

# Draft



## SANTA ROSA JUNIOR COLLEGE

BUDGET ADVISORY COMMITTEE

Minutes

Tuesday, October 24, 2006

Senate Chambers, 2:30 to 4:30 p.m.

The meeting was called to order by Michael Beebe (Co-Chair).

**Members present:** Michael Beebe, Kerry Campbell-Price, Barbara Croteau, Ted Crowell, Micca Gray, Kate Jolley, Doug Kuula, Michael Ludder, Anthony Maparara, Maryanne Michaels, Ron Myers, Cole Perry, Mary Kay Rudolph, Deborah Sweitzer

**Also present:** Linda Close, Susan St. Clair

### 1. Impacts of SB 361

Michael Beebe distributed a handout which compared the 2006/07 budget with, and without, the effects of proposed equalization funding. He said the net gain from equalization funding would total over \$4.5 million. In addition, there would be \$1.8 million in one-time money.

On the subject of enrollment, Michael said that if the college grows beyond the base then it would receive base funds, plus growth funds. The money would be received in June if growth is reported at P-2, and if the growth is reported at P-Annual, the funds would be received in February of the following year.

There was some discussion regarding GASB 43, 45 relating to recording retirement costs. Michael Beebe explained that SRJC is recording on an accrual basis the ERO and stipend benefits as an employee retires, but GASB 43, 45 requires that the retirement expense is also accrued for actives, as well. In order to lay the groundwork to fund this expense, \$1.6 million will be set aside each year. The fund needs to reach about \$18 million, after which time the \$1.6 million will be reduced to about \$800,000 each year. It has yet to be decided whether the all of the funds will be set aside in an irrevocable trust which cannot be accessed in case of emergencies, or if part of the funding will be placed in a Board designated fund with the rest going into an irrevocable trust.

During a discussion about listing proposed facilities projects, it was specified that there are three general categories: bond funded projects, standard projects, and maintenance projects. Although the process will be refined, there is an on-line form for requests. Also, Barbara Croteau said that

the new Program Review format contains a place to address capital improvement and equipment requests with specific categories such as instructional, non-instructional, technical, non-technical, and facilities.

## **2. Enrollment and Economic Consequences**

Michael Beebe initiated a discussion regarding enrollments which preliminarily indicated growth at 4%, although that has dropped to about 2.5%. Mary Kay Rudolph said that summer session could contribute to growth. Other possibilities for growth include weekend college, increased on-line sections, and more activity at the Petaluma campus. She stated that the theme this year is retention—helping students succeed and stay in college at SRJC. While not an immediate solution, Deborah Sweitzer brought up a compressed calendar model that would give another opportunity for growth via intersession.

Mary Kay Rudolph said one of the most important factors is connection, citing the cohort dynamic for first-time students, and study groups, as well as a phone call or email from faculty if a student misses a couple of classes. Also the StEP Committee has a group who is examining methods to facilitate retention.

## **3. Linkage Task Force**

Barbara Croteau gave an update regarding the Linkage Task Force, stating that a calendar is being developed to tie into the proposed flowchart. In addition to the annual review form, each unit will complete a more comprehensive review every three years. There will be college-generated statistics so that the data is uniform, and the forms are to be Web-based with links for help. She said that during Spring 2007, all of the units will complete the annual review form, and two departments will complete the comprehensive report as a test. The intention is to develop a system to track the movement of each program review.

The task force will develop evaluation rubrics for on-going programs in a growth mode so that criteria are developed to consider a "growth program" that could utilize additional funding. Barbara Croteau said criteria will be developed to evaluate programs in a growth mode, a maintenance mode, or a decline mode. Also, criteria will be established regarding the evaluation of non-academic programs. When Ron Myers asked about the possibility of a program whose growth has been restricted because of facility constraints and/or staff shortage, Barbara replied that there are areas in the program review to address these types of situations.

During a discussion about the composition of a budget/planning/linkage committee, Michael Beebe said that since the feeling at the component vice president level was not to change the existing model drastically, it will probably result in an interlinked committee membership between IPC and BAC.

The meeting adjourned at 4:13 p.m.

The next meeting will be held on Tuesday, November 28, 2006, at 2:30 p.m., in the Senate Chambers.