**Meeting: Strategic Budget Reduction & Future Planning Task Force Meeting**

**Attendees:** Bradley Lane (co-chair), Kurt Buttleman (co-chair), Toni Castro, Julienne Degeyter, Johnny Dwyer, Cody Hiatt, Jim Jewell, Kao Lezheo, Scott Rixon, Veronica Wade, Annette Stofer, Jennifer Strother, Mac Writt

**Note Taker:** Emily Kiely Guests: Shouan Pan, Sheila Edwards Lange, Rosie Rimando-Chareunsap

**Date:** 5/27/2020 **Time:** 11:00-12:30

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| **Item** | **Notes** | **Action/follow-up** | **Lead** |
| Welcome & Intro | Kurt and Bradley welcomed the group and facilitated introductions of the members. |  |  |
| Background & Context | Dr. Pan started off the conversation to give background and context to this task force. This pandemic is leading to very unprecedent budget cuts. Revenue for the colleges comes primarily from state allocation and tuition.   * At the May board meeting, the Board approved a budget through September 2020. At the September Board meeting, budget for the remainder of FY2021 will be presented. * The members serving are asked to use system-wide thinking; this is not about bargaining for an individual role. The question should be “what is our collective response.” The Task Force’s feedback and viewpoints will help guide the Board’s decisions. * The focus should be high-level strategic thinking. * Final decision-making and communication will come from the Chancellor, Presidents, and the Board. * Internal discussions of the Task Force should be kept confidential in order to facilitate open, collaborative (at times, possibly contentious) conversations within the Task Force.   Questions from committee members:   * Timing?   + The Task Force should make recommendations so that the colleges and district can build budgets for FY2021 in time for the September Board meeting.   + The Presidents requested preliminary thoughts at the beginning of July and periodic preliminary recommendations; rather than one final report.   + COLAs are currently scheduled to be implemented on July 1 – so any recommendations related to that will need to come out early * How specific should the Task Force get with its recommendations?   + Types of positions can be discussed, but not specific positions. |  | Shouan Pan |
| Budget Reduction Estimates | Jennifer Strother presented a preliminary estimate for what the size of reductions might be - [see PowerPoint](https://scedu-my.sharepoint.com/:p:/g/personal/emily_kiely_seattlecolleges_edu/EU3uYSajQkVOrwXeKRowv8wBXilMZ_hvbjDEWW5RlrzLcA?e=eUhV3Q) for details.   * Based on currently available information, Jennifer’s presentation estimated a potential reduction for FY2021 of $18.2 million in the operating budget for Seattle Colleges. * The large majority of this reduction would result from a decrease in state funds and a decline in international student tuition. |  | Jennifer Strother |
| Review of Draft Guiding Principles | The Guiding Principles were sent out by the Chancellor. Potential changes to these Principles were discussed by the Task Force.  Bradley asked the group to highlight what stands out / what members want to underscore. Notes from that conversation are below:   * #7 – think entrepreneurially and outside the box; what haven’t we considered? Reimagine higher education. Future investments. * #5 – shared responsibility for the reductions across all departments and all levels. This could be its own principle * #1 and 2 should be kept in the forefront; main focus * Being entrepreneurial – ads / marketing * Conflicts between #6 and 5 * #7 – hard to judge what is critical or not * #6 – make decisions in the best interest of the system based on data. * #7 – start with “invest” – then use space to talk about entrepreneurial work and leave out “disinvest” * Needs more focus on meeting the community needs – potentially in #2 * Very consistent with strategic plans/goals * Include “data informed decision-making” numbers, achievement gaps, etc. | Kurt, Bradley, Annette, Cody, and Jim will work on a revised version of the Guiding Principles based on the feedback received from the Task Force.  These revised Guiding Principles will be presented at the next meeting for adoption. |  |
| Next meeting/steps | * Annette Stofer, Jim Jewell, Cody Hiatt, Bradley, and Kurt will work on finalizing Guiding Principles with the feedback given at today’s meeting. * Communication – budget website, notes shared after they have been reviewed * Look at ground rules from 2009 and add to them for this task force. * Task Force will review the documents from the 2009 budget committee’s work and come prepared with thoughts / ideas related to budget reduction / revenue enhancement strategies. |  |  |
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