A meeting of the Santa Monica Community College Budget Planning Committee, a subcommittee of the District Planning and Advisory Council (DPAC) was held on Wednesday, December 17, 2008 at 2:00 p.m. at Santa Monica College, Drescher Hall 300E/Loft, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order 2:00 p.m.

II. Budget Planning Committee Members

   Chris Bonvenuto, Administration
   Jeff Shimizu, Administration
   Eric Oifer, Academic Senate Representative
   Richard Tavildaran-Jesswein, Academic Senate Representative
   Mona Martin, Management Association Representative, Co-Chair
   Leonard Crawford, Management Association Representative
   Mitra Moassessi, Faculty Association Representative
   Howard Stahl, Faculty Association Representative, Co-Chair
   Bernie Rosenloecher, CSEA Representative
   Tron Burdick, CSEA Representative
   Leroy Lauer, CSEA Representative
   Connie Lemke, CSEA Representative
   Samir Ahmed, Student Representative
   Cameron Henton, Student Representative
   Malena Hagerman, Student Representative (absent)
   Vicky Qian Jiang, Student Representative

   Guests: Dr. Tsang, J.C. Keurjian, Jeff Shimizu, Mike Tuitasi, Trustee Aminoff, Trustee Finkel, Georgia Bauman, Dennis Frisch, Lee Peterson, Lantz Simpson

III. A. 2008-2009 Budget Update by members of Senior Staff

   Dr. Tsang addressed the Sub-Committee on the current state of the budget. He asked the committee to go through the annual budget and, using the Board of Trustees’ guiding principles, determine a dollar amount in reductions so we can then develop a plan to achieve that goal. Dr. Tsang explained that he wanted this to be a collective effort, that what is presented to the Board includes input from the Budget Committee. He suggested we consider the type of college we want to end up with in three years, where we want to place financial emphasis. He also discussed the “human values” that we may want to consider in making recommendations.

   Members of senior staff then discussed current and potential cost savings measures in their respective areas in order to mitigate the budget deficit in the 2008/09 fiscal year. Measures include working with Department Chairs in the scheduling process, reviewing discretionary budgets, not hiring substitute faculty for the first class missed, the savings from the new Ricoh copying system, reviewing grants and reallocating (where appropriate) costs and expenditures, reviewing contracts, implementing lighting retrofit on campus, reducing contracting out expenditures, and revisiting the vacant position list.
B. Fiscal Services Update

No update given.

C. Budget Discussion

The following motion was approved:

The Budget Planning Sub-committee recommends that 1) the District, by saving as much as possible, take the necessary steps to ensure an ending fund balance of at least $15 million for 2008-09, 2) this fund balance be achieved through thoughtful cost reductions and revenue enhancements to balance the budget over three years, and 3) this goal of balancing the budget be met by implementing the principles articulated in the Board of Trustee's Strategic Budget Plan Elements and Strategic initiative action plan.

The Sub-committee began brainstorming cost-reduction and/or revenue generating ideas for future discussion and prioritization on immediate and long term savings.

Adjournment at 5:25 p.m.