

# PRESIDENTS' COUNCIL PLUS BUDGET ADVISORY GROUP MINUTES

September 29, 2009

CC 127 in Bill Brod Community Center • 8:30 – 10:00 am

PC Members	Attendance	EPC & BAG Committee Members:	Attendance	EPC & BAG Committee Members:	Attendance
Joanne Truesdell (President)	X	Cyndi Andrews	X	Michael Watkins	absent
Eric Lewis (FTF Pres)	X	Joe Austin	X	Lynda Graf	X
Bob DelGatto (FTF Elect)	absent	Diane Drebin	X		
Rosemary Teetor (PTF Pres)	X	Scott Giltz	X	D. Jenkins, Recorder	X
Kelly White (Clsfd Pres)	X	Jan Godfrey (Dean of HR)	X		
Alyssa Fava (ASG Pres)	X	Bill Leach	excused		
Bill Briare (Exempt Pres)	X	Karen Martini	X		
Chris Robuck (Chair of College Council)	X	Maureen Mitchell	X		
Elizabeth Lundy (VP of Instructional Services)	X	Steffen Moller	X		
Shelly Parini (Dean of College Advancement)	X	Theresa Tuffli	X		
Courtney Wilton (VP of College Services)	X	Bill Waters	X		
Jan Godfrey (Dean of HR)	X	Bill Zuelke	X		
Janet Paulson (PIO)	X	Wes Bruning	absent		

## Principles and Processes of Thawing the Freeze:

President Truesdell outlined next steps to be considered and discussed. During recent meetings reoccurring principles have begun to surface; values, areas of focus, and actions considered to be necessary and related to future budgeting.

## Background:

As we examine thawing we must keep focused on IAs and indicators of success.

IAs Abbreviated – How can we best move forward taking into consideration the institutional activities and indicators?

1. Clackamas Experience
2. CCC Web
3. Course Schedule
4. Understand and use technology
5. Use Student, financial and productivity data
6. Capital Planning

## Institutional Indicators of Success

12%↑ Reimbursable FTE  
 \$250K Process Reviews  
 \$1.5M New Resources  
 64% Approval rating

## SEM / Enrollment

↑ Access ↑ Persistence ↑ Completion ↑ Knowledge

## PC Governance and Communication

↑ Informed ↑ Engaged ↑ Involved

### Key ideas related to future budgeting from BAG 4/29/09

The Budget Advisory Group, in April, identified key principles/values and actions around focus. Since April various groups across campus came together to brainstorm. Those groups consisted of the Budget Advisory Group (BAG), Presidents' Council (PC), vice presidents, department chairs, and department administrators.

### Principles/Values

- FTE Math and our dependency on growth
- A "Reverse Decision Package" Strategic and based on long-term

### Actions Around Focus

- Clarify college priorities and apply available resources
- Re-visioning rather than budget cutting
- Re-allocate resources to the goals from peripheral FTE activities if appropriate
- Accelerate time to decision

### **Feedback and consensus from all groups**

#### Consensus and strong support to consider the following to determine position openings

- Abide by contractual obligations; legal, state, board, and accreditation
- Consider fiscal health; do not fill automatically (full time positions that are funded by a grant will come to PC for approval before filling)
- Adding back eliminated positions; not without thorough review
- Priority should not be given to add back; eliminated or frozen, vacant over new.
- Grant funded; open without delay
- Future grants with employee requirements; reviewed by PC prior to submission
- If budget allows we should open positions
- Prior to position request, leadership should look with and across to:
  - determine re-organization
  - update job descriptions
  - improve processes; taking into account relative efficiency

### **All position openings need to be made strategically:**

#### Information to consider collectively and not in any priority

- Position will result in increased FTE?
- Increase student access, progress, and success?
- Financial ramifications to fill or not fill?
- Impact on department if filled or not filled?
- How much part-time, overtime/overload is being used?
- What other benefits to CCC will occur if filled?
- How does it address Institutional Priorities?
- Does it need to be opened immediately?

### **Current Budget Status:**

#### Courtney Wilton gave a brief current status update on budget issues

- See handout on following page.

### Good News

- Final legislative funding (\$450m) was higher than budgeted (\$430m)
  - We will receive approx. \$1.4m more if state revenue holds up
- Ending reserves higher than budgeted / above minimum
  - Approx. \$4.2 vs. \$3.3m
- Tuition revenue trending higher than budget due to enrollment growth.
- Budget cuts, while very painful, have put us in much better position to weather recession.

### Uncertainties

- A. College Enrollment Growth Lags State Average
 

	State	CCC
■ 6/7	(0.2%)	(5.0%)
■ 7/8	3.6%	1.0% / 3.0%
■ 8/9	11.5%	6.9% / 4.6%

  - Impact from growing less than average in 8/9: \$2m over two years

### Uncertainties

- B. Enacted Tax Increases are Uncertain
  - \$732m in supporting tax increases (\$260m corporate minimum / \$472m personal income - over 125k) likely to be referred to voters by business group / statewide vote in January.
  - Estimated financial impact:  $\$732m * .03 * .08 = 1.75m$  over two years

### Uncertainties

- C. Economic Recovery is Uncertain
  - While recession is starting to show signs of ending, state's September revenue forecast showed drop in revenue / state reserves close to minimum
    - General fund - \$139.1/Lottery - \$43.1 = total drop of **\$182m**
    - State reserves now at **\$315m** vs. budget of \$500m
  - There are signs of recovery, though unemployment and foreclosures both up in August

### Uncertainties

- D. Funding in Next Biennium (11/13) is Even More Uncertain
  1. Will economy continue to recover or stall?
  2. Will revenue recover sufficiently to completely backfill for amount of current biennium funded with reserves (now depleted) and one-time federal stimulus dollars received in 9/11?
  3. PERS rates forecasted to increase 6-9 percentage points - each one point increase equates to 250k in added costs.
  4. Harmony debt service partially falls (\$600k) to operating budget in 12/13 - unless bond funding is received

### Key Dates

- Key Dates:
  - Sept. 27<sup>th</sup> - final date for initiative signature gathering
  - October 15<sup>th</sup> - should know if signatures valid / initiatives qualify for ballot
  - November 19<sup>th</sup> - December state revenue forecast released
  - January 26<sup>th</sup> - Election date for revenue measures if signatures gathered
  - February - special legislative session - if either tax increase rejected by public or if revenue drops considerably in November
  - February - March revenue forecast released later in month

Previous and current budget year

All Positions Budgeted for 2009 - 2010			
	General Fund	Other Funds	Total
<b>Classified</b>	158	35	193
<b>Full-Time Faculty</b>	138	14	152
<b>Exempt</b>	32	5	37

**Number of positions, beginning in 08/09, eliminated or non-budgeted 09-10 forward:**

	08/09	09/10	Total	%
<b>Classified</b>	2.5	19	21.5	10.1
<b>Faculty</b>	9	11	20	11.6
<b>Exempt</b>	2	3	5	11.9
			46.5	
Comparison - General Fund Only PTF Funding				
	08/09	09/10		
<b>Part-Time Faculty</b>	+ 180,000	-220,000		

**Note:**

- Currently \$500,000 is available in the 09/10 budget – vacant positions = \$370,000
- In the future report outs will specify bargaining units vs. non bargaining unit positions.

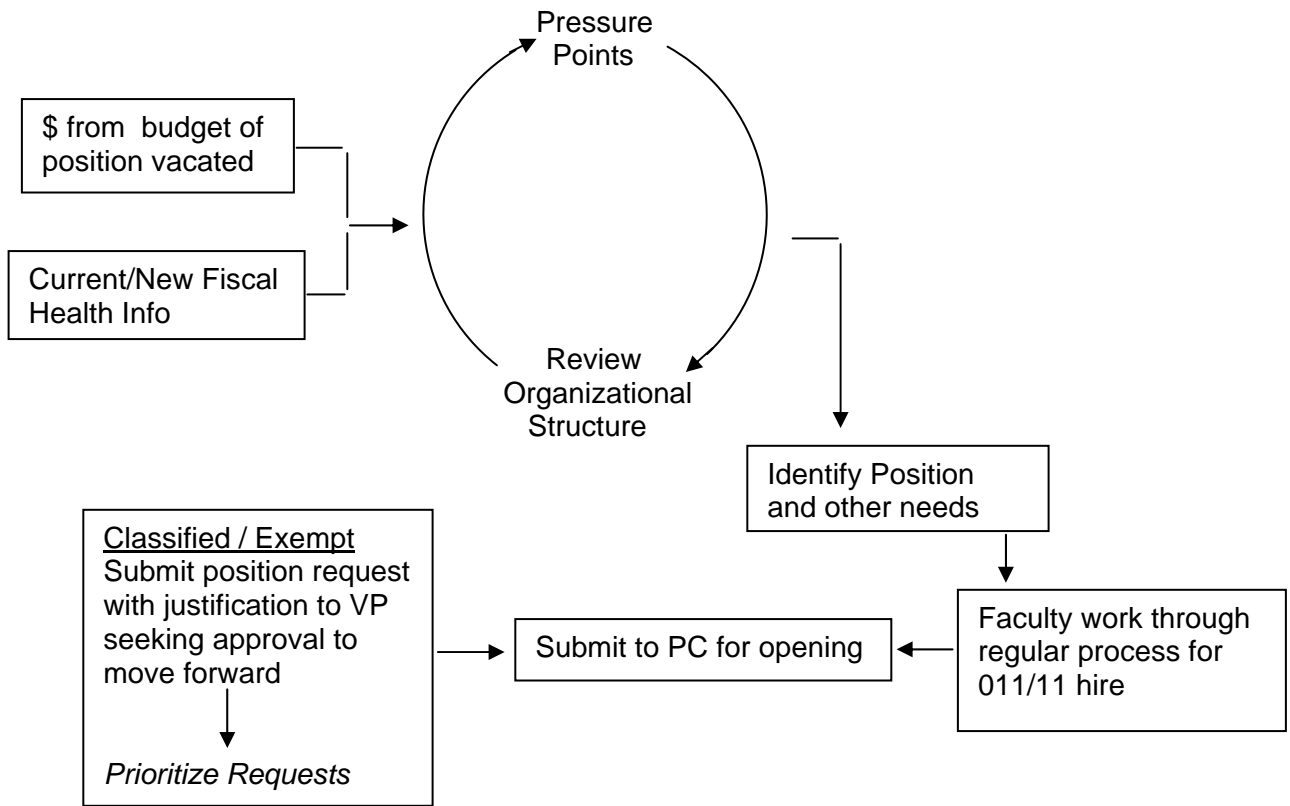
**Next Steps:**

- Move forward with grant funded positions  
General Fund Investments
- Two faculty will be recruited during this year to begin in 2010/11 academic year using the faculty forum process.
- At this time, \$370,000 will be released to fund two classified and two exempt positions, as a result of vacancies. They are to be filled during this budget year per position approval process.
- One classified, non-bargaining unit position, grant funded, Veterans Affairs Coordinator will be recruited and filled as soon as possible. This position is of limited duration through June 2011. Presidents' Council members will receive the job announcement in an email following distribution of today's meeting minutes.

**Position Approval and Timeline Review**

- What will be our approach to transfers/restructuring?
- How will we move forward?
- How will staff put forth a request for an opening to PC?
- What is the position approval process?

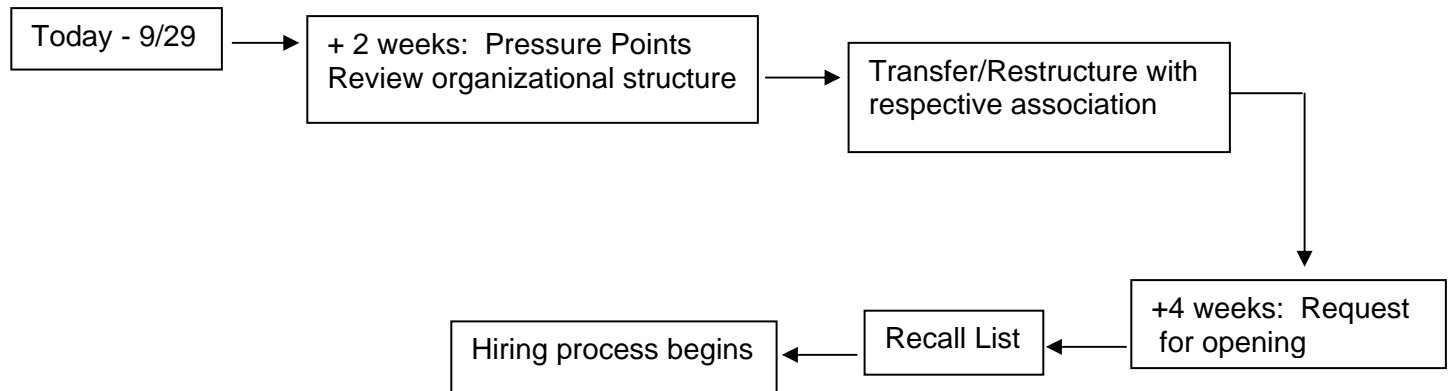
Position Approval Process



Note / Items to Track:

- What is or is not being done?
- What was the position title and what is the title (and skill sets) now?

Timeline Review



**Next steps:**

- With approximately 50 positions open due to attrition (approximately 10% of our staff), we need to:
  - Reassess the institutional structure to decide where our pressure points are.
  - How can we shift capacity?
  - How are we doing? Check in with College Council for a *report out* occasionally.

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College Council: No report until the first meeting on October 2, 2009

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**ASSOCIATION REPORTS:**

Associated Student Government (ASG) / Alyssa Fava

No Report.

Classified / Kelly White:

No Report.

PT Faculty / Rosemary Teetor:

- Professional Development Training: Great participation by part-time faculty.
- The Student Handbook was not printed this year. Students have access to it electronically through the CCC website. This is a valuable time management, rights and responsibilities teaching tool that Rosemary uses in her study skills classes as well as a key out reach piece. Consideration is being given to loading the handbook information on CDs and distributing to students in HD 120 and Skills Development classes.
- Anyone with questions regarding the student handbook should contact Bill Zuelke at ext. 2268.

FT Faculty / Eric Lewis:

- Eric is in the process of recruiting faculty to volunteer for various committees on campus.
- A request was made for future discussion(s) to clarify the approval process of items that flow between College Council and Presidents' Council.

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**UPCOMING MEETING DATES in 2009-10:**

10/6, 10/13, 10/20 (expanded), 10/27, 11/3, 11/10, 11/17 (expanded), 11/24, 12/1, 12/8, 12/15 (expanded), ~~12/22~~ (no meeting), ~~12/29~~ (no meeting), 1/5, 1/12, 1/19 (expanded), 1/26, 2/2, 2/9, 2/16 (expanded), 2/23, 3/2, 3/9, 3/16 (expanded), ~~3/23~~ (no meeting), 3/30, 4/6, 4/13, 4/20 (expanded), 4/27, 5/4, 5/11, 5/18 (expanded), 5/25, 6/1, 6/8, and 6/15 (expanded).

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**NUMBER OF HANDOUTS TO BRING:** Presidents' Council – 20 copies; Expanded Presidents' Council – 35 copies

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**PRESIDENTS' COUNCIL MEMBERS:** Joanne Truesdell (President), Eric Lewis (FTF Pres), Bob DelGatto (FTF Pres. Elect), Rosemary Teetor (PTF Pres), Kelly White (Clsfd Pres), Alyssa Fava (ASG Pres), Chris Robuck (Chair of College Council), Elizabeth Lundy (VP of Instructional Services), Shelly Parini (Dean of College Advancement), Courtney Wilton (VP of College Services), Jan Godfrey (Dean of HR), Bill Briare (Exempt Pres), Janet Paulson (Public Information Officer), and Debbie Jenkins,

**EXPANDED COUNCIL MEMBERS:** PC Members plus Bill Waters, Cyndi Andrews, Joe Austin, Diane Drebin, Scott Giltz, Bill Leach, Karen Martini, Maureen Mitchell, Steffen Moller, Theresa Tuffli, and Bill Zuelke.

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