

Draft



SANTA ROSA JUNIOR COLLEGE

BUDGET ADVISORY COMMITTEE

Minutes

Tuesday, January 22, 2008

Race Hall Room 4061, 2:30 to 4:30 p.m.

The meeting was called to order by Robert Agrella and Barbara Croteau (Co-Chair).

Members present: Kerry Campbell-Price, Barbara Croteau, Ted Crowell, Jeanne Fadelli, Kate Jolley, Maryanne Michaels, Brian Phifer

Also present: Robert Agrella, Linda Close, Warren Ruud, Susan St. Clair

1. Approval of Minutes

The committee approved the October 23, 2007 and November 27, 2007 meeting minutes, as presented.

2. Approval of BAC Charge

The role, or charge, of the committee was revised to incorporate changes in procedure and the refinement of the planning and budgeting linkage process. As the committee discussed this draft, there was a dialog about informing the campus community regarding budget status. Some members expressed concern that communication from BAC could be a duplication of Dr. Agrella's email budget updates, while others said budget updating is based on facts at a given moment but giving advice or guidance as to what the institution should do should come from the leadership. The committee talked about informing versus educating.

Dr. Agrella suggested that the committee adopt the revised BAC charge and review it periodically for refinement.

Barbara Croteau reminded the committee that some of the wording addresses the new method to firm the link between planning and budgeting, as cited in the previous accreditation process.

It was the consensus of the committee, with Maryanne Michaels abstaining, to adopt the BAC charge as revised, and examine it periodically for possible refinements to the wording.

3. Spring 2008 BAC Meeting Schedule

The committee talked about meetings in March.

Because both Dr. Agrella and Barbara Croteau will not be able to attend the March 14, 2008 meeting, the committee agreed to cancel this meeting.

The March 25, 2008 meeting was changed so that the committee will meet, instead, on April 1, 2008, starting at 2:30 p.m.

The committee asked Susan St. Clair to revise the meeting schedule with the changes, and send the revised schedule to members of the committee.

4. Questions Regarding 2006-07 Audit

The committee had no questions regarding the audit. Dr. Agrella commended Kate Jolley for an audit with absolutely no findings.

5. Governor's Budget

Dr. Agrella said he attended the state budget workshop in Sacramento and there was not a lot of new information, but rather a rehash of what has been seen in the media recently. The general assumption is the budget information that is being presented now in January is not what will be presented in May, nor is it what will ultimately be adopted.

Dr. Agrella continued by saying there is a \$400 million problem that needs to be addressed this year, with an approximate split of \$360 million associated with K-12 and \$40 million with community colleges. A study group is being convened to examine various options to make up the \$40 million this year. Dr. Agrella said SRJC's share of the shortfall is about \$600,000 to \$700,000.

A significant loss of revenue is projected for next year—a proposed loss of about \$4.96 million to SRJC. Dr. Agrella said that if the district contains expenditures for the remainder of this year, including tight scrutiny on filling staffing vacancies, it is likely the existing programs can be maintained. He stated that if the district conserves financial resources this year, it will be in a better position to weather the budget squeeze next year. He asked that district travel be curtailed except when absolutely necessary; supplies be conserved; refreshments not be served at meetings; and other discretionary budgets be tightened in an effort to save money in the current year in an effort to financially fortify the district for next year's budget crunch.

Dr. Agrella announced that the district will accelerate the implementation of the PRPP (Program and Resource Planning Process), and will apply this process immediately regarding staffing. He wants to

escalate the implementation of this process so that staffing decisions and recommendations are based more on hard data and evidence.

6. Accreditation Standard 3D Committee Update

Kate Jolley reported that the committee is working on the report, having decided to rearrange some of the text and rewrite what had been drafted by Michael Beebe.

7. Brainstorming About Cost Saving Measures

Dr. Agrella said during the previous budget crunch, he distributed a campus-wide email requesting replies with ideas to save money and preserve funds. As a result, there were several good ideas, as well as observations that lead to other ideas. He also said BAC could gather information and ideas from the constituent groups.

As BAC talked about cost savings, various ideas were suggested including a centralized supply area with better control over usage; having administrative assistants handle some of the department chair administration so that department chair release time can be reduced; other incentives to retire—perhaps a few years of paid health benefits.

Dr. Agrella pointed out that the ERO (Early Retirement Option) program is very costly and can be in the range of \$140,000.

There was a discussion regarding the hold on hiring and the situation of providing services with reduced staff. Also, the discussion included the structural “problem” in a hiring freeze where faculty cuts occur at the adjunct level, when adjunct faculty are actually more economical in salaries than contract faculty.

Some committee members thought it would be ideal if a dollar amount could be established and a department could have the option of either saving that amount this year, or if not, then cutting next year’s budget by that amount. It is an idea that might allow managers to have more control in which year the reduction takes place.

The meeting adjourned at 4:17 p.m.

The next meeting will be held on Tuesday, February 26, at 2:30 p.m., in Race Conference Room 4061.