

Laney College
October 20, 2010
Room T-450 / 3-4 p.m.

MINUTES

Present:

Elnora Webb, Becky Hsieh, Don Petrilli, Sonja Franeta, Indra Thadani, David Reed, Donald Moore, Louis Quindlen, Laura Bollentino, Indra Thadani, Steve Lomba, Anne McMurdo, Shirley Coaston, George Kozitza, Dawna Williams, Michael Torres, Inger Stark, , Anna Beavers, Nick Robinson, Vice Chancellor Ron Gerhard

Absent:

Eileen White, Marco Menendez, Tina Vasconcellos, Dorothy Marie Wilson, Ron Jones, William Highsmith, Karolyn van Putten, Lisa Cook, Amy Bohorquez, Miriam Zamora-Kantor, Lilia Celhay

Minutes:

Maisha Jameson

***Handouts:** Past Minutes (March-May 2010 and September 2010), Faculty Senate Resolution on Budget Cuts, Laney College Cash Expenditure Needs for 2010-11 (Measure A Only), Fall 2010 Enrollment Report and FTES Targets, Health, Safety and Security Committee Minutes from Oct. 4th Meeting,*

1. Welcomes + Introductions

Announcements & Resource Updates (Facilities, Technology, Budget, HR)

2. Approval of Minutes – Council

- The Council voted unanimously to approve the College Council Minutes for March-May 2010 and September 2010.

3. Implementation of EMP – Vice Presidents

- The decision was made to hold-off discussion of the EMP Implementation for the next (November) College Council meeting.

4. Committee/Senate & Resource Updates

- Faculty Senate (FS) President, Sonja Franeta – reported that the Faculty Senate passed a resolution related to budget cuts. The resolution was critical of district administration's decisions related to the budget. The FS is preparing the resolution for presentation at CC. The FS also gathered questions for the VC of Budget and Finance. FS President gave a report back on an excellent Student Success conference.

- ASLC President Dawna Williams – reported that the ASLC is gearing up for homecoming on Thursday and Friday. There will be a homecoming pep-rally and students will be voting for homecoming king and queen. There will be a Tailgate party on Friday at half-time. There will be performances as well. The ASLC President also coordinated a premiere of the movie, “Gerrymandering” which was very successful. There was a voting registration drive last week that included several of the Oakland mayoral race candidates. PCTV filmed it.
- Co-Chair of the Laney Facilities Advisory Committee, Don Petrilli – reported that there is a lot going on with regard to facilities. Didn’t have the Facilities Committee meeting on Monday because both Chairs were out of town. At the last District Facilities Committee, Laney Reps emphasized the importance of having Laney in on all of the conversations about the possible Henry J. Kaiser Center acquisition. Laney has a Town-Hall meeting scheduled for 10/25 at 12noon to discuss this matter. There was concern expressed among faculty that the day/time scheduled for the Town-Hall will not work for most faculty. President Webb indicated that she would work to reschedule it.
- The Facilities Comm. feels that facilities needs to be one of the top priorities and goals for the college this year so that we don’t miss out on allocation of Measure A dollars. Louis Quindlen has had communication with the State and was informed that there will be no matching funds within the next couple of years given the state budget. And even then, matching funds are only being considered after a bond measure has been passed. The Facilities Committee Co-Chair emphasized the recommendation of this Committee that Laney not put our facilities’ projects on hold to wait for matching funds from the State. It was suggested that we investigate what COA did when they made the decision to pass-up matching funds. The concern of the District is that if we start building without matching funds, we will not be qualified to receive them in the future.
- A document detailing the cash expenditure needs for Measure A was passed out. It was noted in this document that there is money ear-marked to be coming to Laney for IT needs. Facility and Technology Committees should keep this in mind.
- The Athletic Field House is to be completed soon as well. This project is currently priced at \$13mill, and over budget (originally \$6mill, now at \$19mill)
- The District has indicated that current construction cost is about 25% less than expected due to the economy.
- There is construction on the HVAC system going on in G & F building
- Patience and tolerance of noise due to the ADA project demolition is necessary in order to make the legally mandated deadline of Feb 2011.
- The gas lines were mentioned – some are still smelling gas on campus.
- George Kozitza, Consultant in the Business Office, reported on the budget on behalf of the Business Office and Budget Advisory Committee – The District Budget was approved on time, yet there are still some discrepancies in terms of what Laney sent to the District, and what was actually put in the budget. The problem that remains is that the systems are still not integrated. The District has not posted salaries since September, and so the salaries can’t be compared. We are currently compiling a list of critical needs. The District budget did not include any growth money. The questions were asked, “Where does the \$3mill that was not included in the budget go? Back to the reserves or towards critical needs?”

- Chair of the CTE Committee, Louis Quindlen reported for the CTE Committee – The Committee is working on an exciting project with collaboration of 8-9 departments. There will be a quick ½ unit computer course to get students technologically ready for classes. The CTE Committee has a proposed policy related to high school to community college articulation and CTE programs. The proposal language is pending approval. The Medco program is a test model program. The new Technology Coordinator is working out well. Tech Prep is going out for potential small grants. The State is considering funding for overfilled CTE programs. There is an RFP out for an Oakland one-stop-shop. This may be good for Laney. May work with our CalWORKS and CTE program. We need to have a job placement initiative on campus to build a more robust career/job placement center. Lilia is currently over this effort.
- Laney College Classified Senate (LCCS) President, David Reed reported on behalf of the LCCS – The LCCS is in the middle of elections. In the future this Senate will move to holding spring elections, which makes more sense. There was a request to nominate good Classified staff to serve on the Senate. Transfer Day went well.
- Becky Hseih, Local SEIU 1021 Rep reported on behalf of the Union – The Union has some concerns with the District budget and the associated lay-offs that have already taken place, those that will occur in the future, and the associated effects on staffing. Stipends have been eliminated as a possibility and many Classified are doing more work for less pay. The President indicated that reclassifications and temporary re-assignments are still possible. The questions were asked, “What happens to those who are on stipends now? Is this retroactive?” 1021 is currently doing negotiations for contract negotiators and have new elections coming up.
- College Nurse & Health Services Coordinator, Indra Thadani passed out the minutes from the last Health & Safety Committee meeting.
- Head Librarian, Shirley Coaston reported on behalf of the College Library – There is an RFP out for the new Library management system. We will hopefully know who the contractor is by January so that they can begin implementation soon. This is paid for by Measure A funding. New laptop work-stations for students were ordered (18 stations for use by 36 students).
- President Webb gave a report back on the Lake Merritt Bart Station Area Redevelopment project and provided an update. The intent of the project is to redevelop this area so that it is bustling with activity and is appropriately revitalized. The next Community Stakeholder Group Meeting for this project is scheduled for Monday, October 25 at 5:30-7:30pm at Laney Bistro. The President encouraged others to come. The President indicated that we would put a link on the Laney website (& FMP/EMP pages) to the Lake Merritt Bart Station Project page to keep the college community updated.

5. Budget & Finance Overview – Vice Chancellor Ron Gerhard

- A list of questions was shared with Vice Chancellor Gerhard in advance so that he could be prepared to answer as many as possible.
- VC Gerhard shared that he wants the Colleges to understand what's going on so that there is no ambiguity, and also wants to receive constructive feedback.
- The Faculty Senate passed out their resolution related to the Budget Cuts and everyone was asked to read through them to ensure that concerns expressed weren't being duplicated.

Extra Questions Posed by the Group

- **Please provide the college community with a break-down from the budget that indicates what the wages and benefits were at the District Level, and what methods were used to track District personnel costs over a period of 4 years.**
- **The issue of non-resident students and the effect they have on the budget was brought-up. Their numbers are decreasing overtime and so the question was asked, “why are we duplicating resources (like counselors) at the District?”**
- **Is it true that the Recovery/Oversight Team has suggested that we close a campus and/or combine staff at some of the colleges? And if so, why hasn't this happened?**
- **It is clear that we are making significant cuts to classes at Laney that are generating FTES. How does driving FTES out of Laney to other colleges save money?**
- **How much is each college reimbursed for FTES?**
- **If we are below our goals in FTES, why are we cutting sections?**
- **When will the more accessible data/reports be made available and made more easy to read?**
- **How are justifications made to increase funds allocated to District marketing when they are cutting funds in the District priority areas (CTE, Transfer & Foundation Skills) - especially when we are not trying to get more students?**
- **Where does the money generated from the tuition/fees of non-resident students go?**
- **What is the perceived inequitable share of Laney's funding (relative to the District and other colleges)?**

Answers to questions that were sent in advance.

1. When can we start getting accurate timely data (within 30 days of the actions taken)?

- HR & Finance are working with IT to get payroll posted.
- The implementation of the missing modules from PeopleSoft is just starting.
- This all will help with timely acquisition of data
- Trying to get the ledgers added as timely and accurately as possible. Also trying to develop the procedures and operations to avoid the manual input of data
- Payroll = the highest priority now because it makes-up most of our budget
- Other pulling of data still has to be done because of state compliance, i.e. budget development; certain required mandated reports (PO reports and budget transfer reports) all to be tested within IT first. There is bottle-necking of getting these reports completed because there is only one Finance IT programmer. We will hopefully be caught up within the next few weeks. We submitted to the to the State Chancellor's office our 311 report for the past year. Now going thru the audit process. Just closed our books. Now doing clean-up for the next few months. The current payroll manager is a retiree and hence is only here part-time. Approval for her replacement to start in November is going before the Board next week. One of his/her first tasks will be to work with IT to generate regular and timely payroll reports

2. When will PeopleSoft be working properly and in sync with other systems in the College?

- With PeopleSoft now – we are just starting to implement the modules that should have been included as a part of the initial implementation. The Payroll module should have been included initially. Lacking a full implementation has resulted in us have having many manual processes where the data entry is subject to human error. Implementing these modules will make the process somewhat fluid.

3. Why does Laney continue to have to bear an inequitable share of the budget cuts, as well as get an inequitable share of the budget?

- VC Gerhard expressed that he was not sure he could fully answer the question related to equity. The way the budgets were developed this year, working with Tom Henry's group, was really based on what the departments spent the past fiscal year. Can't find any history or documentation of a budget allocation model that was followed in the past. The PBIC is now taking this lacking budget allocation model issue as something to be an agenda item for the next 5 months. This Council is currently evaluating the document that was approved previously but never implemented. Hopefully the discussion that takes place with the Council will address many of the issues expressed by all of the campuses with regard to clear and transparent or equitable allocation. This is expected to be a heated discussion. They will be researching and comparing the models of other school districts. Need an allocation model that meets certain standards. The VC of Finance and Budget invited Laney College Council members to join the PBIC meeting this Friday. There is a website for the Council for all materials and

minutes to be posted. Business Office Consultant, George Kozitza suggested that they focus on what the model is attempting to accomplish and the thinking behind the model. Ask question, “Does the model we choose touch upon our four principles?”

4. What is happening at the District in reducing administrative costs? We see that the District continues to hire new people, both mid-level and higher-level administrative personnel. The perception is that the District is “top-heavy” and not adhering to the law in dedicating itself directly to education.

- There are some new positions coming. The positions should have existed already. Ex. Budget Director. These are positions that are necessary for a college Laney’s size and a District our size. There are key timelines in budget development that we have not adhered to. One reason for this is because we don’t have a budget development person like this on board. We have been deficit spending for many years. If the District is not giving accurate and timely information on this college’s budgets, how can they be expected to stay on budget and make necessary readjustments to stay on track. The Associate Vice Chancellor is a vacancy and not a new position. The Chancellor’s Re-org will speak to this. He is generating a response to the Faculty Senate resolution. There was a request for overall District personnel costs. VC Gerhard indicated that he could produce that info. by pulling up reports that are FTE based (per location) vs. costs. (FTE employee). There was concern expressed that the focus on education is decreasing (classes being cut) and the administration costs are increasing. There should be a measuring of this. Request was suggested that we look at how other multi-college districts are staffed and compare it to ours. VC Gerhard said we are going through the Community Colleges within the state to see who we should compare ourselves to. We need to be mindful as to how we are organized and structured? Based on the State Chancellors website numbers, we are 20th in terms of size, but in terms of Multi-college districts, we are #13. Until the cost accounting is accurate, we can’t really do a real analysis.

5. What is the timeline for the audit?

- Started the audit in late August. Started with doing the late compliance testing and now beginning the true audit. The auditors will come back within next couple of weeks. Just recently, we submitted our 311 report and closed our books for 2009-10. There are still some outstanding issues, i.e. our fixed assets and additional pieces on the OPED bonds, but other than that, we are on task with our goal to complete and finalize the budget and audit before the end of the year. This delay has affected the carry-over funds that are many times sustaining Categorical programs. The recovery team is still in the picture, however, now their role is to look at the governance piece and assist in policy and procedure development. Less involved in operations.

6. What is the plan for allocating growth money back to the colleges?

- The Governor just signed legislation that increases some growth dollars to community colleges. We are anticipating a few increases in expenditures (i.e. OPED Bond payments, Furloughs, etc). The priorities of the District will be

discussed in SMT. Governor just made huge cuts to the categorical backfills and CTE programs.

- 7. There was a land deal (reported in the Tribune and under investigation) in which someone allegedly personally connected to an administrator bought a piece of land for very little from the District in order to develop it. The land was then sold back to the District at a much higher price, thereby giving the man a profit. Do we have any clarity on what happened? Where does the investigation stand?**
 - VC Gerhard is not familiar enough to answer this question

- 8. How is the decision on Summer School being made? Would it save us some classes if we didn't have summer school – rather than cut classes in the Spring?**
 - VC Gerhard is less involved in this area. This is a question for Educational Services. There was some analysis of the electrical/utilities cost savings at the various colleges during the summer Friday closures. The question was asked when will students know if we are going to have a summer session? Concern was expressed that students need to know now in order to plan for their educational futures and plans. The last time the District went through the process of calculating the indirect/overhead cost, they came up with 47%. Will be re-reviewing this according to federal guidelines. When the Colleges make cuts, they take into consideration the fixed immediate discreet cost used to cut costs, i.e. only the cost of the instructor and instructor aide. Concern was expressed that this is not taking into consideration the revenue side of this equation, which the class is bringing in – that we are maybe cutting classes where the revenue (based on FTES) is so much higher than the cut would save. Laney has to develop an allocation model based on our own measureable goals as far as our mission/strategic goals, our revenue, and our budget realities. Need to consider fee-based courses.

- 9. How will FTES generation be factored into the allocation formula?**
 - District not sure at this point in time. FTES is not being taken into consideration. Right now the allocation is based upon the base budget of previous years and not the needs of the current year.

- 10. To what extent will the colleges be given flexibility to reallocate funding for faculty positions? What process deemed to be sound will be used to address the needs of the colleges to fill vacancies?**
 - This is a question for Educational Services related to hiring prioritization. Is there a line item for Faculty full-time hires? And for positions for instance that are vacant due to retired? For vacant positions, the dollars are there. The hiring prioritization still has yet to be done though.

- 11. To what extent will the colleges be able to carryover balances from one year to the next?**
 - There are very few discretionary dollars (monies for hourly staff, supplies, services or equipment) dollars. 91-92% of budget is in people/staff salaries. What

the colleges do have is their own discretionary dollars (facility rental fees, trust accounts, bookstore commissions, and fee-based courses).

12. How will the allocation model accommodate both growth and retrenchment in funding?

- This is TBD given the outcome of the discussion/decision surrounding the development of a budget allocation model.

13. What process will be used to determine the amount of funding for district office operation and district provided direct support to colleges (campus security, campus maintenance, etc.)?

- TBD based on allocation discussion with Chancellor and the analysis of comparing PCCD to the other multi-college districts.

Additional Questions/Concerns expressed

- Louis Quindlen – Would like an analysis done on cuts vs. FTES loses and differences be/w us and other Colleges. Largely the pressure has been to cut and to increase productivity. Then cut low-enrolled courses.
- Concern was expressed about the outmigration of Laney students to the other colleges – How do we meet the fiscal requirement (1351), and make our goal for FTES while still cutting sections?
- As a District we are funded on the total amount of FTES – Concern is that there is not a fair or advantageous funding model in place. Sometimes cutting classes with 30-35 students enrolled in them.
- The priority of funding for marketing vs. funding education was questioned – VC Gerhard can't answer this question. There is no coordination between Educational Services and Financial Services on the impact (fiscal and otherwise) on the cuts to classes/sections.
- Many felt that this discussion showed the need for clarity and to identify a sound justification for what we are pursuing as a District, i.e. considering our priorities and adjusting our funding accordingly so that it aligns back to District/College priorities, and then back to our educational agenda.
- Concern was expressed that there is not enough clear and transparent data related to funding to be able to make these HR prioritization or funding decisions in time to make a difference.
- A question was asked about summer session funding FTES being transferred from one summer to another. Answer - Can't do it if we already submitted it with our reporting for a previous semester. The state has already closed its books.

Additional questions to be submitted to VC Gerhard via email to be answered electronically.

Meeting adjourned at 4:35pm