

Santa Barbara City College
College Planning Council
Tuesday, September 2, 2008
3:00pm – 5:00pm
A 218 C
~ Minutes ~

PRESENT: A. Serban (Chair), I. Alarcon, L. Auchincloss, P. Bishop, S. Broderick, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, K. Molloy, B. Partee, C. Ramirez

GUESTS: K. O'Connor, J. Pike, A. Scharper, L. Stark

Call to Order

1. Superintendent/President Serban called the meeting to order.
2. Minutes of the July 17, 2008 CPC meeting.
 - a. Upon the suggestion of Exec. VP Jack Friedlander, approved by Superintendent/President Serban, the approval of the 7/17/08 minutes will be postponed until the next meeting of CPC on September 23rd.

Discussion Items

3. Review of 2008-09 SBCC adjusted budget and 2007-08 unaudited final expenditures
 - a. Superintendent/President Serban provided handouts showing the 2008-09 adjusted unrestricted general fund budget (compared to the 2008-09 tentative budget) and the 2007-08 unaudited final expenditures. She and Joe Sullivan, VP Business Services reviewed the information and discussed it with the group.
 - b. Superintendent/President Serban reported that there is still no state budget, and the situation is at a more critical level now. We have not received our July or August apportionments, nor will we receive one until there is a state budget. She said we need to stop all spending other than absolutely critical items. She asked that all present inform their constituencies about the budget situation and that there is to be no spending except for critical items. SBCC is paying salaries and necessary bills in order to stay in business from our reserve accounts. She reiterated that it is critical that we refrain from any non-essential spending. No layoffs are contemplated at this time. The financial situation would have to be extraordinarily severe for us to consider layoffs. Out of the 16 classified positions which became vacant since February 2008 and were

- c. The adjusted budget needs to go to the September 25th Board meeting for approval. This budget is still based on the May revise.
- d. Vice President Sullivan reported that we are behind about \$12 million. We receive some benefit from collecting local fees, international and out-of-state fees. If there is no budget, according to our Cash Flow Projection, we would run out of money in October. Superintendent/President Serban said that what VP Sullivan reported assumes that there would be no spending on construction, replacement of equipment, no spending on anything except to pay salaries, benefits and accounts receivable.
- e. Superintendent/President Serban reiterated the bond money is for bond projects only. We cannot use bond money for the routine maintenance of the campus or salaries or benefits. The bond has been a life saver for projects that we could not have been able to do otherwise.

4. College Plan 08 – 11 Sept. 2, 08 Revised draft (attached)

- a. Superintendent/President Serban said that this is the revised draft from the May 26th draft that begins to meet the accreditation requirements of a strategic plan, that focuses on results and outcomes that are measureable. The goal is to create a new version of the plan that would still maintain the spirit of what was desired to be achieved but make it more specific and measurable. And then the tactical operation plans would be the ones that need to be developed to specify the strategies to achieve the goals and objectives in the college plan. Superintendent/President Serban asked the VPs to review the revised objectives for the first three major areas of the college plan: Student Learning, Achievement and Development; Outreach, Access and Community Responsiveness; and Faculty, Staff and Administrators.
- b. Executive VP Friedlander reviewed the credit related objectives under Student Learning, Achievement and Development; Outreach, Access and Community Responsiveness. He indicated that the focus is on specific, measurable objectives. Sr. Director of Institutional Assessment, Research and Planning, Darla Cooper

- c. Interim VP for Continuing Education Ben Partee reviewed the non-credit objectives.
- d. Objective 3.3: Costs of text books. Dr. Friedlander will work with the Bookstore Manager and Academic Senate on this.
- e. VP HR&LA, Sue Ehrlich reviewed the objectives under Faculty, Staff and Administrators. She pointed out that the actual goal language itself has been modified; it is consistent with the spirit of the administrative program reviews.
- f. Interim VP Partee reported on the sections in Goal 4 that related to Continuing Ed.
- g. CSEA President Auchincloss reiterated her concern with losing the objective behind Objective 7.2 – *Ensure that the ongoing costs for the staff needed to support any new facilities are included in planning.* She wants to ensure that ongoing costs for the staff needed to support any new faculty be included in planning.
- h. President Serban pointed out that objective 7.2 is a matter of good management.
- i. President Serban reported on: Retention: *Objective 4: “.....flexible work schedules and telecommuting options....”* She thinks it is a good concept, but it has not been deployed consistently with clear criteria in place. She created a work group (Liz Auchincloss, Pat English, Paul Bishop, Jen Mueller, Leilani Brown, Diane Rodriguez-Kiino and Bev Stephens) to provide her recommendations about how to implement alternative work schedules. Telecommuting for now has been stopped. Alternative schedules 9-80/4-10 continue.
- j. President Serban indicated that an important topic for CPC this year is to discuss a new approach to the way we budget in order to create a program improvement fund that will allow linking planning to budgeting to program reviews.
- k. Timeline for completion of the 2008-11 College Plan and Board approval: October 16th Study Session – final draft taken to the Study Session for discussion prior to the

I. President Serban noted that we need to have annual tactical plans to implement the goals and objectives in the three-year college plan. Each VP will be responsible to see that the goals and objectives and related strategies in their areas are implemented. Every VP will report regularly at EC and CPC meetings on the progress towards the implementation of the plan.

d. Tactical/operational plans for implementation of the 2008 – 11 plan

i. VP of IT Bishop spoke of integrating the tactical plan with our Administrative Program Reviews. President Serban stated that the deadline for completion of the Administrative Program Reviews is Dec. 1. She suggested that the development of the tactical plan be done in conjunction with them. Then we need to achieve the budgeting side of it. CSEA President Liz Auchincloss reminded everyone of the importance of including classified staff because they will be involved in shared governance which is important for the accreditation. President Serban fully subscribes to this. She has repeatedly encouraged all managers to ensure that classified staff are actively engaged in the development of the administrative program reviews.

5. Bond funded deferred maintenance projects – continue discussion (attached)

a. President Serban pointed out two changes: The project called Pershing Park has been moved up to be one of the first projects to be worked on due to it being a compliance issue. Title IX requires that men's and women's facilities and activities in sports have equivalent levels in terms facilities and resources expended. There was further discussion related to this bond project. The second change is the Schott Center emergency generator and lighting system. The update will be incorporated with the renovation at the Schott Center that has been planned.

b. A discussion of LRC, Phase 1 and 2 took place. This has been placed at the bottom of #1 rankings. The LRC has a real need for space for tutoring because as a product of

6. Administrative Program Review – process and timeline

- a. President Serban said that The Administrative Program Reviews need to be done by December 1. She mentioned that the following should be on future CPC agendas: How we process the information from the Administrative Program Reviews in a meaningful and productive way to inform the development of the 09-10 budget. In conjunction with that, we need to change the budget process for 09 -10 to at have some money to fund at part some of the items that are identified through the Administrative Program Reviews. We need to change the way we budget in 09 – 10 to begin a program improvement fund. It is similar to the Construction Fund and the Equipment Fund. There was further discussion regarding a new fund and how it will be created. This is the only way we will be able to link Administrative Program Reviews to budgeting. Exec VP Friedlander brought up the question of where does restoring budget cuts that were made come into that process. President Serban reminded everyone that Budget Principle 13 which was approved by CPC at the July 17, 2008 addresses this issue.

- b. Tom Garey stated his concern that it is not just restoring cuts but that we don't have a budget yet for this year. The maintenance of effort depending on what happens coming out of Sacramento may have to take the first priority and may not be able to do this for awhile. He thinks we have to maintain what we are doing and doing what we say we are going to do. President Serban agreed that this is a discussion that needs to occur. We need to discuss the mechanisms by which we could start building this new fund. This has been tried before and because it is just too hard to do it never was

- c. Tom Garey mentioned growth money and the Full Time Faculty Obligation – based solely on growth of CA resident FTES, but not on the growth of the out-of-state student or international students. The reality is that the full time faculty ratio is declining when we count our totals because we have not been hiring new faculty beyond the FTFO. President Serban agreed that this is an analysis that we have not done recently and needs to be done again.

Next meeting

Tuesday, September 23, 2008, 3-5pm, A 218 C

Meeting was adjourned.