Memorandum
Language Arts Division

To: Christina Espinosa-Pieb, Vice President of Instruction
From: Rowena M. Tomaneng. Interim Dean, Language Arts
Date: December 1, 2009
Re: LA Division Budget Reduction Plan 2010-2011
Cc: Matt Abrahams, Donna Stasio, Rebecca Lijienstople, Tim Shively, Beth Grobman, George Hein, Marcy Betlach, Maryanne Iffi, Marrietta Reber, Susan Yoes, Becky Roberts, Anne Argyriou, Susan Edman, Walter Alvarado, Mary Washington

It is with deep sadness that I submit another required “plan” to address the budget reduction figure given to Language Arts, which now amounts to an Option 1 figure of $340,000 (due to the bargaining units reaching tentative agreement on medical benefit reductions).

Language Arts has survived what I am naming “Phase 1” cuts that happened in 2008-2009 (elimination of 1 Administrative Assistant, 3 vacant Faculty positions, elimination of Division Master Scheduler, and a 5% reduction in course offerings). Implementing a Phase 2 reduction “plan” will seriously affect our ability to accomplish our teaching mission and uphold our “core” curriculum (Basic Skills, G.E. Transfer, and Career Technical Education). It will be impossible to maintain current levels of quality with Phase 3 cuts; therefore, only a Phase 2 plan is outlined here.

The draft is a result of a series of respectful dialogues that have taken place within classified staff meetings, individual programs/departments, division council meetings, and a division-wide meeting. Our discussions have been informed by identified “core curriculum” (Basic Skills, G.E. Transfer, and Career Technical Education) and careful review of Institutional Core Competencies, Strategic Planning Initiatives, and Student Equity goals. Language Arts also holds our non-instructional staff and instructional support areas as essential to accomplishing our teaching mission.

If you have any questions or need clarification, please feel free to contact me at 408.864.8286 or 650.743.9349 or via email.

Sincerely,

Rowena M. Tomaneng, Language Arts Interim Dean

Language Arts Budget Reduction Plan 2010-2011 “PHASE 2”
## Reduction Target for Option 1=$340,000

<table>
<thead>
<tr>
<th>Reduction Strategy</th>
<th>Rationale</th>
<th>Impact</th>
<th>Reduction Amount</th>
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<tbody>
<tr>
<td>1. .6250 FTEF Release Time Reduction</td>
<td>Preservation of core curriculum and non-instructional support staff/areas</td>
<td>Students and Faculty support compromised: difficult to sustain enrollment management at dept. level, professional development, internal faculty training workshops, mentoring, department websites</td>
<td>.6250 FTEF x $7,300 = $45,625</td>
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<tr>
<td>2. 25% Reduction in “B” (currently at $43,000)</td>
<td>Preservation of core curriculum</td>
<td>Division Office, Language Arts Lab, and Faculty support compromised: difficult to maintain office supplies, professional development, internal faculty training workshops</td>
<td>25% x $43,000 = $10,750</td>
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<td>3. 50% Reduction in non-instructional support (Lab and Publication Assistant)</td>
<td>Preservation of core curriculum</td>
<td>Loss of Evening Open Lab hours in AT 102/103, limiting student access to instructional software and loss of instructional support to about 19 classes</td>
<td>50% x $85,000 = $42,500</td>
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<td>4. 3.8 FTEF Reduction in “A” (1320) for 2010-2011</td>
<td>Maintain teaching mission, integrity of programs and departments, balance of program offerings</td>
<td>loss of adjuncts, longer waitlists for classes, delay in student’s ability to achieve degree or transfer goals</td>
<td>3.8 x $63,000 = $239,400</td>
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Note: courses listed for #4 are not in priority

Total Reduction = $338,275