

Academic Senate

## **Open Meeting**

Monday, September 27, 2004  
3:00-5:00

**Room 1108**

### **Minutes**

#### **Members Present**

**Frank Nigro**

**Warren Lytle**

David Cooper  
Kevin Fox  
Sue Loring  
Andrea Williams  
Scott Gordon  
Vickie Kimbrough  
Susan Meacham  
Toby Bodeen  
Leroy Perkins  
Kendall Crenshaw  
Laura Valvatne  
Dave Bush  
Joan Adams  
Lynn Kramer  
Sharon Yox  
Michael Pitcher  
Marsha Ray  
Gary Lewis  
Terry Turner  
Carolyn Borg

## Guests

Mary Retterer  
Jane Harmon  
Debbie Parisot  
Pat Demo  
Al Erdman

1. Call to Order: Meeting was called to order at 3:00. Vice President Vickie Kimbrough led the meeting.

2. Approval of Minutes 09/13/04 (1 Attachment): Warren Lytle moved approval; Marsha Ray seconded the motion. Two slight changes were made. The motion carried unanimously with these changes.

### 3. Reports

a. Budget: President Mary Retterer and Al Erdman visited the Senate to explain the planned budget reductions.

Al passed around a chart showing our FTEs from 1994 to the present. He explained how he has estimated our budget for next year and the measures he took to do so. We're funded, he clarified, for next year based on this year's enrollment plus any growth we can manage. The long and short of this is that we're short about \$1,829,000 for next year versus this year, which will require some cuts. Only 42 out of 72 districts are forecasting growth this year, so it's not unusual what we're experiencing.

Mary looked at the guiding assumptions they are going by to determine any budget reductions. These are: we will go by the Shasta College mission statement, make every effort to avoid layoffs, avoid across the board expense reductions, and keep the General Fund Contingency balance as near as possible to the five percent "prudent reserve" level.

She then moved to the tentative changes to the final budget. The ones listed as ongoing will continue on for next year. They include: 1) not filling empty positions; 2) a possible 1% pay cut (including part timers), with higher-salary employees losing more, lower-salary employees losing less; 3) going to Plan C for insurance;

4) cuts to the budget proposed by Cabinet; 5) reductions in overtime, extra time, substitutes, and temps; 6) shift of general fund spending to categorical funding; 7) eliminate equipment set aside in PFE funding. One time reductions include: 1) reduction in retiree health insurance reserves; 2) reductions in contingency reserves. All of this will add up to about \$1.8 million. We need to have a tentative budget printed up by Friday of this week.

She emphasized that we will need to be changing hats soon. As soon as we get done with reductions, we need to move onward to enrollment management to make sure we don't leave FTEs next year, so we'll be in growth mode. She complimented the faculty on efforts we made to add students to our classes.

There were questions about whether we should look more closely at golden handshakes as a cost-saving measure. Regarding the 1% reduction, for someone about to retire, would the reduction affect their retiring salary? No, retirement would be based on their highest salary. There was another question about the Board of Trustees and what reductions they will have; they get an amount per meeting and full medical benefits. Will these also be cut?

Al and Mary asked for us to submit good ideas about further reductions. They stressed the proposed reductions are not a done deal; they will be working with a committee (Dave Bush and Cathy Anderson are on it) to finalize any reductions. Al also stressed they're investigating every possible way of increasing school revenue so that we're not just looking at cuts.

b. Frank Nigro reported he's been invited to serve on the state Senate Tech Ed Committee. His first meeting, paid for by the state Senate, was in Berkeley this weekend. This committee deals with issues of online ed and instructional technology in the classroom. Frank will also serve as our delegate at this fall's plenary session and will be co-presenting along with other Tech Ed Committee members.

#### 4. Discussion/Action Items

a. New Program Procedure (Two Attachments): *The administration is suggesting a slight change to the Procedure for Developing New Programs. The proposed change is to strike the Strategic Planning Committee everywhere.*

Gary Lewis explained that Mary felt it was not appropriate for the changes we're recommending go through the Strategic Planning committee given the changes that that committee will be going through. Dave moved that we adopt this with removal of all references to Strategic Planning; Warren seconded the motion. The motion carried unanimously.

#### 5. Other: none.

6. Adjournment: The meeting was adjourned at 4:00 p.m.

7. Next Meeting: 3:00 pm, October 11, 2004 in Room 1108.