

**Joint DBAC and District Council Meeting
Mission College, Campus Center 219/220
Wed. Feb 6 2:30-4:30pm**

Bridget Espinoza facilitated the meeting, which started at 2:35pm.

George Kozitza presented the following information:

Preliminary Estimated Affect of HBA on fiscal year 07-08 Ending Fund Balance:

This is an estimate based on assumptions of revenue and expense that we know will change key factors that affect the estimate:

1. Ability to restore FTES in the spring and summer 2008
2. Salary savings from funded but unfilled positions
3. Savings in Operational costs

His comments on HBA/FTES:

The audit had five to six criteria items which effected three years (04-05, 05-06, and 06-07). The State Chancellor's Office (SCO) added one more criteria and as a result all of the HBA was denied. We have collected HBA for a number of years but the audit/penalty was limited to the three years. As a result we had a deduction of 2082 FTES for those three years.

Loss of 2082 FTES in FY 06-07	\$9.3million
Offsetting Stability	<u>\$3.5million (credit)</u>
Loss for FY 04-05 – FY 06/07	\$5.8million

Payment Schedule

FY 07-08	\$4.3million (District reserved this amount)
FY 08-09	\$0.5million
FY 09-10	\$0.5million
FY 10-11	<u>\$0.5million</u>
Total to repay:	\$5.8million

Worst case scenario – assuming we don't restore any FTES

Loss in FTES in FY 07-08	\$5.0million
Beginning Budget Deficit	<u>\$4.0million</u>
Total worst case deficit	\$9.0million

Questions/comments:

-Which year was the stability year? 05-06

-FTES – what were the HBA implications on enrollment? We didn't make goal in 05-06. We want the numbers to explain our enrollment situation. We have next year to make back stability.

FTES loss: 05-06 we lost 865 FTES; we have until 08-09 to get it back
06-07 we lost 856 FTES; we have until 09-10 to get this back.

With stability we have three years to get back the FTES.

Please have Linda Francis send the enrollment information in FTES to everyone.

Chancellor's comments:

- He felt the SCO compromised; we could have owed much more.
- We did set aside \$4million because we didn't know how we would be penalized.
- We now have recapture FTES.
- He is committing the District to no layoffs of permanent employees in 07-08; he cannot guarantee 08-09 because he won't be here.

- If we don't address this now then we cannot guarantee jobs. We must deal with the problem immediately and structurally.
- The loss of FTES was not due to the loss in head count but in seat time. The students are still here.
- The BOT will support no layoffs but we must do our part; we must increase FTES.
- At both colleges head count is up but FTES is down.
- 08-09 is a crucial year.
- The current budget is on a roller coaster; Prop 92 failed; the leadership in Sacramento House is changing.
- He believes that this District has additional resources that other districts do not have.

Mission College report presented by President Robles:

- We are cautiously watching expenditures.
- We are focusing on increasing revenues by increasing FTES.
- Current head count is 9302.
- Four proposals were distributed:
 - Student Services Department and Programs – collaboration with instruction and outreach. Ideas from the services areas were presented.
 - Office of Instruction: working with the Division Chair Committee presented the following ideas:
 - Proper assessment, career advising and academic counseling
 - Creative curriculum development responsive to students' needs
 - Appropriate and effective scheduling of classes
 - Early alert and intervention
 - Do student preference assessment
 - Referral to enrollment in "supplementary instruction" courses
 - In-class advising by faculty
 - Late-start classes after midterm; Friday and all day Saturday classes for working adults; off-campus schedule of classes; more online and distance learning classes
 - Work with department chairs and SOCs to be more responsive to changes in schedule
 - Credit/Non-credit Program:
 - Increase non-credit FTES to 500
 - Add 30 additional parenting classes
 - Identify five new community-based sites
 - Leverage older adult program, non-credit matriculation
 - Marketing:
 - We have surveyed our students; we will be determining the results
 - Listed various places and ways to place ads
 - Colleges could combine ads on some things
 - Friendly personal letter to students

Questions/comments:

- What is the enrollment at Mission? We have 2678.45 FTES (credit) and 220 (non-credit). Our goal for spring is 3050; for the year we are down.
- Suggestion: contract students who have returned to take classes and ask why; contract students who have not returned and ask why.
- What is the timeline for adding back supplemental instruction hours? Will it be in place by fall? At Mission we will reinstate on a case by case basis; the earliest will be spring 09.
- Are there strategies to get students to enroll in another course? Yes, working with the late start classes.
- CRC needs to speed up and enhance their process.
- Mission took away all HBA in 07-08, how are we doing? Are we growing? Head count has grown.

- Will the college assist divisions to expedite waitlists translating into classes? There is an organizational piece that needs to be done/worked on.
- Will there be incentives for the faculty to do the new curriculum?
- Building associate faculty pools has some HR roadblocks. There should be some streamlining; currently there are process difficulties.
- Distance learning is good for an additional class.
- The Chancellor wants a task force for this situation. There could be an associate faculty District pool; we should look at the problem globally. A faculty incentive is survivability; we should give the faculty the tools to help their efforts.
- A number of our systems don't work for us (e.g. Datatel) – can we enroll waitlists into classes automatically?
- FYI: a 3-unit class with 30 students = 3 FTES; to make up 865 FTES we would need about 290 sections. How do we pay for these instructors?

West Valley College report presented by President Hartley:

- Enrollment target for 08-09 is to generate a level of enrollment that fully restores its base plus a 1% enrollment (FTES) growth rate. This base will include only one year of summer enrollment so the adjusted enrollment would total 9,383 including growth. This assumes that we will be able to claim a level of supplemental instruction equal to spring 08 in each of the 08-09 terms.
- They will do the following to enhance enrollment:
 - Augment documentation for HBA apportionment (400) – they are working with the SCO on a technical issue of reporting; attempting to implement a tracking plan.
 - Add reading prerequisite for college English (29) – but need an instructor.
 - Increase use of data on enrollment patterns to develop a more targets schedule of classes – new research specialist and use of Class Tracs (40 – unknown).
 - Expand instructional service contracts (50)
 - Add classroom module buildings in Village and Viking Room as classroom (30).
 - Expand marketing activity (unknown).
 - Expand offerings at Campbell Center (unknown).
 - Expand offerings in departments with unfilled capacity (40).
 - Identify and implement new career program (unknown).
- There is an enrollment management strategy. It is a dynamic planning process encompassing strategic decisions in the face of continually shifting demographics, community needs, budgetary conditions and state priorities.

Questions/comments:

- How much HBA was removed from WVC? There was no direct answer to this question.
- The two Presidents and the Vice Presidents of Instruction are going to SCO to attempt to get closure on approximately 300 Category 5 HBA.
- Recommendation: if students enroll for 12 units then there could be a bookstore grant.
- Both colleges should use the same forms, e.g. for Category 5.

There will be another joint meeting.