

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

July 17, 2008

3:00 p.m. – 4:30 p.m.

A218C

MINUTES

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

EXCUSED ABSENCE: S. Broderick, G. Thielst

GUESTS: C. Alsheimer-Barthel, K. O'Connor, J. Pike, A. Scharper, M. Spaventa, M.
Warren, J. Meyer (for Thielst), L. Stark, Student Rep.

Welcome from President Andreea Serban

President Andreea Serban convened the meeting of the College Planning Council. She said that she thought it was important for her to chair CPC this year. Her reasons are twofold: one, this year there is a convergence of many major issues that require her direct involvement and attention; and second, to discuss how to best utilize CPC this year. President Serban feels that between the very uncertain budget situation we are going to face this year, the significant decisions that need to be made on Measure V and accreditation and some of the key issues that need to be addressed as part of the accreditation self-study it will be a challenging year. There is the need to have a critical look at our self-governance overall and the organization structures as well as the need to have a more in-depth look at our budgeting processes and our institutional effectiveness overall. She feels that if CPC is to be advisory to the President, she feels that the President should chair CPC. Dr. Serban said she spoke at length with Dr. MacDougall who created CPC. He indicated that in the beginning years, he actually chaired CPC and then as he got more established in his position, there was not a need for him to chair the Council but rather would attend as needed. The chair position was given to the Vice President of Academic Affairs at the time. President Serban said that she feels because of the complexity of the issues, and that this is her first year as President, it is important that we establish a direct line of communication between the Council and the President. It will also allow for more expedient decision-making at times because it will not require a wait for feed-back from the President's office.

Tom Garey commented that it is a basic principle of consultation that the person being advised by the committee does not chair the committee in order to insure getting the most candid advice from the committee. In this case, if the President is going to chair CPC, then CPC becomes an enlarged version of the Executive Council. He said the issue is that the "chair" sets the agenda and sometimes the agenda needs to be set in other ways. President Serban responded that President MacDougall did chair CPC for

many years and she feels that it is important to have an open communication and the only way it will be set in place is that we communicate directly. She said that any Council member is more than welcome to put an item on the agenda. CPC is the top shared governance group that deals with broad, not minute, issues.

1. Approval of the minutes of the May 20, 2008 CPC meeting

M/S/C [Guillen/Molloy] to approved the minutes of the May 20, 2008 CPC meeting.

Information Items

2. 2007-08 reported FTES and implications for 2008-09

Darla Cooper discussed the comparison of FTES in 2007-08 to 2006-07 that indicate our performance last year based on the previous year. She said we grew in non-credit especially in our non-credit “enhanced” classes for which we get paid a higher rate per FTES. Dr. Cooper also said that we report the FTES from the Wake and Schott Centers and we qualify for \$1m per center as long as that center earns over 1,000 FTES annually. President Serban discussed key points. She said in order to make cap and capture all the growth funding available for 2007-08, we have to use summer 2008 FTES (191.68 TLUs). We have already used 121 FTES from summer 2007. She said we have unfortunately entered a cycle where we are using summer FTES because unless we grow tremendously next year, there is the need to constantly use the next summer’s FTES. The increase was not in California residents which are important from a financial perspective but the bulk of funding is still driven by the apportionment of California residents thus there is a need to increase and maintain a growth in California resident enrollments. Dr. Serban said our allowable growth for 2008-09 is 2.03% and because of the difficult budget situation, we need to make this cap as well as make up what we’ve used from summer. In that regard, this will be a challenging year. She concluded that fall does look strong in California resident enrollment.

Discussion Items

3. CPC Focus for 2008-09

President Serban discussed the need for CPC to spend significant and dedicated time this academic year. She outlined the following priorities:

College’s Self-Study – Need to address the link between planning and budgeting.

Administrative Program Review – First attempt to have operational units go through this process.

Budget – Need to spend two CPC meetings talking exclusively about budget at the first meetings in fall. We need to understand where we are today, where we've been and what has happened over the past eight years or so. We need to discuss the adjustments that need to be made to assure the viability of this institution moving forward.

The review of our governance structures and organization structures – This has not been done in a systematic way, even for the last self-study. In terms of the governance structures, the work has been delegated to Diane Rodriguez-Kiino. She will inventory all of the committees on campus and how they are working with the goal of improving communication in making decisions and using our time wisely. Our organizational structure has evolved in time but we need to question if this structure is positioning us for the future the best way it can.

Revisit draft of College Plan: 2008-2011 – There is a need to differentiate objectives from strategies or activities and make it more strategic.

Measure V related decisions and priorities

4. Budget request for International Students Office for 2008-09

Dean Marilyn Spaventa spoke to the need for an additional Student Program Advisor (SPA) for the International Students Program. She cited the enrollment of over 900 international students this past spring. The program currently has three SPAs. The need for an additional SPA is one of workload issues and quality of services. Tom Garey said that we currently have a list of requests for positions that have gone through a rigorous ranking in the consultation bodies but which have not been funded. He questioned what message we are sending if CPC jumps that process and approves a position outside of that process. Marilyn Spaventa advised the Council that when the International Students reorganization was made in 2006, it was written into that reorganization that at a certain number [of students] there would be additional support for that program. Jack Friedlander said that, according to Carola Smith, it would be difficult to sustain the number of international students that we have now with the current staff level. Ms. Spaventa said that the reporting requirements for students are ongoing throughout the year to meet the Homeland Security requirements. Dr. Serban said there is a certain level that a college needs to maintain to not lose our license to support international students. She said we cannot ask this office to maintain that level of enrollment if we can't ensure that the reporting requirements are maintained at the level they need to be. If we need to cut back the level of international students to 700 which is the level we can support with the current staff then we need to know what other areas we would need to cut that amount of money which we could not support without the international students dollars. She said there were promises made when this reorganization was implemented and we should honor them. Liz Auchincloss and Kathy Molloy support the recommendation to support the level of international students that we currently

have and to provide them with support. There was some discussion on the revenue/costs of international students.

M/S/C [Friedlander/Alarcon] to move this item to action.

M/S/C [Guillen/Friedlander] to approve an additional SPA for the International Students Program. Joe Sullivan abstained.

5. Curriculum management system funding (CurricUNET)

President Serban said that we are implementing CurricUNET this year. She said we can move forward with the contract now as there are existing funds that can be used from the Banner implementation budget. Kathy O'Connor said that the Curriculum Committee has done extensive reviews over the past five years and it was determined that CurricUNET is by far the superior product. The one-time cost is approximately \$30,000 with a yearly license fee of approximately seven percent. This is a hosted application where CurricUNET does the maintenance and is included in the seven percent. The community college system has also endorsed this product. President Serban said there is no action needed by the Council since there are existing resources. Ms. O'Connor also reminded the Council that the implementation of CurricUNET was part of the District Technology Committee approved request that was sent to CPC to be ranked for funding. CurricUNET will not be linked to Banner but an interface can be built for us to do so.

6. Administrative Program Review – discussion of template, approach and timeline

President Serban discussed the program review template which was modeled from the Riverside Community College District's. However, the college will develop our own processes and checklists that relate to our own structures. We need, and should have had, a process that describes what the units of the college are doing and what they are planning on doing and defining how this relates to our college plan and how we are relating to staff needs, equipment needs and budget needs. Dr. Serban said the critical piece of this process is how we use the information to form our budget process and our staffing processes. This will be an annual review. The College Planning Council needs to decide a meaningful way to use this information for the 2009-2010 budget and beyond. It is asked that this review process be completed by December 1st which will give the units a full semester to work on this collectively. We will need to decide how to form this information into a useful working tool to bring to CPC.

7. Measure V – next steps

a. Prioritization of deferred maintenance projects

President Serban indicated that we need some prioritization on the list of deferred maintenance projects. Joe Sullivan said that we do not have a choice but to address the health and safety items first. The priority "1" items are either

close to health and safety or are critical to our mission on campus. Along with financial constraints, there is also a time-frame issue of how much can be done taking into consideration the least amount of disruption to classes which includes scheduling during the college breaks. Dr. Serban said some of the items on the list were committed to be done through Measure V of which we have 10 years to complete. Mr. Sullivan is asking the Council for input to stratify the priority items, see if items need to be added or if items on the list no longer need to be addressed or have been addressed. He will come back in the fall with a planning calendar, based on the input on priority “1”s and begin at that point.

M/S/C [Garey/Auchincloss] consideration of the priority “1”s be moved into action.

Discussion: Tom Garey said that the move to action does not preclude other items being moved to the priority “1” status.

M/S [Garey/Molloy] to approve the priority “1” items.

Discussion: Tom Garey reiterated that the motion is to allow Mr. Sullivan to move forward on the priority ‘1’ items. CPC can review and of the items that were added to the list that were not previously identified by priority but that are not prioritized on the list (these items have dates next to them). Mr. Garey’s intent with this motion is that we can start with the list but an updated list, with input from CPC, will be addressed in the fall.

Garey/ Molloy modified his motion that Council endorse all the priority “1’ items to be implemented with the proviso that all the other items on the list come back for CPC review at the first meeting in the fall.

The motion was amended [Partee/Ramirez] to add the Schott Center emergency generator and lighting system be moved up to priority ‘1’.

Discussion: The last power outages at the Schott Center [due to the Gap fire] brought forth the need to have emergency lighting. Joe Sullivan cautioned that the generator will not fully furnish the lighting system but would provide enough light to evacuate students and staff. Joe Sullivan said we will need the bond money to complete some of these projects and prior to getting the bond money we may have to reallocate funds in order to complete some of the priority “1” items. We will not have the bond money until January but the planning can begin.

The motion [Partee] to amend the original motion was approved.

Molloy/ Friedlander moved the LRC Phase I and II up to priority “1”.

Discussion: Since there are not dollars for this at this juncture, it was discussed why we needed to move this item up to priority “1”. The response was that when money was available, it would be ranked higher and at this point, planning could begin. Joe Sullivan said that all the items on the list would be in the first draw-

down of the bond. Tom Garey said his intent in his motion is to allow for the immediate addressing of the top priority items this summer. The list would come back to CPC in the first meeting in the fall to be re-prioritized if the Council felt the need to do so.

The amendment to the motion to add the LRC Phase I and II to the priority “1” list was approved.

The original motion with the amendments to add the Schott Center generator and emergency lighting and the LRC Phase I and II to priority “1” status was approved with the stipulation that the whole list come back to CPC at our next meeting to reevaluate and reprioritize.

8. Proposed revision for Budget Principle 13

M/S/C [Molloy/Garey] to approve the language to Budget Principle 13.

13. Reinstatement of General Fund budget reductions resulting from funding shortfalls and/or increased infrastructure costs shall receive highest priority when new funds are available. These reinstatements shall be given first consideration prior to any new funding allocations.

Adjournment

Upon motion, the meeting was adjourned.