

**Santa Barbara City College  
College Planning Council  
Tuesday, September 7, 2010  
3:00 pm – 4:30 pm  
A218C  
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, R. Else, J. Friedlander, T. Garey, A. Garfinkel, M. Guillen, K. Monda, K. Neufeld, D. Nevins, C. Salazar, J. Sullivan

GUESTS: C. Alsheimer, K. O'Connor, A. Orozco, J. Pike, L. Stark, L. Vasquez

Superintendent/President Serban called the meeting to order. Superintendent/President Serban officially welcomed Kenley Neufeld, Academic Senate Vice President, to the first CPC meeting of the 2010-11 year.

1. Approval of minutes of August 17 meeting (attached).

**M/S/C [Guillen/Sullivan] to approve the minutes of the August 17, 2010 CPC Meeting. P. Bishop and S. Ehrlich abstained due to being absent at that meeting.**

### **Information Items/Announcements**

2. Congratulations to the Transfer Achievement Program!  
Superintendent/President Serban congratulated the Transfer Achievement Program (TAP) for being named national finalist in the category of Examples of Excelencia at the Associate Level by the Excelencia in Education, a Washington, D.C. based non-profit organization whose mission is to accelerate Latino student success in higher education. Dr. Serban congratulated Francisco Dorame, TAP Coordinator as well as the entire staff of the Transfer Center: Kathie Adams, Antonia Atilano, Yoli Contreras, Veronica Gallardo, Sabina Rodriguez, Angela Warren, Camila Acosta, Berenice Manzo, Cherie Morgan-Gossett, Laura Castro, Lisa Schwarberg and Dean Keith McLellan.

3. Fall 2010 current enrollment

Sr. Director, Institutional Assessment, Research & Planning, Else gave an enrollment update stating that the headcount is down by 3% (550 students) compared to this day last year (semester Census Day) and the units are down only 0.9%. Superintendent/President Serban pointed out that even though we have fewer sections, students are enrolling in more units. This seems to be the general trend, that students are taking more units and not dropping them. We are offering about 3% fewer sections in Fall 2010 compared to last fall due to the state budget cuts. Else stated that we will have a better sense of where we are in two weeks after the drop rosters are processed.

4. Fall 2010 Cont Ed term registration update.  
VP, Continuing Education Arellano reported that as of today Continuing Education has 5,525 unduplicated headcount and 11,264 course enrollments, which does not include those who we enroll the first day of class, and those classes for which the students do not enroll online such as the classes at the prison, ESL classes, and the Adult High School.
5. August 28 article in the News-Press and Press Release from the State Chancellor's Office (attached).
  - a. Superintendent/President Serban discussed the attached press release from the Chancellor's Office regarding the media briefing held by the California Community Colleges Chancellor Jack Scott, California State University Chancellor Charles Reed and the University of California President Mark Yudof to discuss the impact of continued lack of a state budget on higher education in California. Dr. Serban stated that this press release reports on several colleges within the state and pointed out how SBCC compares to these colleges in terms of sections and enrollments for Fall. SBCC is in much better shape than most colleges and made fewer reductions in sections in Fall 2010. We ended last year with over 7% FTES over the state funded cap. There was further discussion about the different colleges and increased or decreased enrollments and addition or subtraction of course sections.
  - b. The article from the News-Press, *State budget delay creates trouble for colleges*, includes similar information as the Press Release from the State Chancellor's Office.

## Discussion Items

6. Role of CPC and CPC members.
  - a. Superintendent/President Serban combined this discussion item about the role of CPC and CPC Members with discussion item 10, the CPC Summary section of the evaluation survey of governance committees. Dr. Serban stated that this effort to evaluate the College's Governance started two years ago when the College was prompted by several reasons: 1) Accreditation Standard IV requires this evaluation and 2) it is important for all college governance committees to have a sense of what they are doing well and what needs to improve. These surveys, Dr. Serban stressed, are conducted for formative purposes that is for improvement purposes. Dr. Serban gave an overview of the creation of these surveys and said that it would be good for each governance committee to start the year by reviewing their charter and goals for the year.
  - b. Superintendent/President Serban stated that since this is the first official meeting of CPC for 2010 – 11, this would be a good time to look at the summary of evaluation survey of CPC and discuss. Dr. Serban gave a history of the College Planning Council which was created by Superintendent/President Emeritus Peter MacDougall in 1984. The membership has changed slightly since its initial inception. Significant changes are in the number of representatives from CSEA and the Faculty. Originally there was only one classified staff member, appointed by the Superintendent/President and now there are three from the Classified

Consultation Group who are appointed by CSEA. Faculty have increased from 3 to 5 members. And in 2000, when Dr. Serban held the position of Director of Institutional Assessment and Research, she made the case that this position should be at the CPC table as a non-voting resource in CPC if the decisions made in CPC are to be informed by data and analyses.

- c. Superintendent/President Serban stated that the core purpose of CPC is to assess trends, plan and develop short and long term objectives of the college. CPC has the primary responsibility for developing, implementing and evaluating the three-year college plan, participating in the regular review of the college mission in conjunction with the development of the college plan. CPC reviews department program reviews and prioritizes College resource requests. CPC members are involved in the development of the college budget, make recommendations to the Superintendent/President on personnel positions and allocations of college resources and are an advisory group to the Superintendent/President on planning, evaluation and fiscal matters.
- d. Superintendent/President Serban stated that each CPC member represents a college constituency and it is important to communicate back to the constituency represented the information items, discussions and action items that take place in CPC. Dr. Serban would like to address how the CPC members can further enhance their communication to the constituencies.
- e. Superintendent/President Serban shared her thoughts on the responses to the results of the evaluation survey of CPC and asked what the CPC members think regarding the survey results and what they are interested in seeing changed or implemented as a result of the survey, such as having a formal orientation of CPC members at the beginning of the academic year, learning more about the parliamentary procedures, Roberts Rules of Order for example. Dr. Serban asked each member to give their feedback on the CPC evaluation. After each member spoke the ideas that were expressed were:
  - i. The evaluation was a strong statement of the effectiveness of the group.
  - ii. It is important to go over CPC's core purpose in relation to the college at the first meeting of the year in order to refresh it for the continuing members and to introduce it to the new members. Also, it is a good time to look at any new focus.
  - iii. Additional budget training would enable the members to gain a firm understanding of how to interpret the college budget spreadsheets.
  - iv. A formal orientation would be important for each member old and new.
  - v. The suggestion to move toward a firmer understanding of parliamentary procedures is a positive step in becoming even more effective.
  - vi. Some commented on how everyone from every group has free reign to speak up and have their ideas heard and questions answered.
  - vii. The survey reflects that the members are really making an effort to communicate well and to plan in an open and inclusive manner.

Superintendent/President Serban stated that with every survey, the question comes up: What should the next step be? And how do we want to use this information. Also Dr. Serban stated that formal budget training for CPC would be

helpful, especially learning the state funding mechanisms and the funding criteria implemented with SB 361 which went into effect in 2007-08.

7. Adopted budget 2010-11 – restoration of funding in several areas (attached) – Andreea Serban, Joe Sullivan, Jack Friedlander
  - a. VP Business Services Sullivan discussed the attachment *The Unrestricted General Fund Adopted Budget Report* showing the Surplus Revenues of \$504,900 per June 2010 Tentative Budget and the current Budget Adjustments. Superintendent/President Serban pointed out that many of these budget adjustments are not one-time-funding items; they represent ongoing costs of the college.
  - b. VP Sullivan, Executive VP Friedlander, VP Arrellano went through the nineteen areas where there will be adjustments.
  - c. Executive VP Friedlander stated that the results of the analysis of usage patterns in the Student Services Building are that the college will now restore the Student Services Building operational hours and thereby the hours that the Admissions, Assessment, Transfer Center, Counseling and Cashiers will be able to serve students. Hours will be restored as follows: The Student Services Building will be open at 8am every morning instead of 9 am and open two nights a week until 6pm. During the week prior to spring semester and first weeks of spring semester and going forward, same thing with fall, the Student Services Building will be open on Fridays until 4:30pm, instead of closing at 1pm.
  - d. Superintendent/President Serban stressed that the adjustments to the budget in order to extend the hours of operation for the Student Services Building, additional funding for counseling and tutoring and the TLU adjustments for Spring 2011 are to accommodate and assist as many students as possible.
  - e. Superintendent/President Serban stated that the budget adjustments add up to \$6, 876,113. There were further questions, answers and clarifications regarding the total budget adjustments.
  - f. IA President Stark requested the current construction fund balance. Superintendent/President Serban said it will be brought to the next meeting.
  - g. There was further discussion regarding the college equipment inventory and the practice as suggested by the Chancellor's Office, which is to maintain a balance of what would be a two year replacement cost.
  - h. CSEA President/Chair Classified Consultant Group Auchincloss wanted to know if the payroll will be affected in any way if the California State Budget is not signed before January. Superintendent/President Serban stated that payroll is priority number one and some expenditures will have to wait until we have a budget. With the reserves we have in place we will be able to cover payroll through January.
  - i. Superintendent/President Serban reminded everyone that the state has cut our enrollment base by \$2.6 million. We have not implemented that reduction. We will continue to enroll as many students as we can because if we cut as much as the state wants us to it would be devastating to many students. We are at 8% over what the state funds us in terms of FTES.
  - j. Further discussion ensued regarding supplies and materials and departmental budgets. No department will be penalized for not spending their entire budget.

8. Confirm program review timeline for 2010-11 discussed in May 2010 (attached)
  - a. October 4<sup>th</sup> is the most important date in the timeline because it is the completion of the program reviews and the rest of the dates can be adjusted. Discussion ensued regarding timeline dates. Superintendent/President Serban stated that we will confirm these dates at our next meeting.
  - b. Classified Consultation Group Chair Auchincloss pointed out the need of their group to sit in on discussions regarding the resource requests in order to be informed when it comes time to vote on what requests will be approved. Executive VP Friedlander stated that the Classified Consultation Group is welcome to attend Deans' Council when the resource requests are discussed.
9. College-wide priorities for 2010-11 (attached)
  - a. This will be discussed at the next meeting.
10. Results of the evaluation survey of governance committees (attached) – Andreea Serban (See item 1.)

**M/S/C (Ehrlich/Nevins) to adjourn the meeting.**

**Next meeting: Tuesday, September 21, 3:00-4:30pm, A218C**

## **Program Review Timelines for 2010-11 September 24, 2010**

**August 23, 2010** - Fall semester begins

**October 4, 2010** - Program Reviews Need to Be Completed by All Departments/Units

All areas of the program review need to be updated, as needed, and new information added, as applicable. The completion of the program reviews includes:

- New resource requests (if needed)
- Update on the status of goals and objectives for 2009-10
- New/revised goals and objectives for 2010-11
- Update information in program reviews submitted in 2009-10

The information included in the 2009-10 program reviews for each unit/department with a completed program review was rolled over into the 2010-11 templates for editing and updating purposes.

**October 19, 2010 – 1pm – 2:50pm – A 218C** – Preliminary Review of Resource Requests by a group comprised of the following individuals: Robert Else (will chair the review meeting), Vice Presidents Arrellano, Bishop, Ehrlich, Friedlander, Sullivan, Classified Consultation Group (CCG) Chair Liz Auchincloss, Instructional Technology Committee (ITC) Chair Laurie Vasquez, and Planning and Resource Committee (P&R) Chair Kim Monda. The resulting changes, if needed, will be discussed by Robert Else with responsible department chairs and managers who will make the actual changes in their program reviews.

**November 2, 2010** - Revised resource request reports will be distributed to EC, CPC, CCG, DTC, ITC, P&R, Academic Senate and Student Senate (SS).

**February 9, 2011** – Academic Senate rankings (reflecting the rankings from ITC and P&R), Classified Consultation Group rankings, and Student Senate rankings (if the Student Senate wants to provide such rankings) to Superintendent/President Serban

Academic Senate, ITC and P&R rank resource requests from instructional program reviews and faculty-led student services program reviews; not operational program reviews

**February 22, 2011** - CPC receives rankings from Executive Committee (EC), Academic Senate, CCG and SS (if they want to provide any).

**March 1, 2011** – Resource requests and rankings discussed at CPC.

**March 22, 2011** - Resource requests and rankings discussed at CPC.

**April 5, 2011** - CPC completes rankings and provides recommendations regarding amount of money to be allocated for 2011-12.

**College-wide priorities for 2010-11 – draft for discussion  
September 20, 2010**

Although there are many important activities and projects that will be tackled during this academic year, below are some key priorities proposed for the year, which will require significant involvement and support from all college constituencies:

- During spring and summer 2011, develop the college plan for 2011-14. In conjunction with the development of the college plan, define and commit to a few, well chosen BHAGs
- Develop and prepare for the implementation of the degree/transfer express initiative with a desired start in Fall 2011
- Develop transfer and career technical education plans for 2011-14, integrated with the college plan for 2011-14
- Continue the deployment of, training in and integration of interactive and human presence technologies for teaching and learning activities
- Review the report and recommendations developed by the Distance Education Workgroup and begin implementation of feasible recommendations, considering the resource constraints and integration with other college priorities
- Review and begin implementation of the Equal Employment Opportunity Plan – requirement of the State Chancellor's Office
- Emergency preparedness and disaster recovery/business continuity planning
- Planning agendas identified in the self study
- Selected objectives from College Plan 2008-11; District Technology Plan 2008-11

**SANTA BARBARA CITY COLLEGE**  
**History of Balances in the General Fund, Equipment Fund and Construction Fund**  
**2001-02 to 2009-10 Actuals at the End of Fiscal Year**  
**9/9/2010**

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10
	Actuals	Unaudited Actuals							
General Fund	10,439,387	8,504,027	13,152,442	12,410,980	9,452,695	10,716,965	11,209,120	16,483,215	22,807,134
Equipment Fund	7,331,633	7,165,687	5,851,291	6,314,549	6,343,187	5,019,753	4,306,736	4,192,580	2,674,660
Construction Fund	12,535,950	11,866,929	10,441,195	11,443,083	11,737,662	11,152,899	7,084,777	5,631,146	4,657,522
	30,306,970	27,536,643	29,444,928	30,168,612	27,533,544	26,889,617	22,600,633	26,306,941	30,139,316

