

**PRESIDENTS COUNCIL – February 26, 2008**  
**CC 126 in Bill Brod Community Center • 8:30 – 10am**

**Present: Joanne Truesdell, Jan Godfrey, Tim Lussier, Anne Donelson, Karen Martini, Janet Paulsen, Baldwin van der Bijl, Diane Drebin, Maureen Mitchell, Steffen Moller, Dave Arter, Terry Mackey, Bill Zuelke, Rosemary Teetor, Bill Waters, Colline Brown, Shelly Parini, BJ Rinearson, Courtney Wilton, Kate Gray, Eric Lewis, Cyndi Andrews, and recorder Sheri Schoenborn**

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Budget Update	<p><i>Joanne reminded all present of Presidents Council role – to provide initial feedback and final review of proposed recommendations regarding budget operations and organizational structural changes.</i></p> <p><i>Courtney and Baldwin distributed handout “Presidents Council Recommendations/Budget” (attached).</i></p> <p><i>Recommended budget changes were outlined and discussed. These included:</i></p> <ul style="list-style-type: none"> <li><i>• Increasing revenue – raising tuition from \$57 to \$62 per credit hour. If Board approves this would generate \$675,000 in revenue.</i></li> <li><i>• Shift to Other Funding Sources – Storm-water mitigation contribution costs would be discontinued, saving \$500,000/year.</i></li> <li><i>• Savings and Efficiencies – Expenses reduced in many ways. Would eliminate two exempt positions, reduce various class sections where related enrollment can be shifted, hold certain F/T faculty positions open, reduce classified positions, cutting P/T classified costs, reducing materials and services, and eliminating subsidy to the food service contractor. Also, no new staff will be hired to open Harmony building next year, but will rely on existing personnel.</i></li> </ul> <p><i>Organizational changes also discussed for next year:</i></p> <ul style="list-style-type: none"> <li><i>• Criminal Justice will move from Extended Learning to Health Science Division</i></li> <li><i>• Education &amp; Early Childhood will move from Extended Learning to Arts, Humanities and Social Science</i></li> <li><i>• WIA will move from Student Services to Career Technical Education Division</i></li> <li><i>• Human Services will move from Extended Learning to Student Services</i></li> <li><i>• Advanced College Credit will move from Career Technical Education to Extended</i></li> </ul>

	<p><i>Learning</i></p> <ul style="list-style-type: none"> <li>• <i>High School Connections will move from Student Services to Extended Learning</i></li> <li>• <i>Purchasing will relocate in Barlow Business Office, no change in division.</i></li> <li>• <i>Duplication/Warehouse/Motor Pool will move from Business Services to Campus Services</i></li> <li>• <i>Library will move from Extended Learning to Business, Math &amp; Sciences Division</i></li> <li>• <i>YMCA Childcare &amp; Headstart will move from Extended Learning to Student Services</i></li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>• <i>Get information out to college staff regarding budget proposal</i></li> <li>• <i>Present budget proposal to College Council</i></li> <li>• <i>FYI will run budget proposal information</i></li> <li>• <i>Open Forums will be held to share and discuss budget process and information</i></li> </ul> <p><i>Three F/T Faculty Positions will open:</i></p> <ul style="list-style-type: none"> <li>• <i>Art – Instructional Media Studies</i></li> <li>• <i>Computer Science</i></li> <li>• <i>Instructional Design/Distance Learning</i></li> </ul> <p><u><i>Approval was given by Presidents Council to proceed with these openings, with Tim Lussier abstaining from vote.</i></u></p>
<p>Fill-A-Seat Program Update</p>	<p><i>Shelly provided an updated handout giving an overview and timeline of the Fill-A-Seat program. Shelly will present a distribution model at the Dean’s Meeting, outlining each Deans and Divisions role in the process. Vouchers will be ready to go within the week.</i></p>
<p>Around the Table Updates</p>	<p><i>Kate Gray – FT Faculty</i></p> <ul style="list-style-type: none"> <li>• <i>Thank you to the group for helping last week.</i></li> <li>• <i>With increased security, will added cost be another budget hindrance? Courtney assured all that the increased cost was minimal.</i></li> <li>• <i>Did the increased security presence on and around campus help people feel secure and reassured?</i></li> </ul> <p><i>Rosemary Teetor – PT Faculty</i></p> <ul style="list-style-type: none"> <li>• <i>Will be available to P/T Faculty to discuss Contract on 3/11 between 11 &amp; 5pm</i></li> </ul>

	<p><i>Colline Brown – Classified</i></p> <ul style="list-style-type: none"> <li>• <i>No report</i></li> </ul> <p><i>Tim Lussier – ASG</i></p> <ul style="list-style-type: none"> <li>• <i>OCCSA meeting will be held on campus this Saturday.</i></li> </ul> <p><i>Baldwin van der Bijl</i></p> <ul style="list-style-type: none"> <li>• <i>High School Skills Contest on campus 2/28/08. Day classes on Oregon City Campus are dismissed that day.</i></li> </ul> <p><i>Karen Martini</i></p> <ul style="list-style-type: none"> <li>• <i>Foundation Mini Grant Applications will be out soon, will deadline in April. More information will be out in the very near future. Foundation provides \$30,000 annually for mini-grants, with up to \$3,000 per grant provided for innovation.</i></li> </ul>
President's Report	<i>Joanne shared that Accreditation documents are close to being completed, in preparation for April 29<sup>th</sup> visit.</i>
Next Meeting	March 4 – 8:30-10 in CC126
<p><b>UPCOMING MEETING DATES in 2007-08:</b>  3/11, 3/18 (expanded), 3/25, 4/1, 4/8, 4/15 (expanded), 4/22, 4/29, 5/6, 5/13, 5/20 (expanded), 5/27, 6/3.....</p>	
<p><b>FIND PRESIDENTS COUNCIL NOTES at</b> F:\1MINUTES\Presidents Council\2007-08</p>	
<p><b>NUMBER OF HANDOUTS TO BRING:</b> Presidents Council – 20 copies; Expanded Presidents Council – 35 copies</p>	
<p><b>PRESIDENTS COUNCIL MEMBERS:</b> Joanne Truesdell, Baldwin van der Bijl, Courtney Wilton, Shelly Parini, Jan Godfrey, Anne Donelson (Director of Public Affairs), Steffen Moller (Current Chair of College Council), Sheri Schoenborn, (Recorder), Colline Brown (Clsfd Pres), Kate Gray (FTF Pres), Bill Leach (Exempt Pres), Rosemary Teetor (PTF Pres), Tim Lussier (ASG Pres), BJ Rinearson (Director of Human Resources)</p> <p><b>EXPANDED COUNCIL MEMBERS:</b> PC Members plus Joe Austin, Bill Briare, Diane Drebin, Scott Giltz, Karen Martini, Maureen Mitchell, Chris Robuck, Theresa Tuffli and Bill Zuelke</p>	

## Presidents' Council Recommendations

### A. Budget Changes for 2008-09

College administrators have been working closely with their staff over the last couple of months to balance next year's budget. College operating revenues are expected to flatten over the next few years as last year's large (5%) enrollment drop is phased in, and also to changes in the community college distribution formula. Next biennium's state funding is also of concern due to a softening national economy. The combination of flat revenues and increased costs has created a projected seven million dollar shortfall in fiscal 10/11. By being proactive and making budget adjustments now, we can greatly reduce the shortfall's size and better manage its impact to the college. To that end, this year's budget process has focused on increasing revenue, shifting costs to other funding sources and reducing expenses.

Deans have worked with each of their departments, chairs, directors and managers to find savings, efficiencies and revenue enhancements. Courtney Wilton and Baldwin van der Bijl have been meeting bi-weekly with association presidents to ensure ongoing communication. Ideas have been proposed, vetted at multiple levels and recommendations were made. How can we do our work differently? Can we rearrange work and work groups? Can the number of sections taught be reduced without greatly reducing FTE? In the past we did not make across-the-board reductions, nor do we plan to at this time.

The Presidents' Council endorsed keeping the budget focused on students and supporting the college's comprehensive mission. It is important that we build on our strengths and continue to grow. With decision packages we will make investments in new programs and areas as appropriate while at the same time making reductions in other areas. We will be guided by our college values and institutional strategic priorities.

Below is a recap of recommended budget actions:

#### **A. Increased Revenue - \$755,000 / year:**

##### 1. Tuition

In March, the college board of education is expected to take action on a recommended \$5 tuition increase - from \$57 to \$62 per credit hour. Even with the increase the college's rate will remain one of the lowest in the state, and the least cost option in the metro area. No increase is recommended for the \$5 general student fee. Each \$1 increase in

tuition raises approximately \$135,000. If the Board approves the recommended increase, an additional **\$675,000** of revenue is expected.

2. Other Revenue

Another **\$80,000** per year can be generated from nursing contract reimbursements, a new space rental charge and a restructuring of high school alternative education contracts.

**B. Shifts to Other Funding Sources - \$600,000 / year:**

1. Storm-water Mitigation Costs

The college has been contributing **\$500,000** per year for storm-water mitigation. The capital contribution has been discontinued with this budget saving the college's operating budget \$1,000,000 over the next two years. The costs of this capital project will likely be shifted to a future bond request.

2. Other Cost Shifts

Another **\$100,000** per year can be saved by shifting certain existing general fund costs to grants, contracts for services or other revenues.

**C. Savings and Efficiencies - \$700,000 / year:**

Expenses will be reduced in a number of ways. Measures include eliminating two exempt positions, reducing various class sections where it appears related enrollment can be shifted, holding certain full time faculty positions open, reducing classified positions, cutting part time classified costs, reducing materials and services, and eliminating the subsidy to the college's food service contractor. In addition, the college will open its Harmony building next year with no new non-instructional staff, but rather rely on the transfer of existing personnel - saving additional amounts over what would be required if new staffing were added.

A detail of the savings is as follows:

Full time faculty: Leave positions open in Business, English, Engineering, Human Services, and Social Science.

Full time classified: Eliminate or leave open two vacant custodial positions and evaluate other efficiencies.

Exempt: Eliminate two positions - one of which will be transferred to Harmony next year on a temporary basis to assist with day-to-day operations. The purchasing manager position will not be refilled and related work will be transferred to the business office.

Part time faculty: \$242,000

Part time classified: \$55,000

Materials & Services: \$45,500

Building Construction program suspended

**B. Organizational Changes for 2008-09**

In addition to budget adjustments, several reorganizations are tentatively planned. These reorganizations have less to do with money and more to do with locating the program in the division where we believe it will be most successful.

<b>Department/program</b>	<b>From Division</b>	<b>To Division</b>
Criminal Justice	Extended Learning	Health Science
Education & Early Childhood	Extended Learning	Arts, Humanities and Social Science
WIA	Student Services	Career Technical
Human Services	Extended Learning	Student Services
Advanced College Credit	Career Technical	Extended Learning
High School connections	Student Services	Extended Learning
Purchasing (location change only)	Business Services	Business Services
Duplication / Warehouse / Motor Pool	Business Services	Campus Services
Library	Extended Learning	Business, Math & Sciences

YMCA childcare / Headstart	Extended Learning	Student Services
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### Next Steps

On March 4<sup>th</sup>, college deans will review and prioritize decision packages. These, in turn, will be reviewed by Presidents' Council the following week. College Council will be updated on March 21 and April 18. The college's budget committee (comprised of the Board and an equal number of citizen appointees) will meet three times starting March 12<sup>th</sup> - culminating in approval of the proposed budget sometime in May. Throughout this process there will be a number of opportunities for employees and students to give feedback on budget proposals via open forums of the president's fireside chats. Regardless of the budget cycle, our efforts to find efficiencies and make strategic investments will continue on an ongoing basis.

### Thanks

There is no doubt about it - the current budget scene is stressful. We have felt it while preparing these proposals, and we know you feel it too. While change and financial constraints are a reality of our current work environment, we want to do everything we can to not let these challenges drive us apart. Our success depends on the extraordinary efforts of so many and your continued input and involvement is crucial. Thanks for all that you do and for your help during this process.

Baldwin van der Bijl

Courtney Wilton