

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

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

ABSENT: P. Bishop, K. Molloy

GUESTS: C. Alsheimer-Bartel, K. O'Connor, L. Stark

Superintendent/President Serban called the meeting to order. Superintendent/President Serban started the meeting by congratulating Atty Garfinkel who is the newly elected President of the Student Senate for next year.

1. Approval of Minutes from the April 20, 2010 CPC Meeting (attachment)

**M/S/C (Guillen/Nevins) to approve the minutes of the April 20, 2010 CPC meeting.
All in favor.**

Information Items/Announcements

2. P2 CC320 FTES Apportionment Report submitted to the Chancellor's Office April 20, 2010.

Superintendent/President Serban discussed the FTES summary based on the P2 CC320 FTES report that had been submitted to the Chancellor's Office.

- Superintendent/President Serban pointed out that the report shows what the College was funded for in 2008 – 09, the actual funded FTES: \$16,097.31. In 2009-10, our base apportionment funding has been reduced by \$2.6 million, known as the workload reduction. Serban stated that, as discussed before, this means that not only that there isn't growth for 2009 – 10, but the College needs to reduce its FTES by the equivalent of \$2.6 million. This \$2.6 million would be arrived at by reducing 377 Credit FTES California Residents and 300 Non-Enhanced/Non-Credit FTES. So the 2009 – 10 Target line on the report shows what the state is going to fund us for 2009-10 which is 15,419.76 total FTES. Serban pointed out how the

difference of the Actual Growth Line \$2,051,969.00 versus the Unfunded Growth of \$4.6 million and showed how that amount was derived. Serban stated that the college has not achieved the workload reduction, which has been discussed at prior meetings. Also as discussed before is the need in 2010 – 11 to get closer to what our actual funded FTES is and on the credit side there is an agreement to attempt to cut about 800 TLUs between Summer 2010, Fall 2010 and Spring 2011.

- Superintendent/President Serban reported that the State is now sending out more directive communication about courses the colleges are offering and FTES that the colleges no longer can claim. Serban referred to the letter from Barry A. Russell, Vice Chancellor of Academic Affairs, which is a direct communication from the Chancellor's Office clearly stating that non-credit FTES in PE and Dance can no longer be claimed for apportionment. There was further discussion around non-credit and credit FTES and the fact that the State Chancellor's Office is going to look more closely at what colleges are still claiming. Further discussion took place about now that the College has had more time to plan for 2010-11, many sections will be cut; however the College will still be over the funded cap by about 200 FTES. Executive VP Friedlander stated that system wide, the amount of unfunded growth is huge, some colleges are much higher than SBCC and others are much lower. Friedlander reminded the CPC members of the discussion about the colleges in the Los Angeles area that over-cut many classes several years ago, so that currently they are still in recovery mode. Friedlander stated that we do not want to be put in that situation, so it is better to err the way we are erring than not having your base cut. Academic Senate President Alarcon reported that many faculty allow more students as long as their TLUs are not increased. Executive VP Friedlander stated that this year the College will encourage instructors to take on extra students to a point, so that it will not cost us extra money. Academic Senate Representative Monda and Interim PE Director Kathy O'Connor stated their concern about taking on more students which increases our FTES over our cap, and then we get cut more classes because we are over our FTES which costs us money. They wanted to know how much is the increased enrollment that we are taking in our classes contributing to the increased FTES? There was further discussion around this and Executive VP Friedlander reminded the group that this issue comes down to serving more students without incurring the extra costs which we can do by putting a cap on how many additional students can be enrolled in a class.

3. Human Resources & Legal Affairs Reorganization

VP Ehrlich reported that the Human Resources & Legal Affairs Department (HR/LA Dept) had spent a great deal of time analyzing and evaluating the restructuring of their Department. VP Ehrlich explained in detail the background to the reorganization. Two positions in HR/LA became vacant one due to a retirement, the other due a resignation; duties of those positions were divided among the current HR staff, some duties eliminated, and a current HR staff member moved laterally into one of the positions. By

not filling the other position, HR Tech I, there are enough savings for HR/LA to use those monies for an HR position in Continuing Ed (this is not a new position, rather a reclassification of the current administrative assistant to recognize the actual work this position has done, which is HR work), leaving an opening for an Administrative Assistant for VP, Continuing Ed. Historically the Continuing Ed Administrative Assistant has been doing the Human Resources component in of what HR/LA does at the credit side. VP Ehrlich stated that for a variety of very good reasons, consistency being one of the main reasons, it is very important that the College recognize that this is not what an Administrative Assistant does, it is an HR function. VP Ehrlich stated that it is very hard to give up two positions, but after much debate they came to the conclusion that it is doable, especially with the help of technology. Ehrlich was referring to the Employment Search and Application system currently used in the HR/LA department versus the time consuming process of the past. Ehrlich reiterated that this change in personnel will not cost the College any money as the funding for the Continuing Ed HR person will be paid for from the savings from HR. And the new Administrative Assistant position has funding already in place. Superintendent/President Serban thanked Sue for giving up the two positions because she knows this is difficult to do.

VP Arellano announced that on Monday, May 3rd, Kendall (Ken) Harris joined Continuing Ed as a program director replacing Peg McQuade. He will be in charge of schedule development for Crafts, Culinary Arts, Dance, Fine Arts, Fitness, Home & Garden, Music/Performing Arts, Physical Fitness/Personal Appearance, Recreation and Sewing. Ken is coming from North Seattle Community College Continuing Ed where he was Director of Continuing Education and Director of Business Enterprise Activities.

4. Higher Education Inter-Segmental Advocacy Day - April 27 in Sacramento

VP Ehrlich reported that she and Board Member Livingston were part of a team that included California State University Channel Islands, SBCC, Cal Poly, and Cuesta College who attended the Higher Education Inter-Segmental Advocacy Day in Sacramento. Ehrlich stated that this team joined representatives of other UC campuses, the CSU and the community colleges to demonstrate each higher education sector's contribution to the state's economic development. The event was paired with the 50th anniversary of the Master Plan for Higher Education. The point was to emphasize that the Higher Ed Plan, a visionary plan, divvied up the focus and the way that the three separate systems: the university system, the state university system and the community college system, all 3 segments of education in California, would serve the students of California post high school. The intent of the day was to send small teams to meet with every Senator and every Assembly person with whom we could get an appointment, either the elected representative or a staff person to speak in support of the Governor's proposal in the budget for funding higher education. Board Member Livingston and VP Ehrlich were part of a team that met with Assemblyman Blakeslee from San Luis Obispo, Senator Strickland who represents the Santa Barbara, Los Angeles and Ventura counties, Assemblywoman Strickland who represents the Thousand Oaks area, Assemblyman Pedro Nava who represents Santa Barbara and Ventura counties, and

Assemblywoman Julia Brownley from Santa Monica. The message was that the teams were mutually supportive of each other's goals, concerns, mission and needs. An example of what was presented to legislators was that the community college system needs the California System to turn out the Masters Degree Nurses so that we can hire them to teach our students in order to meet the needs of the hospitals in our local community. The teams were talking about the need to articulate courses to facilitate transfer; their focus was on the fact that it was essential for the businesses in California to have an educated work force. One of the facts that was offered, which was distributed via printed material, was that for every dollar spent on higher education in California, the State could expect a three dollar return in increased income taxes because there would be a more educated population. The heads of the community college system, the UC System and the State system met with the Governor and by noon, the teams were informed that he had made a pledge that he would not sign any budget that cut the funding that he wanted to go for higher education. Ehrlich stated that the most important aspect of this was that the three California State Higher Education Systems stood together, willing to talk in practical terms, offer practical suggestions, and making clear that they were available. It is the beginning of an ongoing dialogue and cooperative effort between these three entities that should hopefully bear more fruit going forward.

5. May 11 8 am-9:20 am Budget Forum A217

Superintendent/President Serban announced the Budget Forum which will be taped for those who miss it.

6. Next CPC meeting – will start the meeting with completing the survey developed for evaluation of governance committees.

Superintendent/President Serban asked that everyone be here for the next CPC Meeting because it is important for all members to take this survey that Diane Rodriguez Kiino will administer.

7. Proposed continuing education calendar for 2010-11.

VP Arellano went over the Continuing Education (CE) Proposal for Summer 2010. Arellano stated that Continuing Education's target is to reduce 300 FTES. Arellano stated that the different constituent groups: CE's newly formed Consultation Council, Staff and Faculty have met regarding the proposal that will be brought forward to the May 13 Study Session. This proposal shows that the CE reduction in the summer offerings include the non-enhanced courses which would be approximately 200 FTES reduction. During Summer 2010, CE will only offer enhanced funded courses that lead to certificate programs or the high school GED diploma programs. CE will also offer some fee-based courses. CE is standardizing their academic calendar offering standard 10 week terms for Fall, Winter and Spring. Arellano stated that 60 FTES from Fall 2009 was reduced. CE is still looking at courses that are not approved by the

Chancellor's Office, then CE plans to look at those courses that are in the top code in terms of the FTES savings. The direction from Barry Russell the Vice Chancellor is that these courses, effective Fall 2010, can no longer be submitted for apportionment. There are some cooking classes that were scheduled for Fall 2010 that will have to become fee-based because those recipe courses are not approved for State apportionment. The Faculty members who have been affected from some of those courses that have been converted to fee-based have been alerted. They will be meeting in the next couple of weeks to address those courses that are on that list of not being approved for State Apportionment. Also, by reducing courses that have been cancelled that are not popular will help towards the FTES target. The balance is 100 FTES that needs to be reduced for the following term and by Spring 2011 will achieve our target of 300 FTES. CE has reduced hours in other areas, i.e. large lecture venues and courses that are not approved for State Apportionment are going to be converted to fee based. Executive VP Friedlander asked how this affects Mind Super Mind. VP Arellano answered that this is a large lecture venue that we can no longer claim for State Apportionment, so this and other large lecture venues will probably become fee based or not be offered until we can assess the feasibility of even doing that fee based because there are so many lectures involved. There are many courses in that area that are series of lectures that are currently being evaluated and those course outlines don't meet the conditions for State Apportionment.

8. Summer 2010 current enrollments.

Senior Director of Institutional Assessment, Research and Planning Else stated that the college is half way through the priority registration time window for Summer 2010 enrollments, which for the first time is four weeks. The enrollment headcount for today is 4,695 which is down almost 7% from that same day last year, but to keep in mind that the College is still in priority registration. Else stated that last summer by this time open registration had opened the floodgates and this year the first day for open registration for summer is in a couple of weeks. Else stated that Monday, May 3 was the first day of priority registration for Fall and 383 students are registered, which is up from the same day last year a little over 30%. Fall priority Registration lasts four weeks; the first days are busy and full, then it tapers off. Executive VP Friedlander predicted that he thinks the Fall numbers will be off as the start of school gets closer. When school starts, there won't be seats and unlike prior semesters no sections will be added plus there will be caps on how many students can attend classes. Friedlander stated that one of the things to look at going forward is a projection of what it will be like in terms of FTES generated so the College does not go under cap; he stated he did not think that would happen. Friedlander stated that he thinks we are approaching this correctly, but it is a moving target.

9. Cal-SOAP Consortium and role of SBCC as fiscal agent.

Superintendent/President Serban, stated that SBCC has functioned as the Fiscal Agent of the Cal-SOAP consortium for many years and as a result the College has had to

create and hire positions that once the funding is no longer available will still have the responsibility to absorb because on the Classified side they have become permanent employees. For this reason and the fact that the funding is uncertain, it is no longer in the interest of the college to serve as fiscal agent. The College has informed the Cal-SOAP consortium that come August 30th the College will no longer function as the fiscal agent even if funding continues. Serban stated that the College is happy to be a member along with the other area schools: UCSB, Westmont, and various local high schools, but no longer a fiscal agent.

Discussion Items

10. Budget Development for 2010-11.

VP Business Services Sullivan handed out and reported from two spreadsheets: (a) DRAFT/WORK IN PROGRESS Revenues and Expenditures and (b) SBCC General Fund – Unrestricted Tentative Budget Spreadsheet.

- a. Once again updated information regarding budget data for 2009-10.

VP Sullivan pointed out the SBCC General Fund Unrestricted Tentative Budget comparing the outcomes in the different columns. Sullivan stated that the columns hold the 2010 – 11 preliminary budget, given the current assumptions, what the College has and what is being spent. Sullivan stated that we are using the 2009 – 10 Year-end projections to generate the 2010 – 11 preliminary budget.

VP Sullivan reported from (a) DRAFT/WORK IN PROGRESS, the columns starting with the 2008 -09 actual compared to 2009 – 10 tentative column. This is how the budget was started last year. The projection became the actual and from that a tentative budget was generated. Sullivan went through line by line and explained the contents of each column, the revenues and the expenditures.

VP Sullivan pointed out that the net revenues and operating expenses after the adjustments for the year is \$6,975,134.00. Sullivan then pointed out that the Excess of Revenues and Other Sources over (under) Expenditures & Other Uses is \$5.8 million. He reported that right now that is the projection for what is going to fall to ending balances at year end above all expenditures which would leave an ending fund balance of about \$21,573,951. Sullivan explained the details further and answered questions about the deferrals from the State. Sullivan pointed out that the \$21 million in the general fund should be more than enough to cover cash flow when the deferrals occur. Superintendent/President Serban stated that the efforts made by the college this year have put the college in a good position and this is where we want to be. Sullivan stated that this budget has allowed the college to have significant savings due to delayed hiring and now the ability to unfreeze positions and allows the college to continue business as

usual whereas last year, we were conservative, we put the assumptions in place and we held to them. Superintendent/President Serban stated she felt very good about what we, collectively as a college, have achieved with exceptional effort this year, so much so that the college is in a good position and it is a great position to be in, but we need to continue the conservative spending that we have been following.

b. Tentative budget unrestricted general fund 2010-11 (handout)

11. Program review process and timeline for 2010-11

Superintendent/President Serban announced that on Thursday there is a Program Review Meeting in the A 218 to discuss the proposed revisions to the program review templates. Everyone is welcome to come. At the next CPC Meeting May 18, we will take the meeting time to talk about the program review process and timeline for 2010-11.

12. Improvements to program review templates

13. Summer CPC Tuesday August 10, 2010

The Summer CPC date was moved to August 17 and the first meeting of the Fall will be September 7.

Superintendent/President Serban adjourned the meeting.

Next meetings: Tuesday, May 18, 3:00-4:30pm, A218C – last meeting of the semester