COLLEGE PLANNING COUNCIL
MINUTES
Wednesday, June 20, 2012

PRESENT:   Dennis Bailey-Fougnier, Diane Goody, Paul Harvell, Steve Hodges, Brian King, Victoria Lewis, Michael Mangin, Graciano Mendoza, Stephanie Stainback, Kathie Welch

ABSENT:    Renee Kilmer, Jill Gallo, Barbara Schultz Perez, Dan Rothwell

VISITORS:  Tatiana Bachuretz, Tama Bolton, Sesario Escoto, Vikki Fabbri, Kristin Fabos, Rick Fillman, John Graulty, Ray Kaupp, Lena Mason, Jim Marshall, Michael Robins, Isabel O’Conner,

1.0  Call to Order and Introduction of Substitutes
     Jim Weckler for Renee Kilmer, Lena Mason for Jill Gallo, Vikki Fabbri for Barbara Schultz Perez

2.0  Review of Agenda
     None

3.0  Oral Communications
     None

4.0  Transitions
     Victoria provided an update on the search for an auxiliary services manager, which did not result in a hire. Auxiliary services encompasses the bookstore, duplications and foodservice. Brian said Cabinet has discussed not making permanent decision until after the November election. Victoria said there are a number of temporary solutions in place. Duplications is closed from mid-June through August 3. The large copier in duplications is failing so college is considering contracting with a local print shop for a six month period while a long term solution is worked out.

     Michael said it seems more faculty are going paperless, so he likes the idea of the college remaining as flexible as possible. Victoria said the Bookstore Committee has been reviewing all auxiliary services and has done a good job at taking a detailed look at the faculty needs. Vikki said if there is a collective agreement not to print it makes it a lot easier to make the transition. Vikki added that the Faculty Senate can help change the culture.

     Stephanie asked if there is a projection of what it might cost to contract out the same printing pattern this year versus last year. Stephanie asked for the numbers comparing the cost in 2011-12 with the projected 2012-13 outsourcing cost. Steve asked if departments are charged back when they use duplications and Victoria said no, only for readers.

     Next Victoria discussed the management of the bookstore. Victoria began by going over the changes in management have occurred in the last year. Currently there is a third interim manager and the college is continuing to look for a permanent solution.
Brian said the recruitment of a PRO director is contingent on the Governor’s November tax initiatives passing. Cabinet is considering an interim solution. The goal is to have flexibility in case the tax initiatives fail.

Finally Brian informed CPC that Renee’s leave has been extended indefinitely. The next phase is for the deans to move back to being deans and appoint an interim VPI.

5.0 Budget Overview and Timeline
Victoria and Graciano provided a budget simulation from the League which set the framework for the planning parameter document that was distributed to CPC. Graciano said since the last CPC meeting the college has learned that there is a proposal to backfill community colleges for the RDA risk. The bad news is that the college’s ongoing risk for workload reduction has gone up. Victoria also provided updated planning documents with the best, worst and mid case scenarios for 2012-13. Victoria said there has been a big increase over time to unemployment insurance. The structural deficit has gone up but there are more reserves available, so the actual budget reduction target for 2012/13 the target has decreased.

Victoria said the college expects to end the year about 3.8 percent over cap. Kathie said with fall scheduling Instruction is factoring a 3.8 percent cushion.

Victoria said the budget calendar has been updated. Cabinet met Wednesday and decided to bring the phase IV reductions to Cabinet on July 3 and CPC on July 18. Phase IV plans will go to Board as information in August and action in September. The final budget also goes to Board in September. Victoria said SPRAC can expect to receive the plans after July 3.

Next Graciano provided an update on cash flow. In the past the state front loaded the college funding. The college received the majority of funding at the beginning of the fiscal year. Now the state is proposing back loading funding. This results in greater strain on the college’s cash flow. The college has to become more reliant on borrowing. This also means the cost of borrowing will go up again. Michael asked how much the borrowing will cost. Victoria said the current cost is up to $90k annually and Graciano said increased borrowing will bring the number to about $140k a year.

Michael brought up the ending balance and transparency. Brian asked what information is most valuable in helping the college understand the budget. Vikki said faculty understand ending balance but now need to learn about cash flow. Vikki said she was not aware that the college had to borrow money last year.

Victoria said they are considering adding a bar that has the breakdown of ending balance with cash flow. That might be a quick way to communicate the issue. Paul said CCFT told faculty that they need to pay attention to email throughout the summer. Vikki said the Sentinel article with the cumulative cuts was very helpful. Brian asked if there is a way to prepare people. Kathie said get an email out that articulates the college is starting Phase IV reductions and why. Paul said if the tax initiatives fail there will be a phase V. Vikki said also communicate if the tax initiatives pass it won’t be the end of the problem.

Brian said there seems like there is a consensus that Phase IV and planning for $2m in cuts is necessary. Victoria said Phase IV cuts are needed to balance the budget.
6.0 Next Meeting Dates – July 18 and July 25

7.0 Adjourn
CPC was adjourned at 4 p.m