

STRATEGIC PLANNING BUDGET COMMITTEE MEETING MINUTES - DRAFT

November 2, 2011  
 3:00 – 4:30 pm  
 Room 9202

<b>Members</b>	<b>Present?</b>
Camila Anzi	Yes
Bob Francis, Chair	Yes
Ann Garnsey-Harter	Yes
Elizabeth Hanson	Yes
David Holmes	Yes
Ernest Johnson	Yes
Gary Kalbfleisch	No
Amy Kinsel, note taker	Yes
Ann Martin-Cummins	Yes
Claire Murata	Yes
Doug Palmer	Yes
Lynette Peters	No
Arlene Strong	Yes
Linda Weir, Vice Chair	Yes
Kira Wennstrom	Yes
Holly Woodmansee	Yes

<b>Others</b>
Joe Duggan, ex officio Daryl Campbell, ex officio Norma Goldstein

**Agenda Item #1: Call for volunteer note taker—Linda –Amy volunteered**

Discussion: None  
 Action items: None

**Agenda item #2: Review and adjust agenda—Linda—Agenda approved**

Discussion: None  
 Action items: None

**Agenda item #3: Review and approve minutes from previous meeting—Linda**

Discussion: Correction to spelling of Daryl's name under Agenda item #8. Remove repeated action item under Agenda Item 7. Minutes approved with corrections.

Action items: None

#### **Agenda item #4: Report from VPAS- Daryl Campbell**

Discussion: Daryl provided updates on the status of the budget. The Governor has expressed a preference for 15 percent reduction for higher education (\$2.6 million) in the second year of biennium. But Governor's list also includes additional targeted items that are not at college's discretion:

1. Furlough days (1 percent pay cut taken as furlough days if needed)
2. State need grant reduction
3. State work study elimination
4. Employee benefits changes

Daryl pointed out that, when looking at all the proposed cuts and changes, the budget proposal is really about 23 percent cut for CTC's and that the budget reduction cost burden will be shifted to students and employees.

A 12 percent increase in tuition was sold as an offset with additional revenue but we are going to take a hit on FTES, our enrollment will decline and there will be a different program mix. On the surface there is to be only only a 9 percent cut after tuition offset but this is a false number. Bob asked how much the college will realize in increased tuition revenue. Daryl outlined the risk in doing so but attempts will be made to estimate reasonable projections about tuition revenue increases.

Daryl reported that there was a large increase this fall in the number of students dropped for non-payment (from 400 last fall to 1,200 this fall). Claire asked which programs the 1,200 who were dropped for non-payment came from. It is not known at this time, but Holly may be able to ask where these students are dropping from. Linda asked about students who might have been dropped and re-enrolled now that we require tuition payment within 5 days of registering. Ann Garnsey-Harter mentioned Bb Connect will have the ability to message students about being dropped for non-payment.

Daryl then discussed the role of SPBC in upcoming budget decisions. He conveyed that he and President Lambert are committed to an open process on budgeting and reductions. President Lambert asked SET to pull together a group, the Budget Reduction Scenario Team (BRST), to provide information on the budget but he is not yet prepared to move into the budget process for the college.

We know that the expected budget reduction impact to college is not sustainable if cuts start with administration and staff this time, instead President Lambert thinks we need to start cutting with instruction acknowledging that this will affect FTEs. BRST will only provide information and advice to President Lambert; the team is not deciding on how the reductions will be made. Once President Lambert has received information and advice from BRST, he will develop a budget process with the input of SPBC and other campus groups. In response to a question from the group, Daryl said that included in the BRST assumptions is that the current situation on faculty contracts stays as it is.

Concerning the timeline for the budget process Daryl said he is uncertain about entire timeline as much is up in the air right now. The State revenue projection will be released on November 17, BRST has a deadline of November 18 to provide information to President Lambert, the Governor's budget is due on November 21, and the Special Session begins on November 28. An All-Campus meeting has been scheduled for November 29 to update the campus.

Bob asked about declaration of state of emergency. Daryl responded that it's not necessary with Shoreline's faculty contract and will not help make the necessary cuts. Claire asks about revenue and why Governor is not asking for revenue. Daryl commented that the Governor must produce a balanced budget with the revenue projections rather than with a fantasy tax increase.

Bob suggests that we need to support the students' political activism. Elizabeth commented that business tax loopholes are what should be closed. She has heard that there is a fight in the Democratic party over whether to close tax loopholes or increase sales taxes. It was noted that the UW students have proposed CTC's should seek levy funding. The possibility of this happening was discussed.

Camila asks about whether SCC could become a city or county institution moving it away from the State funding crisis. Daryl said this conversation is not taking place and Holly added that the Community College Act of 1967 defines who and what the college is.

Actions items: None

#### **Agenda Item #6: Action Plan Status Update (this discussion was moved ahead of the planned agenda item to accommodate member's schedules)**

Discussion:

Virtual College: Ann and Amy reported on their experience with filling out the new format Action Plan. It took longer than they anticipated it would take even though they had all of the information needed. It took some time to determine how much detail to include in the Action Plan and where it should be included.

Kira brought to the group's attention the cover page of the form which ties in the strategic objective to core themes objectives. The VCIT group hadn't noticed this section.

Norma reminded the group that everyone needs to document the processes and show how input was gathered as a part of the action plans. There was a discussion about how best to provide a summary of the description of the process..

Amy asked about how to reflect use of staff time in the budget column-this was a challenge on the VCIT Action Plan. Kira points out that in order to understand what to put in the budget column, we need to know what SPBC will do with the information on the form. Joe said the budget detail on staff time is useful but will need to be followed up on to flesh out detail that will allow the budget to be tied to strategic plan.

Norma reminded the group that we need to show "resource allocation" and "institutional capacity"—e.g. institution identifies its abilities, its size, and its revenue, what we are capable of doing. It was suggested that we might include columns titled "Needed Resources" and "Budget/Funding". The pros and cons of doing so were discussed. Kira suggests adding instructions about what should go under "Budget" as part of the document.

One concern is prioritization of staff time. When the same staff resource is needed for several projects/actions who prioritizes use of staff resources and how will that be reflected on the Action Plans? It was agreed that discussions on prioritizing and budgeting need to start early in the planning process.

International Education: Doug, Arlene and Bob. Due to time limitations, this topic was not discussed.

It was agreed by the group that it is too early in the process to start using the revised Action Plan for other initiatives. More work is needed by the Committee before doing so.

Action: Kira will update the glossary to include description of Budget column and develop instructions to go along with the Action Plans

#### **Action Item #5: Role of SPBC in Accreditation – Norma**

Discussion: Discussion will take place at a future meeting.

Action: None

#### **Action Item #7: Communicating with other Campus Groups Regarding Core Themes**

Discussion: Discussion will be rescheduled for a future meeting.

Action: None

**Action Item #8: Discussion of CCSSE (Community College Survey on Student Engagement)**

Discussion: Discussion will be rescheduled for a future meeting.

Action: None

**Action item # 9: Other**

Discussion: None

Action: None

Meeting adjourned 4:40 pm.

**Fall 2011 upcoming meeting dates 3:00-4:30p:**

November 16

November 30