FINANCIAL RESOURCES COMMITTEE MINUTES- February 5, 2007
1:00 p.m. – AD206

PRESENT:
Kathy Bakhit, Rosalinda Buchwald, Carol Cone, Roberta Eisel (Attending for Dennis Korn) Carol Horton – chair, Irene Malmgren, Peggy Olson, Michael Pinta (Student Representative), Rocky Reynolds, Judy Rojas (recording secretary), Tasha Van Horn and Linda Welz. Absent: Mike Fehrs, Toby Guebert, Jeanne Hamilton, Roseann Manfre-Campillo, and Dr. Michael Viera Guests: Arnold Rollin

OLD BUSINESS:

2.1 Approval of minutes of September 11, 2006 – The minutes were approved as presented.

NEW BUSINESS:

2.2 Employee Campus Wide Survey –. Carol introduced Lan Hao. Lan is our new Director of Institutional Research. Carol informed the committee that the President and the Board of Trustees are interested in doing a strategic plan for the college this year. For accreditation purposes we need to do a program review for each of the departments of the Business Division of the college. So many of our departments in Administrative Services have not done program reviews and we are now obliged by accreditation standards to do them. To be able to do a logical and justifiable program review we have to get outside input via a climate survey. In order to complete a program review we must have data. We need to find out how we affect the campus community and how well that they perceive that we affect them. That is the goal of the survey that Lan will be working on. We have 1 year to complete our process so that when we write our self study we will have the data to include. Carol asked that the committee members respond to Lan within one week.

Lan Hao distributed a memo explaining the climate survey and requesting comments on the content of the survey. She has attached seven survey formats from different colleges. She asked that the committee members go through the surveys and determine what they think are the most important questions we should ask at Citrus College for their areas. Lan preferred the Skyline College survey format because it is built around the 6 accreditation themes. Please look at the questions in relation to your area of expertise. Carol Horton asked that you look at the questions and determine if they are going to address the feedback that you want for your area. If not change the questions accordingly. The survey must be meaningful to your area. Keep in mind that Skyline is a small college in a multi college district so the questions will need to be changed for a single college district. The last 2 weeks of February will be the time to finalize the survey. A new ad hoc committee has been formed and that group will review the final draft and finalize the document. We will then do a small scale
pilot study of about 20 to 30 people and have a focus group to listen to their comments. In the month of March the full scale survey will take place and will be administered online. Paper copies will also be provided for those who do not use a computer on a daily basis. End of March and beginning of April will be the data collection time period. Dr. Viera is planning a retreat for sometime after this and would like to discuss the results of the survey at the retreat. It was determined that the memo needs to be reviewed by the members of the committee (especially the Skyline College format) and comments should be sent back to Lan by interoffice mail or email within one week. Lan is hoping for maximum participation on the survey. Carol noted that we have to encourage everyone to participate in the survey because it is important to our jobs to understand how well we are providing the customer service to the campus community. This survey will create a baseline for further surveys. Lan also noted that student workers will also be included in the survey.

Kathy Bakhit asked how much of the overall college goals are going to come from the results of this survey. Carol Horton responded that part of them will. Roberta Eisel noted that another part of this will be the student satisfaction survey that was already completed. Lan noted that a collection of information from many areas will be gathered together to create the strategic plan. External information will also be a part of the strategic plan such as how the community views us, the population statistics, vocational programs etc. Lan likened this survey to a thermostat. Once we know the temperature or the opinions that people have of the college we can react and change the things that need to be changed through our strategic plan. Kathy Bakhit asked if the retreat on May 1st was to go over the survey results. Carol Horton responded that the purpose of the retreat is to create the strategic plan and the survey results will help in that process. All different constituent groups will participate in the retreat including the Board of Trustees. Carol would like definitions of the accreditation categories sent to the committee members so that everyone can understand each area. Carol also stated that if the committee members wanted to send their comments to Judy Rojas she can collect the information to give to Lan.

2.3 State Budget Update- Carol Horton passed out the Community College League of California State Budget Update regarding the Governor’s January Budget Proposal for 2007-2008 and a chart comparing the Governor’s proposed budget and the System requested budget. Carol noted that committee will need to convene again around the beginning of March to review P1. It will be a whole new concept from past years. The first principal apportionment financial statements or Exhibit C will be coming out the end of February or beginning of March with SB361 implementation in it. This will be more relevant to our operation than the Governor’s proposed budget. The Governor is proposing a 2% enrollment growth which will fund an additional 23,000 FTE’s state-wide. The System Office has proposed a 3% enrollment growth. Both of these figures are above the 1.65 % change in adult population, which is the current statutory index for system growth. The Governor proposed 4.04% COLA. That figure is determined by a statutory calculation based on consumer price index, which is usually not finalized until March. That figure fluctuates but should be around 4%. A $33 million redirection of Basic Skills funding will go to matriculation and student services. In the last two years the system has not made its growth and so the basic skills funds have not been distributed. The last two years we’ve gotten basic skills money in one time allocations and this year we received $400,000. Instruction had to provide a plan for the
funds and report the expenditures. An additional $9 million has been allocated to fund nursing programs and since we have a new nursing program we will apply for some of those funds. Enrollment fees remain at $20 and a back fill of $33.2 will provide for the difference in the decrease in fees. In recap the System Office requested $710,601,000 in on-going funds and $99,650,000 in one-time funds. The Governor has proposed $377,080,000 in on-going funds and $42,000,000 in one-time funds. The Governor has requested a 6% increase and the Systems Office has requested a 12% increase. One item that we are always interested in is the Physical Plant/Instructional Equipment money. The system is requesting $50 million in one-time funds and the Governor has proposed 0 funding. Mandates were funded this year and we hope that it will continue. We currently apply for 6 mandates. Carol mentioned that she does not like categorical programs funding because we loose local control on decisions. The $33 million in basic skills is switching from general fund operating money to categorical funds which are hard to manage because they have such narrow parameters. We definitely need instructional equipment money and hope that they fund it adequately. Kathy Bakhit asked if the Basic Skills programs will be lost due to the redirection of the funding. Irene Malmgren responded that we will not loose the programs but we have been given a one time payout to support development of basic skills. The downside is that we have to work to spend it in the best way we can and there is no continuation of the funding. Carol Horton noted that we were collecting $2.4 million in general fund money to support basic skills and we have not gotten that for the last 2 years because we did not make the enrollment growth. Kathy Bakhit also asked about our current enrollment status. Irene Malmgren reported that number of students is lower but the number of units taken per student is higher for spring only. We were down in the fall semester significantly. We are still down in overall enrollment and FTES. Carol added that we should be 11,800 FTES and we reported approximately 11,300. We are about 500 FTES short at about $5,000 per FTE which equates to about $2.5 million. It will not affect this year but will start us $2.5 million less next fall. The compressed calendar will help but it artificially inflates growth. The first thing we have to do is to determine which is the artificial and the actual growth that we need to achieve.

The meeting was adjourned at 1:45pm.