

To: College of San Mateo Employees and Students

From: IPC Ad Hoc Steering Committee

Laura Demsetz, Committee on Instruction Chair, Steering Committee Co-chair  
Huy Tran, Academic Senate Vice President, Steering Committee Co-chair

Date: April 26, 2010

Re: Starting points feedback form and answers to some questions

Thank you to all who attended the April 16 all campus meeting and the smaller group meetings held last week and to all who have been discussing the starting points.

An anonymous web-based form for your feedback and comments is now available at <http://www.surveymonkey.com/s/csmspf> (College of San Mateo Starting Points Feedback).

The form parallels the April 13 starting points memo to campus (available at [collegeofsanmateo.edu/institutionalcommittees/ipcsteering.asp](http://collegeofsanmateo.edu/institutionalcommittees/ipcsteering.asp)).

Please keep in mind that the purpose of this form is information-gathering only; the steering committee is looking for feedback on the starting points and for additional ideas in each category. Feedback can be as simple as indicating whether you support or do not support a particular idea or may take the form of a more extended comment.

The Starting Points Feedback form will be available through Sunday, May 2. The steering committee will review the submissions, incorporate responses into the starting point document, and produce a final document in early May. This document will be distributed college-wide on May 17 for evaluation by students, staff, faculty, and administration. The results of this evaluation will then be forwarded to the Institutional Planning Committee.

Many questions were raised in the discussions last week, including several requests for specific cost information. A summary of the information obtained so far follows. The steering committee is grateful to Rick Ambrose, Susan Estes, and John Sewart for their quick responses.

**Question:** If the faculty and administrators were to agree to a 5% cut in pay across the board, what kind of fiscal impact would result?

**Response:** Budgeted salaries for 2010-2011 without summer courses are \$12, 446,129 for full time faculty and administration (not including post-retirement contracts) and \$3,860,849 for part time faculty (source: Rick Ambrose, chair, Budget Planning Committee). Five percent of the total faculty and administrator salaries is just under \$816,000.

**Question:** What approximate savings would result from canceling all summer classes? This value then could be scaled to estimate the savings associated with cancelling a portion of summer classes.

**Response:** The cost for salaries for classes for summer 2010 is currently \$988,373. There is an additional librarian cost of \$13,500. The total for salaries is \$1,001,873. This is an approximate 20% reduction from summer 2009 (source: Susan Estes, Vice President of Instruction).

**Question:** The cost of running a section varies (by units, whether a section is lab or lecture, instructor pay step). What is an average cost per section that could be used to get a sense of the reduction in sections needed to achieve specific cost savings?

**Response:** Although the actual cost of each class varies depending on lecture/lab, instructor step, and other factors, the approximate salary cost of a three-unit class is \$4,377. (source: Susan Estes, Vice President of Instruction).

Fall 2009 baseline measures for developmental education courses have been provided by John Sewart, Dean, Office of Planning, Research, and Institutional Effectiveness, and are posted at [collegeofsanmateo.edu/institutionalcommittees/ipcsteering.asp](http://collegeofsanmateo.edu/institutionalcommittees/ipcsteering.asp).