PRESENT:
Kathy Bakhit, Rosalinda Buchwald, Carol Cone, Jeanne Hamilton, Lan Hao, Megan Hans (student representative), Carol Horton – chair, Erika Lim (student representative), Eric Magallon, Irene Malmgren, Jim McClain, Martha McDonald, Rocky Reynolds, Judy Rojas (recording secretary) and Linda Welz. Absent: Toby Guebert, Dennis Korn, Roseann Manfre-Campillo, and Peggy Olson Guests: John Fincher, Terry Miles, Robert Sammis and John Vaughan

OLD BUSINESS:

11.1 Approval of minutes of September 16, 2008 – Minutes approved as presented.

NEW BUSINESS:

11.2 Budget Review– Carol Horton and Dr. Perri discussed the impact of the State budget cuts on the Citrus College budget. Dr. Perri asked that we consider the core mission of the college, which is instruction, in developing our priorities. The committee discussed and agreed on the following priorities for the college before coming up with cost saving strategies: (These discussions pertain to the General Fund only.)

- Protect existing faculty and staff permanent positions
- Meet FTEs growth goals
- Ensure student access to classes
- Ensure required student services
- Maintain Board reserve

Suggested cost savings strategies included the following:

- Reduce Salary Expense
- Delay Filling of Vacancies
- Reduce Overtime Expenses
- Reduce Stipend Expenses
- Reduce Contractors and Consultants
- Reduce Legal Expenses
- Reduce Postage
- Reduce Travel
- Reduce Printing Costs (Toner and Paper)
- Reduce Marketing Costs
- Explore More Electronic Communication
• Reduce Utility Costs
• Revenue Generation (Grants, Fees etc.)
• Fundraising Campaigns through the Foundation
• Request Financial Support from the Foundation
• Reduce Cost of Health Care Benefits (Negotiable Item)
• Grants from Private Industry
• Reduction of Classes with Full Time Faculty Recommendation

Dr. Perri summarized the discussion by stating that we would like to get this list of strategies that we all agree on and sit down with Carol Horton and the different divisions and begin developing a plan for budget reductions. Then we can back into what has to be cut in the instructional schedule keeping the priorities in mind. We need to work with the basic list of items so that we have a definite number to work with before we begin to look at instruction. We need to be realistic as an institution. It is going to be very difficult to maintain the level of services that we have had. Carol Horton noted that though the areas are not sacred they do not account for a lot of money and we are half way through the year already. The legislative analysts have proposed a lesser cut, but we are preparing for the worst and hoping it will get better. The local revenue is also still a threat to us. Irene Malmgren noted that Instruction does not stand alone and that if we have students we must have the supporting services. Dr. Perri also cautioned that we want to be careful not to cut into our base FTES by cutting into our schedule too deeply because it is very hard to rebuild the base.

11.3 Board Policies – Carol Horton reported that a priority of Dr. Perri is to update our Board Policies and Administrative Procedures. We have three board policies that need to be reviewed by this committee and the constituent groups and then sent to Steering. Each of these policies are Education Code and Title V requirements and are taken verbatim from Ed Code. Carol noted that each of the policies are currently done as a practice but have not been formalized as a Board Policy. Carol asked the committee if they feel comfortable taking them to the constituent groups as information only and letting them know that they will be going to Steering or would you rather that they go the normal route of approval. The committee agreed to have the policies sent to the representatives of the constituent groups and to let the groups know that they will go directly to Steering. If need be they can be pulled from the Steering Committee agenda at the last minute. Irene Malmgren noted that there will be many other policies and especially administrative procedures that will require unique changes for Citrus College that will require discussion and interpretation. These three presented today are strictly Ed Code required. (After the meeting it was decided to ask for the constituent group approvals of the policies before sending them to Steering. We will try to make the December 8th Steering agenda, but it may not make it until the February 9, 2009 agenda.)