

**Santa Barbara City College
College Planning Council
Tuesday, October 15, 2013
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, President and Chair
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
J. Friedlander, Executive VP, Ed Programs
E. Katzenson, ASB President
J. McPheter, Classified Staff Representative
M. Medel, Supervisor Bargaining Unit
K. Monda, Academic Senate Representative
K. Neufeld, President, Academic Senate
K. O'Connor, Academic Senate Representative
J. Sullivan, VP, Business Services
D. Watkins, Managers Group Representative

GUESTS:

C. Alsheimer, Academic Senate
D. Hedges, CLL
L. Maas, Controller
D. Nevins, Interim Dean, Educational Programs
L. Stark, President Instructors' Association
J. Zavas, Asst. Controller

1.0 CALL TO ORDER

1.1 M/S/C (Medel/Butler) to approve the 10/01/13 CPC minutes. All were in favor.

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

4.0 DISCUSSION ITEMS

4.1 Budget Timeline: First Reading – J. Sullivan (Att. 4.1)

Lyndsay Maas distributed an updated version of Attachment 4.1, Budget Development Timeline 2014-15 Budget. The document provides a timeline of the Adopted Budget process from the time Program Review submissions begin in October 2013 to the adoption of the final budget in September 2014. She noted that the green shaded items signify the Tentative Budget which has to be approved by June 30, 2014 for 2014/15.

Ms. Maas explained that rather than present the whole budget in June, she will submit it in pieces beginning with the General Fund/Unrestricted Revenues. She will present the completed tentative budget in May and the adopted budget at the summer CPC Retreat in August. She expects to submit the final version of the adopted budget to CPC on September 9, 2014. Her goal is to have the Board to approve the final budget at its regular meeting in August.

The second reading of the Budget Development Timeline, 2014-15 Budget will take place at the next CPC meeting, November 5, 2013.

4.2 Classified Staff Hiring Process – L. Gaskin (Att. 4.2)

Dr. Gaskin gave a brief history of the development of the prioritization process for needed classified staff. She noted that the process was meant to pre-date the budget development process so that positions critical to the institution could be integrated into budget development for 2014-15, contingent upon funding. Discussion ensued regarding whether to include the staffing request process within Program Review or to submit staffing requests as a separate process.

It was agreed that Joe Sullivan would send an email advising managers and supervisors of the process and informing them to identify permanent staff requests for 2014-15 and include them in their Program Review. The email should also indicate that a detailed follow-up questionnaire will be sent to managers that, once completed, will allow a workgroup of CPC to prioritize requests for the budget development process. It's to be noted that this will be an annual process tied to Program Review and budget development, and that if permanent classified staff requests are not included in the departments' Program Review, such requests will not be considered for 2014-15. Additionally, managers must collaborate with each other on split or joint positions to decide who "owns" that position in Program Review.

It was also agreed that Paul Bishop would reconvene the CPC workgroup to provide a draft of the questions to be posed to managers regarding permanent classified staff requests, craft a timeline in consultation with the Budget Development Timeline for 2014-15 developed by Lyndsay Maas, and refine the CPC Classified Staff Hiring Process document which is to include a list of the committee members on the document.

4.3 Principles Governing a Reserve Fund – L. Gaskin and L. Maas (Att. 4.3A & 4.3B)

Dr. Gaskin informed the Council that the Board wishes to set parameters for the college's reserve, noting that this is a board level responsibility. She explained that Attachment 4.3B is a document drafted by the Board's Fiscal Committee that will work its way through the Board policy development process. The document came to CPC for feedback before being submitted to BPAP (Board Policies Administrative Procedures Committee).

The first paragraph of the draft consists of a general definition of a reserve fund. The second paragraph indicates four fundamental elements to which the reserve is tied. Dr. Gaskin explained the cumulative levels on which the reserve would be built. The first level of the reserve fund will include a minimum 5% of the Unrestricted General Fund. The next level of reserve includes the banked TLU obligation. The final level includes funds equivalent to cash deferrals of the college's state apportionment or 15% of our annual projected unrestricted general fund expenditures, whichever is the greater amount.

Lyndsay Maas presented Attachment 4.3A which specified the dollar amounts behind the reserve fund designations.

Dr. Gaskin requested Pat English to present the draft document to BPAP.

5.0 ACTION ITEMS

- 5.1 Request to Allocate \$50,000 to Engage the Services of Strata Information Group: Second Reading
– J. Friedlander

M/S/C (O'Connor/Bishop) to approve the Request to Allocate \$50,000 to Engage the Services of Strata Information Group. All approved.

6.0 ADJOURNMENT

- 6.1 The October 29, 2013 meeting was canceled. The next regularly scheduled CPC meeting will be held on Tuesday, November 5, 2013 in Room 218C, 3:00-4:30 p.m.

October 14, 2013

TO: Pat English, Vice President of Human Resources

FR: Brad Hardison, Director of Financial Aid

RE: Justification for new Classified Position (Categorically Funded)

I am requesting that the Santa Barbara City College Financial Aid Office be authorized to add another classified staff member under the classification of Financial Aid Technician. The position would be 100% categorically funded by BFAP-SFAA.

The categorical funds primary purpose as detailed in the 2013 State Budget Act is as follows:

"It is the intent of the Legislature, to the extent that funds are provided in this item, that all campuses provide additional staff resources to increase both financial aid participation and student access to low-income and disadvantaged students who must overcome barriers in accessing postsecondary education. Funds may be used for screening current students for possible financial aid eligibility and offering personal assistance to these students in accessing financial aid, providing individual help in multiple languages for families and students in filling out the necessary paperwork to apply for financial aid, and increasing financial aid staff to process additional financial aid forms. "

Hiring an additional staff member would be consistent with this budget language and would allow the Santa Barbara City College Financial Aid Office to be able to more effectively deliver aid to a growing population of students. The last staff members added to the office were in 2005 when the BFAAP-SFAA funds were increased approximately 500% statewide. At that time, the SBCC Financial Aid Office was able to add several new classified positions to address the severe staff deficiency in the office.

Since 2007 – 2008 when we started using our new student information system, we have seen a 132% increase in financial aid applicants and a 154% increase in the amount of aid disbursed to students. While the use of technology has assisted the office in addressing these record increases, we must now add additional staff to both address the additional capacity we must serve along with the increasing regulatory requirements placed on us by the U.S. Department of Education. Many of the new regulations cannot be accommodated through automated systems but need the attention of skilled and trained full time staff members.

Currently, we are only spending about 65% of the categorical funds on salaries and benefits so there is room to add another staff member with benefits without expending the entire fund on salary and benefits. The fund must be expended by June 30th of each year and has specific regulations on how it may be spent. We expect the fund to be ongoing. The amount available to the college has remained fairly constant since 2005 when the funds were increased dramatically.

**BUDGET DEVELOPMENT TIMELINE
2014-15 BUDGET**



Color Key:

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|----------------------|
| Program Review |
| Department Non-Labor |
| Department Labor |
| Governor's Budget |
| Tentative Budget |
| Adopted Budget |
| Budget Forum |

updated as of 10/14/13

| Due Date | Committee | Description |
|-------------------|-------------------------|--|
| October 7, 2013 | Ad Hoc Group | Program Review website opens |
| November 1, 2013 | Ad Hoc Group | Deadline for Program Review submissions |
| November 6, 2013 | Ad Hoc Group | Preliminary review of Program Review Resource requests for errors, omissions, miscategorizations |
| November 8, 2013 | Ad Hoc Group | Program Review spreadsheets ready for distribution from IT and Facilities |
| January 6, 2014 | Fiscal | Discussion of budget strategies, estimate of potential expense increases |
| January 15, 2014 | Governor | Governor releases proposed budget |
| January 17, 2014 | VP of Business Services | Department Labor Budgets are sent to all Department Managers |
| January 27, 2014 | EC | Review Governors State proposed budget |
| February 3, 2014 | Department Manager | Department Manager submits Labor Budget to their supervisor for review |
| February 7, 2014 | VP of Business Services | Department Non-Labor Budgets are sent to all Department Managers (adjustments to ZBB) |
| February 10, 2014 | Fiscal | Presentation of current mid-year Budget update and Governors State proposed budget |
| February 10, 2014 | Supervisor | Supervisor submits Labor Budget to Area VP for review |
| February 17, 2014 | EC | Begin development of Tentative Budget Assumptions |
| February 17, 2014 | Area VP | Area VP reviews Labor Budget and submits to Lyndsay by February 17, 2014 |
| February 24, 2014 | Department Manager | Department Manager submits Non-Labor Budget to their supervisor for review (adjustments to ZBB) |
| February 24, 2014 | VP of Business Services | Receive P-1 State Apportionment Allocation |
| February 25, 2014 | P&R | P&R Program Review ranking complete |
| February 28, 2014 | ITC | ITC Program Review ranking complete |
| March 3, 2014 | Supervisor | Supervisor submits Non-Labor Budget to Area VP for review |
| March 3, 2014 | EC | Review Department Labor Budgets |
| March 4, 2014 | GPC - 1st Reading | Review Tentative Budget Assumptions - 1st reading |
| March 4, 2014 | GPC - discussion | Presentation of current mid-year Budget update and Governors State proposed budget |
| March 10, 2014 | Fiscal | Review Tentative Budget Assumptions |
| March 10, 2014 | Fiscal | Review Tentative Budget: General Fund Unrestricted Revenues |
| March 10, 2014 | EC | Review Tentative Budget: General Fund Unrestricted Revenues |
| March 10, 2014 | Area VP | Area VP reviews Non-Labor Budget and submits to Lyndsay by March 10, 2014 |

| Due Date | Committee | Description |
|--------------------|-------------------------|--|
| March 17, 2014 | EC | Review Tentative Budget: Enterprise, Bond, Construction, and Equipment Funds |
| March 18, 2014 | CPC - 2nd Reading | Review Tentative Budget Assumptions - 2nd reading |
| March 18, 2014 | CPC - discussion | Review Tentative Budget: General Fund Unrestricted Revenues |
| March 19, 2014 | Academic Senate | Academic Senate Program Review ranking complete |
| March 21, 2014 | DTC | DTC Program Review ranking complete |
| March 24, 2014 | EC | Review Program Review |
| March 24, 2014 | EC | Review Department Non-Labor Budgets |
| April 1, 2014 | CPC - discussion | Review Tentative Budget: Enterprise, Bond, Construction, and Equipment Funds |
| April 1, 2014 | CPC - 1st Reading | Review Program Review - 1st reading |
| April 7, 2014 | Fiscal | Review Tentative Budget: Enterprise, Bond, Construction, and Equipment Funds |
| April 7, 2014 | EC | Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) |
| April 15, 2014 | CPC - discussion | Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) |
| April 15, 2014 | CPC - 2nd Reading | Review Program Review - 2nd reading |
| May 5, 2014 | Fiscal | Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) |
| May 5, 2014 | EC | Review of Tentative Budget: All components |
| May 6, 2014 | CPC - 1st Reading | Final Review of Tentative Budget: All components - 1st reading |
| May 15, 2014 | Thursday | Budget Forum |
| May 19, 2014 | EC | Review Governors State May Revise Budget |
| May 20, 2014 | CPC - 2nd Reading | Final Review of Tentative Budget: All components - 2nd reading |
| May 26, 2014 | EC | Review of Tentative Budget: All components |
| June 9, 2014 | EC | Final Review of Tentative Budget: All components |
| June 9, 2014 | Fiscal | Final Review of Tentative Budget: All components |
| June 26, 2014 | Board of Trustees | Public hearing/Approval of Tentative Budget |
| July 7, 2014 | EC | Review of Adopted Budget - 1st draft |
| July 7, 2014 | Fiscal | Review of Adopted Budget - 1st draft |
| July 28, 2014 | EC | Review of Adopted Budget - 2nd draft |
| August 4, 2014 | Fiscal | Review of Adopted Budget - 2nd draft |
| August 11, 2014 | EC | Review Governors State Final Budget |
| August 18, 2014 | EC | Final Review of Adopted Budget - Final draft |
| August 21, 2014 | Board of Trustees | Planned - Public hearing/Approval of Adopted Budget |
| September 8, 2014 | Fiscal | Final Review of Adopted Budget - Final draft |
| September 9, 2014 | CPC - 2nd Reading | Final Review of Adopted Budget - 2nd reading |
| September 11, 2014 | Study Session | Last chance for Public hearing/Approval of Adopted Budget if 8/21/14 Board meeting is not attainable |
| November 11, 2014 | VP of Business Services | Budget Forum |
| August TBD, 2014 | CPC - 1st Reading | Review of Adopted Budget - 1st reading |