

**Santa Barbara City College
College Planning Council
Tuesday, October 18, 2011
3:00 p.m. – 4:30 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;	J. Sullivan, VP Business Services

ABSENT:

O. Arellano, VP, Continuing Education;	S. Ehrlich, VP HR &LA
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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 Dr. Friedlander opened the meeting.

Announcements/Additions to the Agenda

1. Minutes from the October 4 and October 11 CPC Meetings will be placed on the next CPC Agenda.
2. Additional item: Dr. Friedlander reported that the results from the Express to Success Program (ESP) are phenomenal. Past-President, Academic Senate Alarcón, one of the (ESP) participating faculty members, stated that the Express to Success students are highly motivated. They are aware that the program is a lot more work than other programs, yet are fully committed to doing it. Dr. Friedlander stated that close to 100% of the students are on target to advance two levels in the English and in math by the end of the fall semester. The data will be presented to CPC at its first meeting in 2012.

Discussion Items

Dr. Friedlander opened the discussion by recapping what happened at the last CPC meeting. After looking at the unrestricted fund categories for large expenditure areas where we could significantly reduce expenditures, none were identified. He stated that in meeting with VP Sullivan and with the Executive Committee this past week, an approach was identified for making the needed reductions to achieve the 8.7% budget reductions target by 2013-14. This proposed approach will be presented today.

1. Proposed approach for achieving the college's budget reduction targets for 2012-13 and 2013-14 (the spreadsheet identifying the proposed budget reduction targets will be distributed/projected at the meeting).

- A. Role of CPC in identifying budget reductions

VP Business Services, Sullivan presented the proposed approach for achieving the college's budget reduction targets for 2012-13 and 2013-14. VP Sullivan projected the spreadsheet on the screen that he had created using Business Services' operational expenses as an example to identify the proposed budget reduction target. The spreadsheet displayed columns (1) for the actual expenditures for the last two years; (2) the 2011-12 budget; (3) a column entitled percentage of reduction, where the proposed reductions can be entered; and (4) a column for an explanation. After entering the amount reduced in each area, it automatically sums it up at the bottom of the spreadsheet.

This approach will allow each department to enter the percentage of reduction to their budget, and enables the department manager to assess the impact of that reduction.

CPC would review the budget cuts and their implications identified by each department and will use this information to develop its recommendations for achieving the college's 8.7% budget reduction target by 2013-14.

Mr. Sullivan provided examples from his department showing what his reductions meant in terms of the budget and an explanation of the risks and consequences of the reductions. His department managers discuss their results in their weekly meetings, which is what the proposal calls for other college departments to do.

There was further discussion about the details on the spreadsheets and questions such as how much flexibility each department has in getting to 8.2% reductions, when the cuts need to be in place, and the fact that we need to work interdepartmentally to reach our goal. It was reiterated that by not replacing positions, there will be less of an impact on the rest of the departments' budgets.

VP Sullivan stated that this is a proposed approach to get us moving. The next step is to develop a timeline with a deadline for finishing this exercise that will be in time to make some adjustments to build next year's budget.

Each department will complete these spreadsheets for each of their areas.

- B. Proposals for generating new revenues from increasing the numbers of out-of-state and international students will be reviewed by CPC at either the November 15 or December 6 meeting.
2. Review of Board approved Budget Principles. (Att. 1)
Dr. Friedlander stated his reason for re-examining these principles now is in light of the current economic situation as it pertains to our budget. He first he wants input from the College Planning Council prior to taking them to EC and to a Board of Trustees study session. The members went through the first five Budget Principles one by one with an eye towards relevance and adherence. Several of the principles needed rewording and the members questioned if the principles were policies or procedures. This will be discussed further at the next meeting.
3. Development of the College Plan: 2011 – 2014.
 - A. Timeline for reviewing the draft of the College Plan: 2011-2014 (Att. 2)
 - B. Proposal to add objectives to the section of the College Plan: "Governance, Decision Support, and Fiscal Management".
This will be discussed at the November 15th meeting.
 1. Complete the plan for identifying the items to be reduced from the college budget in 2011-12, 2012-13 and in 2013-14 to achieve budget target.
 2. Evaluate whether or not budget reduction targets established in each of the three-years of this plan have been achieved and, if not; identify alternative approaches to meet the budget reduction targets.
4. Program Review
 - A. Review/critique if the program review, non-routine and facilities resource requests could be removed from the list of approved items that need to be funded in 2011-12. This would reduce the amount of general fund dollars we would need to commit to pay for these resource requests by close to \$1M.

A discussion ensued with a conclusion that Academic Senate Representatives Dr. Monda, and Mr. Neufeld and ITC Committee chair, Ms. Vasquez will compare the spreadsheet that VP, Business Services Sullivan will send them with the program review spreadsheet they went over in June with Dr. Friedlander. They will report back at the next meeting.
 - B. Review of updated Program Review Timelines for 2011-12 (Att. 3)

5. United Way Campaign
 - A. Proposed option to give SBCC employees who contribute \$110 or more to this year's United Way Campaign the option of directing their donation to the Foundation for SBCC for book grants.
 - B. Approach for promoting the United Way Campaign on campus and the option to direct contributions to the Foundation for book grants to students.
6. Review of new legislation signed by the governor that pertains to Community Colleges. (Att. 4)
7. Summary of Student Success Task Force Draft Recommendations (Att. 5)
8. Items to be discussed at the next CPC Meeting, November 1.
 - a. Because there is much work to be done there was consensus that the meetings going forward will start at 2:30 p.m. and end at 5:00 p.m. If more time is needed to accomplish particular tasks, then the time will be scheduled.
 - b. The items that will be brought to the next meeting are:
 - i. Time line for completion of the budget reduction spreadsheets from each department.
 - ii. Budget Reductions spreadsheets from each department.
 - iii. Review of Board approved Budget Principles.
 - iv. Report from Academic Senate Representatives Dr. Monda, and Mr. Neufeld and ITC Committee chair, Ms. Vasquez on program review spreadsheets and the amount of money allotted for departments.

The meeting was adjourned.

Next CPC Meeting: Tuesday, November 1, 2:30 p.m. – 5:00 p.m., A218C