

**Santa Barbara City College
College Planning Council
Tuesday, November 1, 2011
2:30 p.m. – 5:00 p.m.
A218C
Minutes**

PRESENT:

J. Friedlander, (Chair), Acting Superintendent/President	K. Monda, Academic Senate Representative, Chair Planning and Resources Committee;
I. Alarcón, Past-Pres., Academic Senate;	K. Neufeld, VP, Academic Senate Rep;
L. Auchincloss, Pres., CSEA;	D. Nevins, Academic Senate President;
P. Bishop, VP Information Technology;	K. O'Connor, Academic Senate Representative;
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;	C. Salazar, Classified Staff Representative
J. Englert, ASB President;	M. Spaventa, Executive VP Ed Programs;
M. Guillen, Classified Staff Rep;	

ABSENT:

O. Arellano, VP, Continuing Education;
S. Ehrlich, VP HR &LA
J. Sullivan, VP Business Services

GUESTS:

R. Byrne, Dir. Athletics	L. Stark, Pres. IA
P. Butler, P&R, Academic Senate,	J. Tibbetts, Student Senate
A. Scharper, Dean, Ed Programs	

Acting Superintendent/President Friedlander called the meeting to order.

Announcements/Additions to the Agenda

1. Dr. Friedlander opened the meeting with two items he wanted to talk about that are not on the agenda.
 - a. With respect to minutes, he wants to try a different approach to getting minutes out in a timelier manner given the current workloads in the President's Office. This includes a back-log of months of minutes for both CPC and the Board of Trustees' meetings. The idea is to summarize the major ideas and decisions made at the end of each item, captured in real time by the administrative assistant, who would then type and project the summary on the screen for CPC to review. The minutes would be embedded in the agenda that was projected on the screen.

- b. The Chronicle for Higher Education holds an annual competition to identify “Great Colleges to Work For”, which Dr. Friedlander would like the college to register for because it is good PR for the college and provides us with an external validation of employees perceptions of the working conditions at the college. There was general consensus that we should apply to participate in this competition sponsored by The Chronicle for Higher Education to be recognized as a great college to work for.
- c. Approval of the minutes from the October 4, 11 and 18 CPC Meetings.

**M/S/C [Bishop/Salazar] to approve the minutes of the October 4, 2011 CPC Meeting.
K. Monda abstained.**

**M/S/C [Salazar/Guillen] to approve the minutes of the October 11, 2011 CPC Meeting.
K. Monda abstained.**

2. The ACCJC site visit will take place on Wednesday, November 9th and Thursday, November 10th, 2011. The site visit will focus exclusively on investigating the accuracy of the allegations in the complaint letter that was sent to ACCJC this past June. The site visit team will be comprised of:
 - a. Dr. John Nixon (Chair), Former President/CEO San Antonio College
 - b. Dr. Armine Hacopian, President Board of Trustees, Glendale Community College
 - c. Mr. Brian Thieboux, Prof, English Business & Institutional Research, Palo Verde College
3. Program Reviews are due this Friday, November 4th.
 - a. The budget numbers for program review and non-routine resource requests that were approved for this year are still needed in order for departments to order the items and to know which of the resource requests they submitted in last year’s program reviews they need to include in the program reviews they are completing for 2012-13.
 - b. The plan was for P&R to make their presentation to CPC at the Nov 1 meeting and then send the information out Nov. 4.
 - c. Mr. Neufeld, VP Academic Senate presented the Priority #1 items that were ranked by P&R and ITC. These were things that were brought to CPC at the last meeting that were not ranked as priority #1 items by faculty. There were adjustments made to items that had already been paid for through other sources of funding. VP Sullivan and Controller Griffin will send the information of the items funded and budget numbers to charge the items to all the unit managers by early next week.
 - d. In essence, the items presented in the report by Mr. Neufeld will be funded with the exception of those items that have already been funded. The non-routine items will be funded also out of contingency.

- e. Dr. Monda stated that she thinks CPC needs to see where all the rest of the money is going from last year's program review from the other departments. We have great transparency on Ed Programs, but we have nothing from the other areas.
- f. The additional items presented on the back page of the report to CPC will not be funded because there is no money to fund it. Further discussion took place about these items. It was decided that if there is a health and safety issue on any items on the "additional items" list such as cubbies for KELC, CPC needs to bring it back to the meeting and approve it in light of the new information.
- g. The second follow up is Joe will send to the members of CPC a complete list of what was recommended to be funded this year, the total amount of these items, and the sources of money to pay for these resource requests.
- h. Further discussion ensued regarding how CPC is going to decide on the bottom line dollar amount that will include the \$342,000 for the non-routine items in program review.
- i. Dr. Friedlander stated that the Council needs to make the larger decision:
 - 1) CPC needs to look at the clean list and then discuss the rationale for any changes that he and VP Sullivan suggested making to the items on the recommended list of items to be funded this year, and
 - 2) Discern what is being requested that is over and above what is in the budget.
 - 3) The amount of new resource requests to be funded needs to be considered in the context of the budget cuts that need to be made in the next two years.
- j. Dr. Friedlander brought up the deadline for submitting program reviews.
 - i. After discussing the deadlines for Program Review, there was consensus that the deadline will be postponed from November 15th to Friday December 2.
 - ii. Dr. Friedlander recommended for the next meeting November 15:
 - a. He will email CPC members a full list of what is in and what is out of the budget. (The ones that were ranked number one by any unit in the college that he and VP Sullivan proposed to remove from the list and the rationale for not funding each of these items.)
 - b. Then he would like the members to look at the gap in the budget, look at all the #1 items, look at any discrepancies between the amount of money that is needed to pay for the number 1 ranked items and the impact on meeting the college's budget reduction target by 2013-14. CPC may need to pare down the list of new resource request items that will be funded this year.
 - c. Dr. Friedlander wants closure on this at the next meeting.

4. We will discuss the feedback received about the draft of the College Plan: 2011-14 at the November 15th, 2011 CPC meeting.

Dr. Friedlander stated that the November 15 CPC meeting will also focus on completing the review of the College Plan: 2012-2014.

Discussion Items

1. Status report for funding Program Review, non-routine, technology and facilities resource requests that were scheduled to be funded this year.
2. Complete the review of BP 6251: Principles of Budget Development (Attachment 1). Dr. Friedlander will send CPC members the draft of the edits to this document that were discussed at the last CPC meeting and those suggested by EC at its meeting on Monday, October 31st and those recommended by the managers at their November 1st meeting.

There was a discussion of what the college's budget reserve should be. The conclusion was that there should be a formula that will be inserted into the first principle and then a discussion of what that formula should include. One suggestion was that the formula for the reserves should be the 5% minimum plus the TLU obligation plus the deferrals.

Further discussion ensued regarding

- 1) further updating the current Budget Principles and the fact that they are a Board Policy and high level principles that will guide the college as the state and the country move into the next stages of the economic downturn,
- 2) Clarification of the college's definition of reserves and what constitutes our reserves (JPA, Construction, Equipment?),
- 3) replenishment of reserves,
- 4) clarity of intention of the budget priorities,
- 5) the order of the principles (in order of priority or congruity?),
- 6) JPA and at what times would it be used?

Controller Griffin brought back information from the Government Financial Officers' Conference on the best practices for fund balances. These best practices for fund balances grew out of governments having to grapple with defining revenues and funding operations. Three of these principles related to what the members were discussing:

- 1) How do you define your minimum fund balance or your reserves so that you know that this is the level that is being targeted?
- 2) If you dip in to that reserve level, how are you going to replenish it; and
- 3) Who can designate fund balance be used for another purpose?
 - a. The best practice is the Board of Trustees is the highest level of authority that can designate allocations of college funds.

3. State budget update: Joe Sullivan

- a. In VP Sullivan's absence, Dr. Friedlander gave a short update on the State budget situation resulting from last week's State Chief Business Officers' Conference that VP Sullivan attended.
4. Continuation of discussion on strategies for achieving the budget reduction targets for 2012-13 and 2013-14.
 - A. Potential approaches to take to generate additional revenue
 1. Proposal to increase the number of out-of-state students attending the college will be discussed at the December 6 CPC meeting.
 2. Proposal to increase the number of international students attending the college will be discussed at the December 6 CPC meeting.
 3. Proposal to increase the amount of money we could potentially generate from renting college facilities and selling advertising in designated areas of the campus and web pages will be discussed at the December 6 CPC meeting.
 4. Proposal to generate more money from Campus Food Services will be discussed at the December 6 CPC meeting.
 5. Approaches to increase the number of faculty, managers and staff that contribute to the Foundation and to assist the Foundation staff in identifying potential donors for the college.
 - a. Dr. Friedlander introduced Vanessa Patterson, Executive Director for Foundation of Santa Barbara City College.
 1. Executive Director Patterson focused on what role the college can play in increasing the donor base. The difference between the USCB Foundation, who raised \$36M last year and The Foundation for SBCC, who raised \$4M, is the size of their donor bases. The SBCC donors give on average \$1,000 more than the donors at UCSB. She stated that the Foundation is focusing on increasing the number of donors in the next 18 months from 1,438 to 5,000.
 2. She appealed to the faculty and staff and spoke of how powerful the fundraising is when the community knows that the SBCC community is participating in contributing. She offered her business card for everyone to pass around to family and friends who the faculty and staff know would be interested in contributing to the Foundation.

3. Ms. Patterson talked about the Campaign for Student Success and how it resulted in growing the Foundation's donor base by 38%. She invited CPC members to join in on next year's Campaign.
 4. She stated that every Friday, as long as the Gourmet Dining Room is open, the Foundation is hosting a "Guess who is coming to Lunch? series". These lunches give the faculty and staff the chance to speak with members of the Foundation's Board and donors and prospective donors about their programs and what students need. So far these lunches have been highly successful because every time, after the lunch, someone has stepped up and helped support us at a greater level.
 5. Dr. Friedlander stated that through our current United Way Campaign we will be able to contribute to the Foundation.
 6. Additional ideas to generate revenue.
- B. Identification of additional potential strategies to achieve the budget reduction targets for 2012-13 and 2013-14 that were not discussed at prior CPC meetings.
- a. Dr. Friedlander stated that after meeting with the Executive Committee it was decided that during the week of November 14, each of the units will get the spreadsheet on making an 8.2% budget cut targets and on that spreadsheet there is room to identify the consequences and implications of that cut. The formula will show how close departments are getting toward achieving the 8.2% budget target for their areas.
- C. Appointment of faculty, staff, managers and students to work with Robert Else and Marilyn Spaventa to identify questions to include in the Student Survey that will be distributed this spring in a sample of class sections.
- D. Items for the November 15th CPC meeting
1. Strategies to reduce skate boarding on campus

Acting Superintendent/President Friedlander stated that at the next meeting we will finish discussing the Budget Principles, Program Review and the College Plan. He then adjourned the meeting.

Next CPC Meeting: Tuesday, November 15