

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**April 29, 2008
3:00 p.m. – 4:30 p.m.
A218C**

MINUTES

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

GUESTS: J. Romo, A. Green, D. Kiino-Rodríguez

1.0 Call to Order

1.1 Approval of the minutes of the April 8th CPC meeting.

M/S/C [Guillen/Molloy] to approve the minutes of the April 8th CPC meeting.

2.0 Announcements

2.1 Tom Garey announced that the play opening at the Jurkowitz Theatre tomorrow, "Omnium Gatherum", is sold out for the run of the show.

3.0 Information Items

3.1 Update on state budget: *John Romo*

John Romo reported to the Council that he has confirmed with the Chancellor's Office that the Board of Governors will not be giving waivers for the hiring of new faculty positions in 2009 in order to maintain the 75%/25% ratio. These are positions that we would be hiring in 2009 to being in the 2009-10 year. The Chancellor did say that after the May revise if is more definitive that the \$125m reduction that we have already taken in this year's budget is not going to be one time that they will do a recalculation of base funding and that recalculation could reduce the District's 75%/25% ratio obligations. However, the feeling in Sacramento is that the \$125m budget reduction for this year is one-time because base funding is protected under Prop 98. It is possible that they could cut funds to colleges in areas that are not protected by Prop 98, i.e., categoricals. President Romo said we will proceed with the filling of the remaining faculty positions for which we recruited to meet our full-time faculty obligation. John Romo said the college will go forward with one of its core principles that we do

our best to avoid layoffs of regular classified employees or contract faculty. He believes very strongly that the Board will honor this principle.

- 3.2 Increase of student health fee by \$1 starting Fall 2008 semester (authorized by *Ed Code Sec. 76355*)

Pursuant to *Education Code 76355* and pursuant to the May 27, 2004 Santa Barbara City College Board of Trustees authorization to increase the Student Health Services Fee as indicated by the increased in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Effective Fall 2008 the Student Health Fee will be increased from \$16 to \$17 per semester and from \$13 to \$14 for summer session and for intercessions of a least four weeks.

4.0 Discussion items

- 4.1 Review of proposed changes to the College's Mission Statement and Core Principles

The Council reviewed the revisions that were previously approved by the consultation bodies with minor revisions presented.

M/S [Garey/Molly to move adoption of the Senate version draft of the Mission Statement and Core Principles dated April 8, 2008.

M/S/C [Garey/Molly] to move the adoption to action.

Discussion: The Council went over the suggested changes. It was agreed that the Mission Statement and the Core Principles would appear on the same page.

Jack Friedlander called for the question. **The original motion carried unanimously.**

- 4.2 Review of the proposed language in the goals and objectives to be included in the College Plan: 2008-2011

The Council reviewed the changes that were made to the document that were proposed by the consultation bodies. A clean copy will be sent to the Council in the next few days.

- 4.3 Need to develop a budget principle that would give first priority for new funding to restore budget reductions.

Joe Sullivan, Paul Bishop and Pablo Buckelew will form a subcommittee to develop a budget principle to restore budget reductions and will distribute their recommendation to CPC prior to the next meeting.

5.0 Action Item

5.1 Approval of the President's Climate Commitment

Jack Friedlander said that the signing of the President's Climate Commitment will not obligate the College to allocate additional funds. However, having the additional resources would enable the college to make greater gains in implementing sustainable practices than what is possible with existing funding. When asked by Dr. Friedlander if funds to replace the hourly classified position that Lief Skogberg was vacating were in the college's budget, Adam Green stated that the money used to pay for this position was from the MacDougall Excellence and Innovation Fund. Jack Friedlander said he would ask John Romo if he would allocate funds from one of his Foundation accounts to continue supporting this hourly position in 2008-09. When available, college funds needed to enhance the District's efforts to implement sustainable practices will be requested.

M/S/C to commit to the President's Climate Commitment with the agreement that funds to support this agreement would come from the Foundation or donations for the next year. Tom Garey and Sue Ehrlich respectively abstained.

6.0 Other Items

7.0 Adjournment

Upon motion, the meeting was adjourned.

**Accreditation Self-Study
Committee Structure and Proposed Membership**

Attachment 1

Accreditation Steering Committee

Responsibilities

- Oversee the completion of the self-study report
- Review all drafts of the report and provide feedback
- Attend all steering committee meetings
- Become familiar with the accreditation process, standards, themes, and expectations for self-study report
- Serve as a resource to the campus community on matters related to the college's self-study and site visit

Membership

Chair: Andreea Serban
Administrative Co-Chair: Darla Cooper
Faculty Co-Chair: Kelly Lake

Standard Committee Administrative Co-Chairs:

Jack Friedlander
Ben Partec
Erika Endrijonas
Renee Robinson
Joe Sullivan
Sue Ehrlich

Standard Committee Faculty Co-Chairs:

Kathy Molloy
Karolyn Hanna
Judy Meyer
Ignacio Alarcon

1 CSEA Representative:

Liz Auchincloss

1 Student Representative:

Tom Fitzgerald

**Accreditation Self-Study
Committee Structure and Proposed Membership**

Standard Committees

Nine committees corresponding to the nine primary areas within the standards, along with two standard oversight groups for Standards II and III.

Standard I: Institutional Mission and Effectiveness

Administrative Co-Chair: Jack Friedlander and Ben Partee

Faculty Co-Chair: Kathy Molloy

Members:

Standard II: Student Learning Programs and Services (Oversight Group)

Administrative Co-Chair: Erika Endrijonas and Renee Robinson

Faculty Co-Chair: Karolyn Hanna

Members:

Standard IIA: Instructional Programs

Administrative Co-Chair: Marilyn Spaventa and Diane Hollems

Faculty Co-Chair: Sheila Wiley

Members:

Standard IIB: Student Support Services

Administrative Co-Chair: Keith McLellan and Carmen Lozano

Faculty Co-Chair: Jan Shapiro

Members:

Standard IIC: Library and Learning Support Services

Administrative Co-Chair: Alice Scharper

Faculty Co-Chair: Kenley Neufeld and Jerry Pike

Members:

**Accreditation Self-Study
Committee Structure and Proposed Membership**

Standard III: Resources (Oversight Group)

Administrative Co-Chair: Joe Sullivan, Sue Ehrlich and Ben Partee

Faculty Co-Chair: Judy Meyer

Members:

Standard IIIA: Human Resources

Administrative Co-Chair: Pat English and Susan Danielson

Faculty Co-Chair: Gordon Coburn

Members:

Standard IIIB: Physical Resources

Administrative Co-Chair: Julie Hendricks, Joe Sullivan and Alex Pittmon

Faculty Co-Chair: Adam Green

Members:

Standard IIIC: Technology Resources

Administrative Co-Chair: Paul Bishop, Doug Hersh and Francisco Martin del Campo

Faculty Co-Chair: Laurie Vasquez

Members: Liz Auchincloss

Standard IIID: Financial Resources

Administrative Co-Chair: Leslie Griffin and Myrta Berry

Faculty Co-Chair: Sue Block

Members:

Standard IV: Leadership and Governance

Administrative Co-Chair: Andreea Serban

Faculty Co-Chair: Ignacio Alarcon

Members:

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PRINCIPLES OF BUDGET DEVELOPMENT – BOARD POLICY 6251

The Principles of Budget Development shall be used to allocate resources and thereby protect Santa Barbara Community College District's viability as an institution capable of fulfilling its educational mission. The allocation of resources shall accomplish the following goals:

- Support student enrollment, retention and success
 - Maintain the highest quality of instruction and services
 - Meet the legal, contractual and accreditation obligations of the College
1. The College shall balance its budget; ongoing expenses shall be supported by ongoing income. A general fund contingency of 5 percent shall be maintained. One-time funds shall not be used to fund programs or activities on an ongoing basis.
 2. The faculty, staff and administrators are one of Santa Barbara City College's greatest resources. Lay-offs of regular certificated and classified employees will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary. Deleted: staff
 3. In the event of one-time funding shortfalls or unanticipated expenses, reserves may be used to facilitate budget adjustments while expenses are reduced in the least disruptive manner. Use of reserves shall be short-term and reestablishment of the 5 percent contingency reserve shall be the highest priority.
 4. Budget reduction/retention of programs and services shall be done on a strategic basis rather than instituting across the board cuts. Deleted: Cost effectiveness in all areas shall be a major factor in considering
 5. Employee compensation shall be among the highest priorities in making budget decisions. Funds shall be allocated in order to assure competitive salaries, benefits, and working conditions to recruit, retain, and motivate the best possible administrators, faculty and staff.
 6. The College shall adhere to the principles of shared governance while engaging in institutional planning and budget development.
 7. Meeting the College's FTES (full-time equivalent student) cap in a cost-effective and strategic manner shall be a priority.
 8. The College shall budget revenue based on the District's enrollment projections for FTES. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), an estimate shall be made utilizing trends in order to establish revenue projections. Deleted: from enrollment when it is relieved
 9. Fixed and mandated costs (e.g., utilities, liability and property insurance, salary steps, and reserve requirements) shall be projected annually, and allocations will be made to meet these expenses.

10. Growth funds shall be allocated only after receipt and shall be used first to fund growth-related expenses. Remaining growth funds shall be allocated according to budget principles.
11. The District's capital equipment shall be provided, maintained and replaced in a systematic manner. Determining the need for transfers from the General Fund to the Equipment Fund shall be part of the ongoing fiscal planning and budget process.
12. Buildings and grounds shall be developed and maintained to meet student and programmatic needs through General Fund transfers to the Construction Fund. Determining the need for transfers from the General Fund to Construction Fund shall be part of the ongoing fiscal planning and budget process.
13. The District is committed to fully restoring budget reductions. Beginning with the budget year 2008/09, the District shall first reinstate the reductions prior to allocating revenues to new positions or expense on a dollar for dollar basis. Restorations will begin when budgeted revenue exceeds budgeted expense and/or ending balances exceed the budgeted increase in expenses.

Deleted: allocated to support institutional priorities determined through collegial consultation

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