1. Meeting called to order at 12:05pm by Alma Johnson-Hawkins
   • The purpose of this meeting was to discuss the impact of the 2012-2013 Budget crisis on Mission College

2. Minutes
   • March 7 and March 28, 2012 Minutes – deferred to September 2012 meeting

3. District Budget process
   • VP Johnson-Hawkins gave a Power Point presentation on the District Budget Process and explaining the new allocation model to be used for the coming fiscal year. Frances Nguyen and Danny Villanueva also presented.
   • A chart was provided titled LAMC - Trend of Unrestricted Year-End Expenditures by Category summarizing unrestricted expenditure changes in various budget categories from 2007/2008 to 2011/2012. Total unrestricted expenditures for 2012/2013 are projected to be $22.9 million, down from $27,245,000 in 2007. This reflects a 7% workload reduction from the current year.
   • A document was distributed titled LAMC – Academic Affairs Schedule Development Guidelines 2012-13 describing guidelines for course scheduling and enrollment management. A chart was included describing guidelines for level one through level four cuts in the areas of GE/Degree-applicable Courses, Career Technical/Contract Education, Basic Skills, and Non-Credit. The chairs were asked to provide input regarding level one cuts by tomorrow morning.
   • Our current reserve is $250,000.
   • There may be more personnel cuts coming.
   • If the November tax initiative is approved by the voters of the state of California, we may be able to get through 2013 with no further cuts.

4. Recommendations – areas of proposed savings
   • Reduce class FTES
   • Keep vacant positions unfilled
   • Eliminate non-permanent labor expenses such as tutors, student workers, hourly non-teaching labor, overtime and sub/relief
   • Eliminate non-essential membership
   • Reduce supplies not necessary
   • Eliminate advertising
   • Eliminate printed catalogs and schedules
   • Reduce release time
   • Eliminate travel
   • Eliminate support of programs operating in deficit
   • Eliminate non-health/safety code required payments and contracts
   • VP Villanueva will email to VPs the programs currently running on a deficit
   • PACE program has been suspended
   • Alma is requesting a total of 90 additional hours (30 sections) be cut from the Fall schedule.

5. Students
   • Faculty should express to students that every effort has been made to maintain classes, but we are mandated to reduce class offerings by 7%. President Perez will send out a letter to faculty and to students regarding this.

Next Council of Instruction meeting date:
   • Wednesday, October 12, 2012

Meeting adjourned at 1:20 pm

Transcribed by Susan Ghirardelli