



SANTA ROSA JUNIOR COLLEGE

BUDGET ADVISORY COMMITTEE

Minutes

Friday December 6, 2002

Senate Chambers, 10:00 a.m.

The meeting was called to order by Ron Root (Co-Chair).

Members present: Russ Bowden, Barbara Croteau (Co-Chair), Andrew Dolcini, Micca Gray, Maryanne Michaels, Cole Perry, Jamey Ransford, Ty Ronquillo, Ron Root (Co-Chair), Ed Sikes, Deborah Sweitzer.

Members absent: Ted Crowell, Bob Flores, Peg Goebel, Michael Ludder, Joe Morello, Sandi Tassano.

Also present: Robert Agrella, Tatjana Omrcen, Wende Wahl, Kathi Bradbury, Eileen Cichocki, Lamont Royer, Susan St. Clair.

1. Approval of Minutes—November 26, 2002

The minutes from the committee's November 26, 2002 meeting were approved as submitted.

2. General Fund – Major Objects of Expenditure

Eileen Cichocki distributed a handout showing detailed break-outs for each of the object codes, including salary detail showing figures for faculty reassigned time. This handout was presented in a three-year comparative format that listed unrestricted and designated funds for the last three fiscal years.

3. Expenditure Comparisons per FTES

Lamont Royer distributed a handout listing SRJC's expenditures per FTES compared with other colleges of similar size. Of the nine colleges listed, SRJC ranked first in instructional expenditures per FTES while posting the lowest administrative and support expenditures per FTES.

There was a discussion regarding department chair reassigned time. When Lamont said that chair reassigned time is listed in the instructional column, Barbara Croteau pointed out that some colleges do not have a department chair system so their figures for chair time might show in the administrative expenditures category, rather than in the instructional expenditure category.

4. Continued Discussion Regarding Budget Retrenchment Strategies

Ron Root said the committee should entertain ideas for budget retrenchment strategies by continuing the brainstorming forum. He added that just because an individual raises an idea it does not necessarily mean the individual endorses the idea, but merely may be suggesting a potential for further discussion or investigation.

The committee began a discussion regarding possible revenue enhancements by hearing a brief presentation from Lamont Royer about non-resident tuition. Lamont gave an overview of the allowed methods for calculating the non-resident fees the college may collect. He explained that SRJC calculates the fees using the lowest-contiguous-district method, and if the college switches to another possible method (highest contiguous district) the result would be additional revenue of approximately \$19,000.

When Ty Ronquillo said he had calculated the additional funds if resident tuition were raised, Ron Root replied that SRJC would not be able to capture the increased dollars unless the State increases the amount of apportionment.

Deborah Sweitzer asked whether SRJC has an accurate demographic on its non-resident students, and she inquired about raising the fees and using the additional revenue for market research as to the reason(s) non-resident students are attending SRJC. Ron Root asked Lamont Royer to calculate the FTES for non-resident students.

Regarding revenue from fees, Deborah Sweitzer asked if SRJC is charging all it can, or whether the college should be more aggressive in the area of fee collection. When Cole Perry inquired about whether the college can/should charge for printing in the computer labs, Ron Root replied that he has a memo from Ralph Black that addresses allowable fee collection, and he will distribute copies of this memo to BAC members prior to the next meeting.

When Deborah Sweitzer asked about banking overloads for faculty (i.e., defer payment of faculty overloads to a time when the budget is more favorable), Kathleen Bradbury responded that the college still needs to show the overload as a liability. Deborah also asked about senior faculty who teach overloads and the increased cost, versus adjunct instructor salary costs, and she suggested implementing a Golden Handshake. Ron Root said Deborah's idea delves into the college's ability to flex faculty in response to workload factors.

There was a brief discussion about grant funding and overhead cost reimbursement. Ron Root explained that the long calculation for overhead resulted in a 23% rate, while the standard overhead that the typical government grant provides is between 5% and 8% unless an institution can prove its overhead is higher. He added that most of the grants to community colleges are for manpower training programs that have strict requirements regarding overhead.

Deborah Sweitzer inquired as to whether the Foundation's ability to raise money is being utilized as much as possible, and Ron Root replied that with the recent passage of the bond, it may seem inappropriate to ask the community for money, but he suggested a review of the portion of the district's budget earmarked for administration of the Doyle Scholarship program to determine that Doyle funds are being used for those administration costs.

The committee discussed the use of property or sales taxes as a funding option, and Deborah point out that the city and county of San Francisco instituted a $\frac{1}{2}\%$ sales tax that goes to City College. Ron Root said that the committee's budget retrenchment strategies should operate on an 18-month to 2-year timeframe and some of the ideas being presented involve actions beyond the direct control of the college or beyond the two-year horizon.

Some of the other ideas discussed include charging admission for Day Under the Oaks, raising the admission to SRT performances, charging administrative late fees, and seeking more revenue from Community Ed by increasing the charge for the use of facilities through Community Ed.

There was a discussion regarding State mandated costs and action that could be taken if the State cannot adequately fund these mandated costs.

When Ty Ronquillo asked about the parking citation charges, Ron Root replied that SRJC charges \$15 for a citation, and the city of Santa Rosa charges \$25 for its citations. Ron added that raising the SRJC citation charge to \$25 would generate an additional \$100,000 to \$200,000 per year, and half of that would go to the General Fund while the other half would be designated for parking administration costs, although the college has the discretion to change the ratio. Ty also inquired as to whether a car can be ticketed multiple times over the duration of a day if it continues to be parked in a 30-minute zone.

Wende Wahl asked about the off-site shuttle costs during upcoming construction, and Ron Root replied that the college is considering parking sites close enough so that a shuttle will not be necessary.

The committee discussed the importance of basing impending budget decisions on values and educational intent. For instance, if the college wants to remain student focused then the college needs to look at matriculation goals, student educational goals, and the reasons students attend SRJC. Or if the data indicates that vocational or transfer goals are the highest priorities, then leisure-based programs would not hold the same weight.

Barbara Croteau said the college needs to realize the re-start up costs are expensive once a program is dismantled or eliminated. Deborah Sweitzer mentioned the political repercussions (lobbying the Board, etc.) when one program is deemed more important than another program.

Ed Sikes inquired about the possibility of issuing a student ID that also serves as a credit card with SRJC getting a percentage each time the card is used for purchases.

There was a brief discussion regarding vocational advisory committees and their desire/ability to help fund programs.

Ron Root said the college has become less efficient in instruction over the last several years and if it can restore efficiency, then it could result in millions of dollars in savings. The college culture, however, has been to avoid displacing students by canceling low-enrolled sections.

After a discussion about chair endowments, Ron Root asked the committee about its interest in having Linda Frank, Foundation Executive Director, attend a future BAC meeting and advise the committee on the Foundation's possible role during the budget crunch. Deborah Sweitzer replied that it might be too soon, although Micca Gray thought the Foundation could advise departments on how to raise funds.

When Jamey Ransford asked about going to a four-day workweek, Ron Root responded that the college saves only a minimal amount in utilities by closing the operation on Fridays.

Ron Root told the committee he intends to bring to the next meeting specifics regarding the budget challenges this year and projections for next fiscal year.

The meeting adjourned at 12:00 p.m.

Next Regular Meeting: Tuesday, January 28, 2003, 2:30 p.m. – Race Room 4061