

Adopted

HARTNELL COMMUNITY COLLEGE DISTRICT

MINUTES

Board Workshop
Hartnell College Library
Distance Learning Room LRC 115
411 Central Avenue
Salinas, California

June 6, 2009

- OPEN SESSION** Trustee Donohue called the workshop to order at 12:11 p.m.
- ROLL CALL** Patricia Donohue, President
Kevin Healy, Vice President
Bill Freeman (arrived at 12:24 p.m.)
Elia Gonzalez-Castro (arrived at 12:25 p.m.)
Juan Martinez
Ray Montemayor
Phoebe K. Helm, Superintendent-President/Board Secretary
- ABSENT** Brad Rice
Armando Cortes, Student Trustee (advisory vote per Board Policy 1030)
- OTHERS PRESENT** Joanne Trevino, Classified Senate
Steve Otero, Classified Schools Employee Association (CSEA)
Ann Wright, Hartnell College Faculty Association (HCFA)
Kathleen Rose, AVP, Academic Affairs/Accreditation
Greg Peterson, AVP, Student Affairs and Athletics
Al Munoz, Controller
Ignacio Pando, Interim AVP, Career and Economic Development
Gary Hughes, AVP, Library and Technology
Mike Thomas, Sustainable Construction
Fire Hawk, MISA Consultant
Maria de Leon, Classified Schools Employee Association
Terri Pyer, Human Resources/Public Relations
Paulette Bumlough, Director, South County Education
Paul Casey, Director, EOPS/CARE
Kelly Locke, Academic Senate President
- PUBLIC COMMENTS** There were no public comments.
- BOARD DEVELOPMENT** The Board reviewed the 2003 California Community College Publication, California Community College Publication: *Budget Basics*. Board Focus: *Budget Basics*. Trustee Donohue lead the discussion and the Board discussed the Top Ten Fiscal Questions: 1) How are we covering the current year's operations, given mid-year cuts? 2) What total budget deficits are we anticipating for next year? What are the plans for dealing with the deficit? 3) How is our growth factor established and funded? What are the projected growth and deficit factors for next year? 4) What is the plan to maintain the reserve? 5) What was the percentage increase in health benefits over the last three years, and what is the projected increase for next year?

What plans exist to contain the cost of health benefits? 6) How have we addressed the future liability to fund health benefits for retirees? 7) Where are we with the respect to the 50% law? 8) How are we impacted this year by the Full Time Obligation to employ a minimum number of full-time faculty annually? 9) How are we managing the general fund restricted accounts to assist us during the tough budget years ahead? 10) How will we approach layoffs, if they become necessary in these tough times? Dr. Helm noted numbers 7 and 8 have been set aside due to the current fiscal crisis.

Trustee Donohue reminded the Board that its Ad hoc Audit committee consists of she and Trustee Healy and that they meet and review the quarterly reports before it is submitted to the Chancellors Office. In addition, the college has two internal finance committees, 1) Resource Allocation Committee; and 2) Finance Subcommittee, both of which consist of representatives from employee groups.

Academic Senate President, Dr. Kelly Locke, presented a PowerPoint on Shared Governance. She reminded the Board that in November 2007, the Board approved to revise Board Policy 2005, Academic Senate – Shared Governance to include language mandated by Title V (AB 1725) to “consult collegially” by relying primarily upon the advice and judgment of the Academic Senate when developing policies and procedures on academic and professional matters. Also, Dr. Locke shared the new shared governance structure that was developed in Spring 2008 and reviewed each of the ten (10) academic and professional matters. As a result of the Board’s commitment, this is the first time, in her tenure, that the Senate has had an overwhelming, record-breaking interest in the senate and committee work. She believes this is a result of people feeling their work is valued and their voices heard. She demonstrated how the Board could locate the Senate’s web page and how to access agendas and minutes of the shared governance committees. In addition, she navigated through the college’s repository for curriculum, CurricuNET. (see Appendix A)

The classified representatives, Joanne Trevino and Steve Otero, stated they believe that their group will be most affected and asked the administration and Board to fully consider their decisions, that they not be quick, that they be informed, to ask questions, to know the outcome of their decisions, to share decisions with them, and not allow classified employees to get lost in the shuffle.

Ann Wright, HCFA President, spoke about the last three years and how the college has gone through a transformation that she believed would never happen. She sees a commitment from the administration and that she has no doubt that decisions are going and will continue to go through a shared governance process. She stated that, in the past, the faculty union’s participation in process was marginal at best. Today, it is expected that they participate and be involved. And, while at times, she may feel frustrated, she knows something will be done about it. She asked the Board to be informed, to ask questions, and to do the right thing.

The representatives of the academic and classified senates, faculty, and classified union committed to work with the administration on the budget to

help find ways to cut the budget and urged the Board to keep the shared governance process in place.

GOALS

After discussion with faculty and staff, Trustee Donohue asked the Board to consider the following four goals for 2009-2010: 1) Accreditation; 2) Communication; 3) Finance; 4) Sustainability. Sustainability of processes and progress is a key element in accreditation requirements.

BUDGET

Dr. Helm reviewed the 2008-09 budget and proposed tentative budget for 2009-2010 by reviewing budget documents provided to the Board. In addition, she reviewed the revenue and expenditures for 2008-09 and 2009-2010 through a PowerPoint presentation.

General Funds

In 2008-09 the base funding was \$33.6 million. The college had a 12% enrollment growth, restored its funding FTEs level, experienced a mid-year cut, had a shortfall in property taxes, and had a 15% cut to categorical funds in late May. In spite of these challenges, the college expects to close June 30 near or at zero with a 7.34% reserve.

For 2009-2010, the base funding is \$34.6 million, no funding for growth from the State, a 15% percent cut from State categorical funds, a \$722,272 shortfall in property taxes, leaving a balance of \$31.5 million. The anticipated expenses for 2009-10 (college obligations include salaries, benefits, and other operating expenses, i.e., utilities and supplies) is \$38.1 million, which leaves of a deficit of \$4.9 million.

Dr. Helm is recommending taking \$1.6 million from the reserves, leaving just over 3.03% (3% minimum required by State). This would mean the college would need to cut 3.3 million.

Categorical Funds

For 2009-2010, the State is proposing a 60% cut. This means a \$2.6 million cut to categorical services and/or programs. Dr. Helm stated that even though these cuts may happen, the college will be obligated to provide services, i.e., disabled services and programs. The college needs to find ways to fund these important programs and services for our students.

At the special meeting of June 8, the Board is to consider adopting a resolution to declare a financial emergency. This proposed action caused concern for some board members, as well as for others present. Trustee Freeman stated he would not vote for any cuts. A discussion ensued and Dr. Helm agreed to obtain more information in response to a question by Trustee Montemayor. All employee groups ensured the Board and staff that they would work with the process until all the needed cuts were made.

Dr. Helm stated the reason she is asking the board to consider declaring a financial emergency is because it will provide the Board the ability to make decisions when employee groups are unable to. In addition, this does not mean the college can set aside legal statutes, i.e. Title V and Ed Code.

Trustee Martinez asked Dr. Helm to provide a breakdown on all salaries by groupings. Dr. Helm responded she would have the information available to him at the special board meeting of June 8, 2009.

The board, faculty, and staff broke into groups to discuss concerns, ideas, and contributions. Prior to this activity, Dr. Helm shared the parameters the Resource Allocation and Finance committees agreed to 1) all employee groups share the pain equally; 2) honor the 45-day notice for classified/L-39 layoffs; 3) go forward with summer session; 4) look at the fall course offerings and protect general education (CSU/UC) and major requirements; and 5) the committees will work through the summer.

ADJOURNED

The workshop ended at 4:58 p.m.

Patricia Donohue
Board of Trustees President

Phoebe K. Helm
Board Secretary

Shared Governance and the Academic Senate at Hartnell College

Dr. Kelly Locke
Presentation to Board Workshop
June 6, 2009

Board Policy 2005

The Governing Board and the Administration of Hartnell College will “consult collegially” by **relying primarily upon the advice and judgment of the Academic Senate** when developing policies and procedures on academic and professional matters.

Academic and Professional Matters

- 1. Curriculum, including establishing prerequisites and placing courses within disciplines**
- 2. Degree and certificate requirements**
- 3. Grading policies**

Academic and Professional Matters

4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles

Academic and Professional Matters

7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review

Academic and Professional Matters

10. Processes for institutional
planning and budget development

Budget Development Process

- Defined by the adopted Shared Governance Process
- Finance Subcommittee and Resource Allocation Council develop recommended budget based on input of other committees.
- Recommendation to Board of Trustees

