to be presented by Susan Estes, VP, Instruction with regards to the four groups to complete the program improvement and viability process, will be sent to all committee members for review before our next meeting, since we were unable to get to this agenda item.

The meeting was adjourned

Next meeting dates:

Special meeting prior to March 3 is being arranged via email.

Monday, March 3, 2008

Monday, March 24, 2008

Monday, April 7, 2008

Monday, April 21, 2008

Monday, May 5, 2008

**Budget Subcommittee Meeting Notes  
December 10, 2007**

**Subcommittee members present:** Rick Ambrose, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Henry Villareal

**Absent:** Jeremy Ball, Martha Tilmann

The meeting notes from November 19, 2007 were reviewed. Suggested changes were requested. Changes were made and the revised meeting notes were sent out on December 12, 2007. No further edits were submitted.

**New Business**

Virgil presented a Personnel Requisition request from Community Education requesting a twelve month (48%) Office Assistant II position.

Currently Community Ed has a vacant Assistant Project Director position which is at a higher level pay than the Office Assistant II position. However, at this time the Dean of Technology feels an Office Assistant II, who would handle the clerical duties of the program, are more in line with what is needed. Therefore, the Office Assistant II position is being requested in lieu of the Assistant Project Director position.

Normally the filling of a vacant classified position does not come to the budget subcommittee, it goes to cabinet. If in the future the program decides to fill the Assistant Project Director position, the issue will come back to the budget subcommittee for discussion and recommendation.

Funding for the position comes from Community Ed, which is a 3000 account, meaning it is self generated funds so no monies come from our general operating budget.

At the conclusion of this item, a request was made to add an agenda item for the next budget subcommittee meeting to review CSM's total budget.

**Program Improvement and Viability**

Susan Estes would like the budget subcommittee's agreement to forward to the Academic Senate at least three categories of program groupings that need to go through the program improvement and viability process. It would be too extensive of a list if done by just individual program. Combined with the time it takes to complete this process, we do not want to overload the Academic Senate. This process takes about one year to complete. We need to make it very clear that we are not talking about elimination of any programs, but instead reviewing those with low loads to see what can be done to increase loads and enrollment. The programs are in groups so they can work together and see if there is some redundancy and to see if there is the possibility of consolidating some of the class offerings to make them more productive and successful. In addition, some of these programs may be lacking the resources to succeed, and, if so, we need to explore what the College can do as a whole to assist these programs.

The groups listed below all have low loads and also low enrollment. It has been recommended that Broadcasting Arts should be used for the Media Communications group during the program improvement and viability process for discussion and a resource tool because they have just completed the program improvement and viability process.

First group is the Media Communications area:

- Film Production
- Graphics
- Multimedia
- Journalism

Second group is the Technology area:

- Manufacturing & Industrial Technology
  - ✓ Drafting Technology
  - ✓ Machine Tool Technology

Third group Foreign Languages area:

- German

Fourth group:

- Library Science

The committee recommended adding the fourth group, Library Science, at this time. The committee also recommended that these groupings be submitted to the Academic Senate, and its committees, including the curriculum committee, for program improvement and viability review.

Susan will provide backup data and rational in order to justify to the Academic Senate why the budget subcommittee is recommending that these groupings go through the program improvement and viability process. Susan will bring this back to budget subcommittee first for review and approval.

The meeting was adjourned.

Next meeting date: Spring 2008

## **Budget Subcommittee Meeting Notes November 19, 2007**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal

**Absent:** Maggie Ko, Kathy Chaika

The Budget Subcommittee meeting notes of November 6, 2007 were reviewed and approved. No changes were made to the agenda.

### **New Faculty Positions for Next Year**

Mike reviewed and explained the hand out from our last meeting on “factors to consider” for full-time faculty hires which included a review of current projections of revenues and enrollment, as well as the overall financial condition of the college. Discussion included teaching loads, enrollment trends and the impact of the other campuses on our revenue projections. Mike further discussed the process involved in developing the recommended number of faculty positions.

College of San Mateo is facing another possible budget deficit this year and perhaps next year. The committee is concerned about what steps we will need to take to bring the budget into balance. Virgil reported that we need to continue to replace retiring faculty in order to meet our full-time faculty obligations as well as meet the needs of growing enrollment. Susan added that there are factors that need to be considered such as developing programs and the burden placed on current faculty.

Mike recommended that we hire at least 3 new faculty members in order to replace the number we expect to retire. In addition the budget subcommittee recommended that we hire additional faculty members if the number of retirees increases later in the spring.

### **1310 Discussion**

Virgil presented more in depth information on 1310 and related expenditures. These expenditures relate primarily to expenditures for adjuncts and over loads. These expenditures are running about \$1.2 million more than budgeted. In order to solve this problem we need to increase loads to reach our productivity goal of 540. Currently they have improved somewhat over last year, but have not met the budgeted goals.

We have our own reserve fund, in excess of \$700,000 dollars, that we will apply to this year’s budget deficit, which will pretty much wipe out the reserve. In addition we are projecting a balance of \$280,000 available from the remaining enrollment growth fund balance. After spending all reserves there remains a projected shortfall of about \$600,000 for this year. Next year we will have no campus reserves available leaving us with a projected shortfall in excess of \$2,000,000

Annual program review is very necessary and valuable but also accreditation wants to see us tie all of our planning together.

Need to put the program viability process in place by the end of the year to really be able to address and make recommendations on those courses that have a low load/low enrollment.

The budget subcommittee strongly encourages faculty to indicate their intent to retire as early as possible in order to determine the number of full-time faculty positions to be filled in the upcoming academic year.

We are looking at various ways to help our budget situation. Susan Estes will continue to look at how we can continue to reduce costs for this year, including reviewing low enrollment classes and seeing if we can increase our class offerings in areas such as Math/English where we have large waitlist. The college can no longer afford to continue with sections that have low enrollment outside of those sections that restrict the instructor to student ration as mandated by the state.

The program review/program viability discussion ran short of time will be continued at our next meeting.

The meeting was adjourned.

Next meeting date: Monday, December 10, 2007  
1:30 p.m. to 3:00 p.m.  
Building 1, Room 115

**Budget Subcommittee Meeting Notes**  
**November 6, 2007**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Amber Bruce, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal

**Absent:** Amber Bruce, Maggie Ko

The Budget Subcommittee meeting notes of October 8, 2007 were reviewed and one change was made on the second page, sixth paragraph. The first sentence was changed to read, "As part of the Accreditation process, we need to develop a multi-year budget plan." The rest of the notes were approved as presented.

Discussion on multi-year financial plan

Virgil presented reports with that show a comparison of the college's budget and FTES over several years, beginning with 2002-2003. Virgil also presented the 2007/08 adopted budget, which is based on resource allocation assumptions and a multi-year projection that Kathy Blackwood developed in conjunction with the campus business officers. One of the preliminary recommendations from the accreditation visiting team was that the college must develop a multi-year financial plan. For the current fiscal year, we are estimating a 3.5 percent FTES growth at this time. This estimate will be reviewed throughout the year, and could impact us over the next 2 years. As of this time we are estimating 2 percent growth for FY 09 and for FY 10. These estimates will be revised as information becomes available.

The committee also reviewed the current 07/08 site allocations with adjustments. The District is giving the college \$1 million in additional funds for this year to help cover the shortfall. College of San Mateo will also use all of its prior year reserves estimated at \$700,000 plus.

Mike Claire suggested that we develop additional data for past years that backs out the COLA in order to obtain a better picture of what has happened to our budget. Fiscal year 2006/07, ended with a \$275,500 deficit.

Update 1310's

Virgil presented information summarizing past budget trends starting with 2002/03 and going through 2006/07. He also presented information on the current year shortfall in the 1310 budget which funds adjuncts and overloads. He will follow up with more detailed information at future meetings.

There is still a \$1.2 million problem this current year with the 1310s that needs to be addressed. A better estimate will be available later on and hopefully we will have higher productivity in spring. Any increase in productivity will not be enough to cover the full \$1.2 million problem in this current year.

Susan Estes presented handouts on fall 2007 reassigned time for all instructional and counseling areas. This is for information only.

Review of low load programs.

Susan Estes presented a report on spring 2007 load. The committee needs to review and address those areas with a very low load and discuss what to do in these areas. Some will have a low load due to student/teacher ratio required by law. The College needs to continue to work to increase loads in order to balance budget cost and revenue.

The committee received the document on the suggested process to determine program viability. This is an ongoing process and the committee will continue to look at this issue during the coming year.

The college also needs to focus on student retention. Student Services is currently developing a survey/questionnaire for student feedback. The survey will ask students how the college can better assist them and meet their needs. It would also be beneficial to see if John Sewart can get data on the number of students that withdraw and what courses seem to have a high withdrawal rate each semester.

Mike Claire presented a draft of factors that should be considered for full-time faculty hires. The new division consolidation and the determination of additional staffing needs are still being reviewed. Mike will be meeting with the appropriate constituencies to discuss further.

The meeting was adjourned.

Next meeting dates: November 19, 2007

December 10, 2007

Time: 1:30 p.m. to 3:00 p.m.

Location: B1-115

**Budget Subcommittee Meeting Notes**  
**October 8, 2007**

**Subcommittee members present:** Rick Ambrose, Amber Bruce, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal

**Absent:** Jeremy Ball, Jacqueline Gamelin, Jennifer Hughes

The Budget Subcommittee meeting notes of May 14, 2007 were reviewed and approved. No changes were made to the agenda.

Starting the meeting, Virgil welcomes the new members, Amber Bruce, Student Senator and Susan Estes, Vice President Instruction.

Update on the District Committee on Budget & Finance

Virgil provided an update on District Budget and Finance Committee meeting. Primarily the discussion was around the new budget that was adopted by the state two months late. Because of this we do not have confirmed actual figures that we will be receiving. Should be receiving additional funds from the state for instructional equipment, lottery money, but this exact figure is not available yet.

The Community College budget didn't change dramatically; there was 2% enrollment growth on selected categorical (DSPS, EOPS, CARE and Matriculation), state proved a 4.53% cola. The state did take 80 million dollars out of the 2007-08 base from the community colleges, the 80 million dollars was added to our budget last year for stabilization, because the last few years the community colleges had not been growing significantly in enrollment, and a number of schools declined. CSM and the entire district did increase the enrollment, but we are still significantly under the cap. Last year, the district did transfer the summer enrollment into last fiscal year. This year there won't be any significant growth in term of actually getting enrollment growth funds.

We did have a short fall last year. The district gave us some one-time funds to cover our short fall. These one-time funds do not get built into the operating budget, because it is not on-going funding.

Skyline College also received monies this year to cover their short fall.

Virgil provided an update on today's overall budget situation, we knew that we were facing a short fall. At the end of the year, the district took all the funds that we normally get from rentals, international students, cosmetology, etc., it runs about \$124,000 a year, to cover our deficit, and this still left a deficit of about \$122,000, which the district picked up. This year we have a carry-over and with the district picking up the \$122,000 deficit, meant we would not have to get into our reserve fund, which could have put us in a larger deficit this year and future years.

One thing that we were working toward was significantly increasing our load, because that saves the 1310 dollars. We have made progress in that area, the last hyperion report that Virgil looked at, it was 505, our goal was 540 which we are still have quite a way from and still have a lot of work to do in this area. Canada's load was right at 525, which is supposed to be the magic number. Skyline's load was 560. The Hyperion report is available on line/Banner to all staff.

Virgil provided more information about the budget for this year, our original estimation that we would still need to cut approximately one million dollars from our budget, some of this can come from reassign-time, moving of general fund monies over to matriculation. Taking on Coastside and Dental Hygiene programs, those two together is about \$200,000 added to our budget. Talking to Math/Science, the Dean thinks that we might have some money left and might not need as much as we originally thought. Don't know how much the savings might be at this point. What we originally budgeted for 1310, we are estimating that our 1310 may end up at around one million short from what we hoped for.

Couple of other things that have impacted us:

1. The bad debt charges went up significantly about \$107,000 from last year.
2. The parking fund deficit, we now have increased the parking fee to \$35 in spring, \$40 next fall, students will be able to purchase a permit for 2 semesters for \$70.

Last year, the deficit was over \$100,000 dollars, so right now, not knowing exactly what figure will be coming in, salary increases, and we are still looking about a \$100,000 deficit. The district has given one million dollars to the budget, but we hoped to receive 1.6 million not counting the \$200,000 for the special programs.

We have our own reserve fund, roughly about 700,000 dollars, that we will apply to this year's budget deficit, which will pretty much wipe out the reserve. We still have budget issues, it hasn't been fixed, it hasn't gone away, and will not go away.

As part of the Accreditation process, we need to develop a multi-year budget plan. In working with the district and the other colleges we have this plan developed and will discuss in a future meeting.

We are looking at various areas to help our budget situation. Susan Estes will continue to look at how we can continue to improve the load this year. Review low enrollment classes, see if we can increase our class offerings in areas such as Math/English where we have large waitlist.

Vigil explained that everything that we have gained this year is going to be restoration dollars. However, we won't get any growth monies, because we borrowed from last year.

Susan Estes asked, when would we get the restoration and growth monies?

Virgil stated that the restoration monies will show up next year and the growth monies if there is any will not happen until we are over the 2000 FTES.

### Program Review, Program Viability

Susan led the discussion with program review also if it also includes program improvement viability component. Will need to wait until we hear back from the Academic Senate, to see what work has been done in this area with making program viability part of program review. Do we have triggers built into the program improvement viability review, if not we should incorporate some long-term solutions in this area.

Susan shared her point that the only way to get our load up and really get our budget under control is to take a very hard look at programs that have a very low, low enrollment and that fixing our program improvement viability with triggers is needed. Susan provided a list of canceled classes for the fall 2007.

Mike Claire stated that he would be speaking with the Division Deans, would like to have the budget subcommittee more involved at the first stage when determining the needs/recommendations of additional full time faculty positions.

Next meeting agendas:

- Discussion on multi-year financial plan (Virgil Stanford)
- 1310 update and discussion (Virgil Stanford)
- Review of low load programs (Susan Estes)
- Comparative spread sheet for reassigned time (Susan Estes)
- Develop recommendation for number of fulltime faculty members (Mike Claire)
- Review additional staffing needed with the new Division consolidation (Mike Claire)

Next meeting dates: November 19, 2007

December 10, 2007

Time: 1:30 p.m. to 3:00 p.m.

Location: B1-115

**Budget Subcommittee Meeting Notes**  
**May 14, 2007**

**Subcommittee members present:** Rick Ambrose, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Maggie Ko, Christianne Marra, Grace Sonner, Henry Villareal

**Absent:** Jeremy Ball, Jennifer Hughes, Virgil Stanford, Martha Tilmann

This meeting was conducted by Grace Sonner in the absence of Virgil Stanford.

The Budget Subcommittee meeting notes of April 23, 2007, were reviewed and approved with the suggestion to change the wording of “membership list” to either “Organizational Memberships or Institutional Memberships.”

No changes were made to the agenda.

**Continue Discussions on Budget Revisions**

The Institutional Membership list will be brought back to Management Council for one more review to make sure no further cuts can be made in this area.

Grace presented a hand-out from Virgil with the budget reduction plan summary. Currently, there is a deficit of \$98,000 for 2006-07, but this may still change.

So far, \$953,875 in savings has been identified for 2007-08, mostly due to the fact that 65 class sections have been marked for cancelation. Fifty of these sections were added last fall/spring, so this is ultimately a net loss of 15 sections. In addition, some sections have also been consolidated (e.g. two sections of the same class, one with 15 enrolled students and the other with 10 enrolled students, have been combined to make one section with 25 enrolled students). This is less of an impact on the students. Some additional savings will come from retirements and replacements that are coming in at a lower salary. In addition, there is discussion about moving instructional material cost to lottery funds, which will free up some Fund 1 monies.

Grace will send a list of all canceled sections. Grace will also speak with Susan Estes to find out why CSM doesn't offer an English 100 transferable course for non-native speakers when a comparable course is offered at Skyline.

Mike reviewed the non-represented, classified positions. Currently, there is one vacant position that will not be filled. Non-represented and other classified positions will continue to be reviewed for further potential savings. There will also be some savings from two certificated retirements in the Counseling, though one has requested a post-retirement contract.

Henry gave an update on how summer and fall enrollments are currently doing. Compared to last year, CSM's summer enrollment is down 7 percent and fall is down 12 percent. Summer and fall registration is still taking place, so these numbers may change.

The college needs to strengthen recruitment and outreach and increase in-person contact. Henry will continue to send updates on enrollment. It is also very important that the college focuses on student retention. We need to retain students and increase our load to at least 525.

In September we will have a better picture of the budget situation and know what the next steps will be. Deans will be able to have a better picture on how divisions are with regards to program improvement and viability.

Rick Ambrose will check with the Academic Senate to see if program review includes program viability and will report back at the first fall meeting. Vic Krimsley, dean for special projects, will be doing an analysis of enrollment on a per section basis. This may help in determine why enrollment has continued to decline over the years.

Next meeting agendas:

- Grace will provide a list of all canceled sections.
- Update on the District Committee on Budget & Finance Meeting (Virgil)
- Rick will check with the Academic Senate to see if program review also includes program viability.
- Update on enrollment (Henry)

Next meeting will be in fall 2007

The meeting was adjourned.

## ***Budget Subcommittee Meeting Notes***

**April 9, 2007**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal  
**Absent:** Kathy Chaika

The Budget Subcommittee meeting notes of March 19, 2007 were reviewed. No changes were made to the meeting notes or the agenda.

Organizational Charts were distributed to members and the members requested more time to review information for future discussion.

### **Continue Discussion on Possible Ways to Reduce The Budget:**

Virgil provided an updated budget report with additional information for next year. We continue to face a deficit of 2.3 million dollars.

Budget Reduction Possibilities: including reduction of sections, move some general fund expenses to matriculation. Using lottery instructional materials funds to offset some general fund expenses will be much smaller this time. Charge Community Ed a flat annual amount in lieu of postage and other services. Continue to seek support from Skyline and Canada to help fund the Study Abroad program.

Grace Sonner will meet with Deans and develop a plan for reducing the number of classes, to look at using other sources of funding were possible, such as basic skills and lottery funding. She will also look at the possibility of reducing faculty release/resigned time.

Jennifer Hughes will work with her Deans to identify any possible savings, such as transferring cost to the matriculation fund.

### **Parking Fund Proposal:**

Virgil led a discussion on increasing the parking fee with a proposed increase from \$30 to \$40. This would cover the current deficit in the parking fund and next year we should not have a deficit.

The meeting was adjourned.

## ***Budget Subcommittee Meeting Notes***

**March 19, 2007**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

The Budget Subcommittee meeting notes of March 5, 2007 were reviewed. No changes were made to the meeting notes or the agenda.

### **Retention and Projected Deficit**

Jackie Gamelin proposed adding a mandatory one-unit orientation course that will assist students and help with dropout rate.

Jeremy Ball suggested a one-unit combined orientation and e-portfolio course. This course set up would allow students to view their progress from previous semesters. The course will also be helpful in decision-making during their college years.

Jackie suggested marketing toward the increasing senior and early retiree population through off-campus, on-line and telecourses.

Martha Tilmann mentioned that there are a lot of senior centers and community centers in the area. Community Ed focuses on providing these services and courses. We try to look at what we can offer as an educational institution and what we can do differently and better for this population.

### **Low Enrollment Programs**

Grace Sonner presented information and led a discussion on low enrolled programs and the impact those programs have on the budget.

### **Vacant Classified Positions**

Virgil provided a listing of classified positions that are vacant but funded. Virgil led a discussion on funding distribution. Based on Grace's research, there are faculty vacant positions as well due to faculty retirements. We will need to look at it from the entire organizational level. An organizational chart will be needed for the next meeting to help inform the discussion. Discussion on this topic will continue in the next meeting.

### **Faculty Release Time**

Grace Sonner provided information on faculty release time.

For the next meeting, members are to review the information presented and to make suggestions based on the information.

Also organizational charts are to be distributed at the next meeting. The meeting was adjourned.

**Budget Subcommittee Meeting Notes**  
**March 5, 2007**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jennifer Hughes, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

**Absent:** Jacqueline Gamelin, Maggie Ko

The Budget Subcommittee meeting notes of February 12, 2007 were reviewed.

The following changes were made to the February 12, 2007, meeting notes:

- On page 2, paragraph 2, 3 & 4: Change “FTS” to “FTES”
- On page 2, paragraph 2, line #7: Delete the first sentence, “College as a whole stays in the pan,” due to misinterpretation.
- On page 3, paragraph 6: Change “Physical Education” to “Ethnic Studies”; and,
- On page 3, paragraph 8, line #3: Change “Union policy” to “Ed Code”.

No changes to the meeting agenda.

CSM’s budget has declined as a result of declining enrollment and the impact of the new Resource Allocation Model, we are faced with having to reduce campus general fund expenditures.

**Brain storming session on possible budget reductions**

1. Retirements and discussion with district as to whether any incentives might be available to encourage retirements if appropriate.
2. Matriculation fund-if increases proposed by in Governor’s budget, could be used to help off set some general fund cost.
3. Low enrollment sections: Analyze and reduce courses with low numbers of students.
  - a. Review and see about adding more core classes in the afternoon.
4. Reassign time:
  - a. Assign faculty to work on other projects when classes are cancelled.

During the session there were ideas for increasing enrollment

1. Look into changing the start date for the fall semester
2. Develop new strategies for student retention

3. Determine what our high school participation rates are and whether we think they are reasonable.

Information requested for the next meeting:

- List of low enrollment programs
- List of all vacant but funded positions
- Information on faculty release time

The meeting was adjourned.

### **Budget Subcommittee Meeting Notes February 12, 2007**

**Subcommittee members present:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal  
**Absent:** Grace Sonner

The Budget Subcommittee meeting notes of October 16, 2006 were reviewed. No changes to the meeting notes or the agenda.

New members Jennifer Hughes, Kathy Chaika, and guest Louise Piper were introduced.

#### **Governor Proposes 2007-08 State Budget(Report back from district meeting)**

Virgil provided an update on the Governor's Proposed Budget and handed out copies of the State Budget Update #1, dated January 10, 2007. Virgil explained that the proposed budget doesn't have new money for community colleges. The new budget does contain an estimated COLA of 4.04 percent, which is coming from Prop 98 funding.

The community colleges are estimated to receive 11.06 percent of Prop 98, which is the largest amount the system has ever received. Because Prop. 98 is based on attendance and enrollment, it usually doesn't see significant growth. The COLA increase eats up most of the community college's allocation. Basically, we received a large piece of the shrinking pie. The 4.04 percent COLA eats up most of that allocation.

The good news is that the \$20 per unit fees are still in place, which is about one quarter of the national average of about \$80.

The governor's budget has \$33 million allocated for matriculation, counseling, and placement; \$19 million dedicated to additional counseling & tutoring for at risk students that might help us in keeping the students that we have; \$9 million has been set aside for nursing initiatives, though we are not exactly sure how that it is going to work in terms of rules and restrictions; and \$33.2 million has been allotted to offset the reduction in fees.

This year, Prop. 98 is 11.06 percent smaller because the governor has taken money to fund transportation for the K through 12 system. This change may still have to go through the Legislature so it's not definite yet.

### **CSM budget out look for 2008**

Virgil presented and handed out an early 2007-2008 Budget Scenario analysis. At the last budget subcommittee meeting in October, the committee learned that because of the state budget, the College may see a "hit" of one million dollars. Looking at the budget for this year and next year, the committee discussed reducing the budget for the coming year. If there isn't considerable growth, there will be a budget problem. We had some growth, but not enough to keep up with our budget.

Mike Claire added that the College made the decision last year to try to maintain the size of offerings and the size of college operations in the hopes of growing enrollment. We made the attempt with FTES funds and hoped that enrollment would grow. For instance, we added 50 additional sections last spring and we took what we thought that was a reasonable chance. We didn't get the growth that we needed, but we did see growth in the sessions that we offered and generated a respectable amount of FTES. We need to stabilize our growth. The College took its largest hit two springs ago when we lost about eight percent of our enrollment. We took the chance to try to "grow out" the problem, but it didn't work. It is a continuing problem, and one that we will discuss in the future.

### **Early 2007-08 budget scenarios**

The scenarios showed the current budget status and projected next year's budget with same-level funding.

Virgil mentioned: From the standpoint of the current year, the projected expenditures are in excess of \$2.2 million. This year we have to off set that with FTES enhancement funds. We're not sure how much FTES funds will be used, but \$190,000 was used last year. There is one-time funding from the state, \$598,000, which will apply to this deficit. Prior year ending balance is in the budget, but I took it out of the budget to show as a separate item. Because of this \$819,000 carryover, we can expect to have almost none of that next year. At this point, I would project zero or less than \$50,000. We have a reserve from prior years that Shirley held back—\$600,000—and we will need \$490,000 of that to balance our budget for this year.

At this point, we've estimated savings of \$125,000. Applying all of that, it leaves us a credit balance of \$4,698. As I said, this is early even for estimating with all kinds of things that are going on. We don't know exactly what the ending total will be, but it puts

us in the ballpark. Looking at the dollars that we have to balance this year's budget and then projecting the same budget into next year, we don't have those dollars next year. We will have some of FTES growth funds. We will not have any one time state funding and a very low prior year balance. This leaves us in a situation of being \$2,218,591 in the red for next year. Looking at our projected expenses, the largest amount comes from the hourly instruction. Last year, hourly instruction totaled \$5,608,797. We did fill a few new positions, but even this year's expense is at \$5,800,088 estimated. The adopted budget shrank because every time an unexpected expense comes up, we have to take it from our general fund.

We have expenses for classes 70 or more, classified salary, and instructional expenses over budget. There was an estimated overage of \$12,549 in the coaching area. The South Bay budget short fall also impacted us because of the FTES we purchase from them annually, or an estimated \$40,822. There are also contract and rental expenses of \$3,741 and estimated bad debt of \$75,913, which is the same figure we used last year. We can't really say it is just an instructional problem because funding for all the things we do comes from one pot. With positions upgraded, new positions added, somebody moved from a 50% position to a 100%, all these additional costs are coming from one pie and this pie is shrinking.

Henry asked how the College's FTES funding is distributed. Virgil responded that it is distributed from the District.

Jackie asked what happens to money that is budgeted but is not spent. Is the money reallocated? Virgil asked the district this question and they said it goes back to the pool and is re-distributed. This year, after the allocation, our share of this fund was negative \$180,000.

The committee discussed this situation and agreed that student retention is the goal in fixing our budget.

### **Utility follow-up**

Jackie provided an update on the capitalization of utility costs for construction.

### **New faculty positions**

Mike explained that new faculty positions are determined by program review, a process embedded in the College's systems. Requests go through approval and develop a recommendation. The requested areas for this year are Math, English, Cosmetology and Ethnic Studies.

Mike suggested that the Budget Subcommittee be proactive in the process in projecting number of positions needed by looking at our financial picture before planning and making a recommendation. This process should be early in the Fall, possibly in October, so information can be forwarded to the College Council in November for approval.

### **Proposed permanent positions for child development**

Louise Piper, Director of the Child Development Center, presented to the committee the needs for converting 2 Short-Term hourly classified positions to permanent 10 month positions. By doing this, they would no longer be in violation of Ed Code regarding the on-going use of short-term hourly staff and sufficient staffing during program operating hours from 7:30am to 5:00pm.

Three options were presented by Louise and after discussion all committee members are in favor of option one.

Option 1: "One full-time permanent Teacher position at Grade 16, Step 1 would cost \$30,200, and 1 full-time permanent Associate Teacher position at Grade 11, Step 1 would cost \$25, 140. Total cost: \$55, 340. (Child Dev. Center budget could continue to support \$32,900 each year) Cost to CSM: \$22,440."

The meeting was adjourned.

### **Budget Subcommittee Meeting Notes May 1, 2006**

**Subcommittee members present:** Rick Ambrose, Mike Claire, Jacqueline Gamelin, Patricia Griffin, Shirley Kelly, Maggie Ko, Christianne Li, Christianne Marra, Jan Roecks, Virgil Stanford, Henry Villareal

**Absent:** Tania Beliz, Arlene Fajardo, Tom Diskin, Martha Tilmann

The Budget Subcommittee meeting notes of April 17, 2006 were revised and forwarded to the committee members:

Additional information has been added to paragraph three. Also, an additional paragraph, paragraph number five, dealing with capital projects/utility costs has been added.

The District Revenue and Expenditure Assumption as of April 27, 2006 was distributed to the committee members. Virgil Stanford mentioned that the districts' assumption is that SB 361, which will change the current formula for community college funding, will pass.

Virgil also reported that the cogeneration plants at CSM and Skyline are not working due to technical problems. Consultants are working on the problem. Jacqueline Gamelin distributed information regarding the cogeneration plants.

Capitalization of utility costs for construction was discussed. Facilities' position is that

there is no way to project utility construction costs as meters were not installed. The Facilities Department is to look into this issue for future construction projects. Members of the Budget Subcommittee indicated that they would like Linda Da Silva to discuss this issue at a future meeting.

Next meeting agenda:

Invite Linda Da Silva as a guest to the Budget Subcommittee meeting.

The meeting was adjourned.

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### **Budget Subcommittee Meeting Notes April 3, 2006**

**Subcommittee members present:** Rick Ambrose, Mike Claire, Tom Diskin, Arlene Fajardo, Gamelin Jacqueline, Patricia Griffin, Shirley Kelly, Maggie Ko, Christine Li, Christianne Marra, Jan Roecks, Virgil Stanford, Martha Tilmann, Henry Villareal  
**Absent:** Tania Beliz

Virgil Stanford welcomed the returning Budget Subcommittee member, Christine Li.

No changes were made to the meeting notes of March 13, 2006 or the agenda.

Kathy Blackwood, Chief Financial Officer, continued discussion of the P-1 report and the resource allocation model. Various questions were asked by the committee members related to the two scenarios and the budget allocation process. Kathy B provided information on different funding outcomes for next year based on different assumptions. Three scenarios were presented for discussion. The scenario differed with the key variable being enrollment and the state's distribution of equalization dollars. The budget subcommittee felt the middle scenario was the most reasonable. Because of enrollment declines, CSM loses some budget dollars under all scenarios.

**Pat Griffin, VP of Student Services proposed the faculty positions:**

1. International Students (Gerry Frassetto's vacant position as a result of retirement)
2. Psychological Services (one full time position to supplement Arlene)

Wiltberger and Tim Stringari's post retirement)

**Mike Claire, VP of Instruction proposed the following faculty and classified positions:**

1. Library (Tim Karas's vacant position as a result of his recent resignation)
2. Athletic Trainer – Physical Ed
3. Lab Technician – Chem/Bio
4. Lab Technician – ASTR/ISC
5. Division Assistant –Technology

Budget Subcommittee came to a consensus and recommended approval to the College Council of the following faculty and classified positions:

- a. International Students
- b. Psychological Services
- c. Library
- d. Athletic Trainer
- e. Division Assistant

At this time, recommendations on the two Lab Technician positions were deferred and additional information was requested from Instruction for further study.

**Next meeting agendas:**

- Continued discussion on two Classified Positions proposal (Mike Claire)
- Update on plan to increase enrollment (Mike Claire)

The next meeting date was set for April 17, 2006 from 1:00p.m.-2:30p.m.

The meeting was adjourned.

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**Budget Subcommittee Meeting Notes  
March 13, 2006**

**Subcommittee members present:** Rick Ambrose, Mike Claire, Tom Diskin, Arlene Fajardo, Gamelin Jacqueline, Patricia Griffin, Maggie Ko, Christianne Marra, Virgil Stanford, Matha Tilmann, Henry Villareal

**Absent:** Tania Beliz, Shirley Kelly, Jan Roecks

No changes were made to the meeting notes of February 6, 2006 or the agenda.

Mike Claire's reporting on the actual plan to increase enrollment and new faculty positions was deferred to the next meeting.

Virgil Stanford presented information based on the P-1 report which consisted of two scenarios, a worst case and a best case. This was information developed and presented to the district budget and finance committee. The district budget and finance committee requested input from the campus budget committees. Assumptions were based on prior year FTES, the possibility of shifting FTES in the future and current information on proposed state appropriations. Each scenario predicts a different funding out come for next year based on different assumptions. At this time the scenarios are for discussion purposes only.

The committee discussed the scenarios and the impact on the resource allocation model. After discussion, the committee decided to invite Kathy Blackwood, Chief Financial Officer, to our next meeting to explain and answer further questions related to the two scenarios and the resource allocation model.

Next meeting agendas: Mike Claire's report on college plan to increase enrollment.  
Kathy Blackwood – continuation of budget development process.

The next meeting date was set for March 27, 2006 (possibility of rescheduling, need to coordinate with Kathy B)

The meeting was adjourned.

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### **Budget Subcommittee Meeting Notes**

February 6, 2006

**Subcommittee Members:** Rick Ambrose, Tania Beliz, Chino Catane, Mike Claire, Tom Diskin, Arlene Fajardo, Gamelin Jacqueline, Patricia Griffin, Shirley Kelly, Maggie Ko, Christianne, Jan Roecks, Virgil Stanford, Matha Tilmann, Henry Villareal

**Not in attendance:** Tania Beliz, Chino Catane, Thomas Diskin, Arelene Fajardo, Maggie Ko

**Jeremy Ball attended on behalf of the Faculty Senate.**

Correction was made to the meeting notes of November 28, 2005. First line in paragraph three was changed from "District Shared Governance committee to District Budget & Finance committee".

All agenda items were reviewed.

Mike Claire updated the committee on the approval of funding for new faculty positions. Four faculty positions were approved in the areas of English, Math, Broadcasting, and Physical Education (Women's Softball Coach). In addition, Mike discussed the enrollment improvement plan, which included a part-time webmaster, as well as an additional college recruiter position. The plan has not been finalized with the district as of this date.

Rick Ambrose brought up the issue of identifying possible incentives that might be added to the district resource allocation model. The committee had no recommendations at this time.

Virgil Stanford provided the committee with highlights of the governor's proposed budget:

**COLA** –5.18 percent COLA growth for a total \$264.6 million for general apportionment, and \$15.4 million for specific categorical programs. Prop 98 share grows to 10.79 percent from 10.46 percent.

**Statewide Growth** –The budget includes 3% enrollment growth funding. Community Colleges are attempting to obtain the return of the 3% of the \$148.8 million in growth money left over from last year that were returned to the Prop 98 reversion fund.

**Categorical Programs** -- \$5.1 million for growth in categorical programs.

**Equalization** –funded at \$130 million. CSM's share may be affected by the funding formula bill, SB 361. Under the current formula the College would receive about \$3.6 million. Under the funding formula included in SB 361, funding would be about \$2.1 million.

**Student Fees** –No student fee increases.

**Disabled Students Programs and Services (DSPS)** -- \$9.6 million to support growing costs of sign language interpretive services and captioning equipment for deaf and learning-disabled students.

The next meeting date was set for March 6, 2006.

The meeting was adjourned.

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**Budget Subcommittee Notes  
November 28, 2005**

**Subcommittee Members:** Rick Ambrose, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Shirley Kelly, Maggie Ko, Jan Roecks, Virgil Stanford, Martha Tilmann, Chino Catane, Christianne Marra

**Not in attendance:** Tania Beliz, Thomas Diskin, Patricia Griffin, Henry Villareal

Virgil Stanford introduced two new committee members: Christianne Marra and Chino Catane.

No changes were made to the meeting notes of October 24, 2005 or the agenda.

Mike Claire updated the committee on the program/proposal to increase enrollment. The three institutions (Cañada, College of San Mateo and Skyline) will be meeting to share their plans and a final decision is expected to be made soon. Some parts of the plan have already been executed (posters around campus encouraging students to register for spring 2006 classes), however Mike indicated that the plan will need to be finalized before further action is taken. Personnel expenditures for a college recruiter and a webmaster (temporary positions) are included in the plan. Mike indicated that the proposed budget for CSM is \$768,000 and that the total amount available to the three institutions is \$1.5 million.

Virgil Stanford provided the committee with a general budget update. He indicated that the base changed for 04-05 and as a result “one-time” funds are available. The change resulted from borrowing FTES from FY 05-06 summer enrollment. Another shortfall in FTEs for FY 2006 is anticipated; however the minimum funding we will receive is as much this year as we received in FY 04-05.

Rick Ambrose provided some details about a discussion by the District Shared Governance committee related to the allocation of funds among the three institutions. There has been some discussion about possible incentives for receiving funds.

The next meeting date was set for February 6, 2006, by which time the governor is expected to have presented his budget.

The meeting was adjourned.

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Budget Subcommittee Notes  
October 24, 2005

Subcommittee Members: Ricky Ambrose, Tania Beliz, Mike Claire, Thomas Diskin, Arlene Fajardo, Jacqueline Gamelin, Patricia Griffin, Shirley Kelly, Maggie Ko, Jan Roecks, Virgil Stanford, Martha Tilmann, Henry Villereal, Chino Catane, Christianne Marra

No changes were made to the meeting notes of May 16, 2005 or the agenda.

Kathy Blackwood discussed the District Resource Allocation Model for the benefit of new members and as a refresher for continuing members. There had been no significant changes from the model presented last year. The model is to go into affect next fiscal year.

The model used this year as an example. Based on the model, CSM would have received \$125,044 less than we actually received this year. Last year we received \$23,601,900. This year we received \$24,427,674, but if the model had been in place we would have received \$24,302,630.

One of the objectives of the model is to maintain stability which it seems to do. The model will be continuously reviewed and proposals made to modify it if necessary.

The model will now go to the Shared Governance Committee.

The meeting then adjourned.

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**COLLEGE OF SAN MATEO**  
**College Budget Subcommittee**  
**Meeting Summary for May 16, 2005**

**Members Present:** Rick Ambrose, Tania Beliz, Joyce Berghoff, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Pat Griffin, Mike Habeeb, Shirley Kelly, Maggie Ko, , Virgil Stanford, Martha Tilmann, Henry Villareal

**Members Absent:** Tom Diskin, Chris Eden, Christine Li, Jan Roecks

**Review of Meeting Summary, April 11, 2005:**

The words 'College Council' were inserted in the second paragraph to make the sentence read The committee reviewed *College Council* recommendations regarding the new proposed budget model.

**Review of Agenda, April 25, 2005**

No changes were made.

Dean Sandra Mellor was present and answered questions regarding the report that she had presented to the committee regarding the operation and funding of Corporate & Continuing Education.

Virgil Stanford discussed the governor's May revise and reported that there was nothing detrimental in it regarding Community Colleges.

Consensus was reached (contingent on available funds) on VP Mike Claire's request for two 48% Instructional Aides (eleven month positions) for Reading and ESL classes.

Next meeting: Fall Semester '05