

**Santa Barbara City College  
College Planning Council  
Tuesday, August 28, 2012  
3:00 p.m. – 4:30 p.m.  
A218C  
Minutes**

**PRESENT**

L. Gaskin, President;  
O. Arellano, VP, Continuing Education;  
L. Auchincloss, Pres., CSEA;  
P. Bishop, VP Information Technology;  
R. Else, Sr. Dir. Inst. Assessment, Research & Planning;  
P. English, Interim VP HR;  
J. Friedlander, Executive VP Ed Programs;  
K. Monda, Academic Senate Representative, Chair Planning & Resources Committee;  
J. McPheter, Classified Staff Representative;  
M. Medel, Supervisory Bargaining Unit;  
D. Morris, VP, Academic Senate;  
K. Neufeld, President-elect, Academic Senate;  
D. Nevins, President, Academic Senate;  
K. O'Connor, Academic Senate Representative;  
G. Sherman, President, Assoc. Student Body;  
C. Salazar, Classified Staff Representative;  
J. Sullivan, VP Business Services

**GUESTS:**

P. Butler, Planning & Resources Committee;  
R. Crawford, Community Member;  
S. Dixon, SBU;  
E. Larson, Continuing Ed  
D. Hedges, Community Ed Task Force  
Advisory Council Member  
J. Negroni, Student Trustee;  
B. Pazich, Dean Ed. Programs;  
S. Saenger, Continuing Education Instructors' Association  
J. Sattler, Community Ed Instructor  
A. Scharper, Dean, Ed Programs  
J. Schultz, Professor, Earth/Planetary Sciences;  
L. Stark, Pres. Instructors' Association ;  
E. Stein, Career Technical Programs Specialist;  
L. Vasquez, ITC, Committee Chair;  
J. Walker, Supervisory Bargaining Unit (SBU)

**1.0 Call to Order**

1.1. Dr. Gaskin called the meeting to order.

**2.0 Announcements**

2.1 Dr. Gaskin asked that all voting members introduce themselves and she welcomed Geneva Sherman, the President of the Associated Student Body to CPC.

**3.0 Information Items**

3.1 BAWG report – Attachment 1 - K. Neufeld

At the last CPC Meeting Dr. Gaskin asked that a workgroup be formed to address the loss of revenue that the college would experience should Proposition 30 fail in November. This group, the Budget Alignment Work Group (BAWG) was co-chaired by K. Neufeld, President-elect of the Academic Senate, who reported that the group had met to discuss the process for creating a balanced budget in the event of the failure of Proposition 30.

A summary of the 2012-13 Adopted Budget showed that as of today the District will have a \$800K deficit if the tax measure fails. The members of the workgroup determined this is a manageable shortfall and identified three processes to account for this deficit:

1) Vacant Positions: This process established by CPC is already in place and will likely identify additional savings in the coming months as people leave the district.

2) Enrollment Strategies: A two part process comprised of (a) Deans Council and (b) Enrollment Management Committee. The composition of the Enrollment Management Committee will be expanded to include a member from Business Services. Both bodies will report their proposals for enrollment strategies to CPC.

3) Zero-Based Budget: This is the proposal that Dr. Gaskin presented to CPC for a zero-based budgeting followed by the formation of a CPC workgroup to determine process and feasibility for SBCC. Any impact generated from zero-based budgeting will not occur until 2013-14 budget.

The workgroup determined that a process should be established for addressing added revenue in the event the tax measure passes in November.

There was further discussion regarding the Enrollment Strategies and who comprises the Enrollment Management Committee. The Enrollment Management Committee is comprised of all Ed Program individuals and the committee felt it was important Business Services have a role in it when needed.

### 3.2 Update on Fall Enrollment – J. Friedlander

Executive VP Friedlander gave the most recent (8/28/12) report on 2012 Fall enrollment stating that overall we are up in terms of headcount by 200 units, over 2% of total units taken by students at the college. Dr. Friedlander stated that we are down 3.25% in terms of overall headcount, but the students are taking more units, which is why we are up by 2% in terms of units. For resident students California students, which how the college gets paid from the state, we are down 5.4% in headcount and 1.35% in unit count.

If Proposition 30 were to pass, we are going to be under by 404 Credit FTES. Dr. Friedlander stated that if Proposition 30 doesn't pass then we are actually going to be over by 748 FTES. He stated that is why we are putting 5% of our sections on standby that would get opened if Proposition 30 does not pass.

The reason we are up overall is because there are more international students. The Board has put an 8% ceiling on the number of international students and this year 6% of our students are international students and 4% of our students are from out of state. Dr. Friedlander reported on the number of newly enrolled and continuing international students and pointed out that within the classes opened to accommodate them, it was noticed that 119 seats went to international students and 214 seats went to resident students.

## 4.0 Discussion Items

## 5.0 Action items

## 5.1 Continuing Education Recommendations – (handout) J. Friedlander

Dr. Gaskin and Dr. Friedlander presented CPC with the rationale, proposal, and process for integrating non-credit, enhanced funded courses and programs into Educational Programs and for converting non-enhanced non-credit (personal development/enrichment) courses into fee-based classes to be offered through a new self-supporting enterprise entitled the Center for Lifelong Learning which will be part of the college and report to the Executive Vice President, Educational Programs. If accepted by CPC, this recommendation will be on the September 27 Board of Trustees agenda for approving the integration of Continuing Education classes, programs and support services into Educational Programs and will be fully implemented in on July 1st, 2013.

Dr. Gaskin opened the presentation by sharing the external factors that offered a clearer understanding of why the college can no longer maintain the status quo and provided a comprehensive background of the Community College system in California. She explained why it is necessary to move SBCC's Continuing Ed program into a new model.

Dr. Gaskin's and Dr. Friedlander's recommendations encompassed the following:

- 1) An entrepreneurial model which is fee based and self-sustaining and is called the Center for Lifelong Learning.
- 2) The second element is the non-credit college and career preparation courses including ESL, Basic Skills, Adult High School, GED and short term vocational.

Associated with the two recommendations above are recommendations to discontinue select CE positions which are administrative, managerial as well as classified staff. The reason for this is that the CLL has to be sustainable. The managers and administration are working to integrate those classified staff displaced by these discontinued positions into open positions across campus.

The meeting was turned over to Executive VP, Dr. Friedlander who started with the re-organization in instructional programs. The college will integrate the college and career preparation non-credit state supported courses into SBCC's Educational Programs.

Dr. Friedlander explained the organizational chart he provided where he has taken each of the Deans' responsibilities in particular credit programs and aligned them with the same non-credit programs.

Discussion and clarification regarding the details of how this will all work in terms of responsibilities, curriculum development, scheduling, increasing workloads, position discontinuance and staffing took place.

Dr. Friedlander walked the members through Chart 3, the organization chart for Student Services. Dean of Ed Programs, Dr. Ben Partee, who currently oversees Student Services will provide the leadership in this area. Dr. Friedlander outlined how this will work in terms of finances, goals, classes, and staff.

Dr. Friedlander spoke about the organization for the Center for Lifelong Learning. An Executive Director will be hired who will also need an administrative support person. Dr.

Friedlander stated that without the constraints of the state we will now serve all segments of the population and will not be limited to a certain number of hours. Dr. Friedlander outlined the rest of the chart showing different positions that will be needed in order to create the rich curriculum, the marketing that will be needed and the need for a fundraising position within the Foundation. He spoke about how there will continue to be more community input through various community advisory committees. The Center will be self-sustaining, and there is an attempt to keep fees as low as possible.

There was further discussion regarding the fiscal responsibility of the college in regard to the CLL. President Gaskin stated that the first step that will be taken in regards to the CLL will be the hiring of the Executive Director in the fall.

Executive VP Sullivan stated that he is comfortable with the business model that is currently set up for the CLL. After a lengthy discussion regarding details of the CE recommendations such as faculty, staff, the Executive Director, and the nature of the financing of the Center for Lifelong Learning Dr. Gaskin stated that the CE recommendations will continue to go through the governance process and outlined the dates:

- 8/29 – Ed Policies
- 9/4 – CPC
- 9/5 – Classified Consultation Group
- 9/12 – Academic Senate
- 9/13 – Study Session for the first reading
- 9/18 – CPC to take a vote for CPC’s recommendation
- 9/27 – Regular Board Meeting to take action

## 5.2 Adopted Budget – J. Sullivan

This item was moved to the next meeting.

## 5.3 Requesting authorization to purchase the licenses to use the software required to complete the study of instructional lab utilization with Lottery funds. - J. Friedlander

Under the auspices of Jack Friedlander, a Lab Advisory Group began convening in April 2012 with the goal to study lab usage patterns throughout the college.

Director of Academic Technology Support Jason Walker facilitates this work group. To best examine lab-by-lab usage patterns and ensure that usage trends for one full semester are analyzed, the Lab Advisory Group recommends purchasing and installing licensed versions of Labstats 5.1 as soon as possible. Discussion ensued regarding the ongoing costs of this software, the reasons for this software and the history of what has been done in the past and what we will need for the future.

**M/S/C (Nevins/Monda) to approve authorization to purchase the licenses to use software required to complete the study of instructional lab utilization with Lottery funds - \$13,128.00. There was one no and the rest were in favor.**

The request for a site license, cost: \$290.93, for Symbolic Math Toolbox for Dr. Nick Arnold’s Engineering 102 class, was taken off the agenda as Dr. Gaskin and Executive VP Friedlander will take care of it.

5.4 Two positions for approval – J. Sullivan

This item was moved to the next meeting.

## **6.0 Adjournment**

6.1 The meeting was adjourned.

6.2 The next regularly scheduled CPC meeting will be Tuesday, September 4 in Room A218C, 3:00 p.m. - 4:30 p.m.