

**Santa Barbara City College
College Planning Council
Tuesday, August 25, 2009
1:00 pm – 2:30 pm
A218C
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, S. Ehrlich, J. Friedlander, M. Guillen, K. Molloy, K. Monda, D. Nevins, J. Sullivan

ABSENT: P. Bishop, T. Garey, C. Ramirez

GUESTS: P. Butler, E. Frankel for T. Garey, L. Griffin, A. Scharper, G. Smith, M. Spaventa, J. Walker,

Call to Order

Superintendent/President Dr. Serban welcomed everyone to the first CPC meeting of the academic year and called the meeting to order.

1. Approval of the minutes of the June 17, 2009 meeting (attached)

M/S/C [Guillen/Nevins] to approve the minutes of the June 17, 2009 CPC Meeting. Everyone in favor. Kim Monda abstained.

Information Items

2. Accreditation team members (attachment) and accreditation related updates

Superintendent/President Serban announced that the Accreditation pre-visit will occur on September 4th when the Chair of the team, Dr. John Nixon, will come with the team assistant to go over logistics and what has happened since the Self-Study was written.

The Self-Study – The publication will be available next week, the initial ones were mailed to the members of the Self-Study Team.

Serban answered questions about the accreditation related updates and Accreditation Team Members. Some of the questions asked will be brought up to Dr. Nixon when he is here in September. There will be a total of 10 Team members plus the Team Assistant. Photographs of Accreditation Team Members and an Accreditation brochure will be sent campus-wide, so that everyone recognizes who they are.

Academic Senate President Alarcon asked about the time of year the call for proposing members to the Accreditation Teams comes up. It comes in October/November every year. This year, Superintendent/President Serban wants to send the call campus-wide and encourage people to volunteer. In preparation for the next accreditation visit 6 years from now, it is good to have more college employees with experience in serving in accreditation teams themselves. The accreditation visits occur in October and in March every year. In every cycle there are about 15 to 20 visits occurring.

CSEA President Auchincloss asked if staff members were ever a part of the Accreditation Teams. Superintendent/President Serban said that ACCJC has a hard time getting classified staff to serve because of the time factor involved. Auchincloss asked if the administration would support staff joining a team. Superintendent/President Serban would support them in conjunction with their manager because it is very important and an invaluable experience. The details for each person would have to be looked at when the time comes. Our preparation for the visit would be much enhanced if more people would have served in accreditation teams in the last few years, especially since things have changed so dramatically since 2002.

3. Overview of SBCC construction projects that SBCC received State funding for from 1996 to present prepared by Walt Reno - (attachment)

Superintendent/President Serban explained that Walt Reno is the Facilities Specialist from the State Chancellor's Office assigned to our college and has been for the last 20 years. She stated that this is an important document to read because it is the perspective of the Chancellor's Office. This is especially important in terms of the SoMA project (p3 of document). The last two pages relate to the renovations to the Administration Building and the Schott Center which are our most recent projects that are now at the Dept of Finance to be considered for the 2010 – 11 capital outlay budget. If approved, and they make it into the budget, there is still no money. The State has to pass a bond to get this funding. In any case, what this would mean for us is that we would get money for the preliminary plans and for the working drawings for both projects which would allow us to start the design.

Serban further explained the background of the recommendations made by the Chancellor's office for the Schott Center, and what they think in terms of local funding. When we submitted these projects, we did not mention contributions from local funds. In order to achieve the full construction; we need to contribute locally because the cost of construction is higher than what is allowable from the State.

Serban pointed to the example on page four of how they calculated the state allocation for SoMA. There is a certain allocation per square foot and it is per type of space. The values get readjusted for an inflationary point. Important to look at and understand the project because if we reapply later, they will apply this formula.

4. Fall Enrollment Update Credit and Non- credit – Jack Friedlander, Ofelia Arellano

Superintendent/President Serban spoke about the television news coverage of the first day of school and was pleased with the positive coverage.

Executive VP Friedlander reported on the most recent enrollment information. In the overall enrollment on the credit side we are up by over 6%. When all is said and done we might be up 3.5 – 4% because we are not adding sections like we used to and we might be dropping a few more sections than we had in the past. Last Fall, we ended up with 19,544 students and this Fall we will most likely have over 20,000 students, Another way of looking at enrollments in terms of how we get paid is based on units. Looking at CA residents, as of this morning, the students were enrolled in 7% more units than last year and that is because we have close to 10% more full time students, taking 12 or more units, than we did this time last year, which is a huge increase and we are up in non-California resident students in terms of units about 3.7%. We have about 160 International Students right now who are looking to add classes. We have a target for increasing international students for this Fall and Spring which the Director of International Students is meeting.

Friedlander added that this year because of the State Budget situation, we are looking at how we can reduce our FTES closer to what the State is actually going to pay us. He and the Deans will be going over the sections that have been identified that will not be offered next Spring. Friedlander reported that there has been a big change in the types of courses that students are assessing into. He cited for example that in the past more international students would have assessed into ESL classes, now they are assessing into English Skills and English classes. These classes meet 4 – 5 hours a week. The problem is attempting to find enough classroom space. English Skills alone, in two years has increased by 20 sections of 5 hour classes which equals 100 hours of classroom space per week. Some English and Math classes are 4 hours/week in length, so for Spring they look at the priority list and match up the priority rooms and slots with what the students have to have as opposed to electives. Those are the adjustments we are going to have to make this year. One of the big pushes this year is to have more faculty offer more courses in hybrid fashion, so we can do classroom sharing going forward. We are just waiting for these new tools in Moodle to roll out; we don't want to

do too much at once. That is the big push for this for next year which will help us a lot. There was further discussion about classrooms.

VP Arellano reported for Continuing Ed regarding the challenges with the online registration. She looked at enrollments this morning; they are still very full although they did cancel about 13% of classes for fall. And as expected in terms of where the demands are, they are in the fine arts/crafts/jewelry etc. The other classes are slowly rising in terms of enrollment. Many CE students, about 47%, still wait to enroll the first day of class, so we will have a better idea of enrollments once school starts in September.

Superintendent/President Serban reported that the number of complaints regarding the Cont Ed online registration and the cancellation of sections has been significant. It is hard for Continuing Education students to absorb the concept of classes that are cancelled. It is the first time this has ever been done. The Community is very fond of their Continuing Ed classes. The number of complaints and how people are attached to those classes is tremendous.

5. Report from Academic Senate Retreat – Ignacio Alarcon

Academic President Alarcon reported on the success of the Academic Senate Retreat held at St. Mary's Retreat Center, all day on Wednesday, August 19th. Part of the morning a facilitator from The Fund for Santa Barbara held a session which resulted in a three page report for the Senate. The report addressed how the Academic Senate functions, how the Senate communicates to different groups on campus, and the Senate's relationship to CPC. Details of this were discussed and Superintendent/President Serban will meet with Academic Senate Members to discuss further. Academic Senate Member Kim Monda spoke of creating a Master Calendar in order for the Senate to have a clearer understanding of what to plan and when. Academic Senate President Alarcon spoke about the Senate's discussion about the SoMA situation and came to consensus that they cannot really go with Option #1 to continue with SoMA, much to our regret for the college. Also they are concerned about how the college will be able to tend to SoMA's needs in terms of student space even without the building.

6. Budget actions taken by other California community colleges (handout)

Superintendent/President Serban commented on this ever-changing list that she handed out. This list is useful in that it gives us a relative sense of where we are in terms of what other Community Colleges are experiencing. She reported that our college is in

much better shape because we did not have to implement some of the drastic measures implemented by other colleges. At other colleges, layoffs and furloughs are pretty widespread. Some colleges had cut as many as 20% of their sections. All colleges have done what we have, which is reduced costs in the areas of travel/conferences, and supplies. She reported that many colleges are concerned about the 50% law which says that 50% of our operational expenditures need to be on instructional related expenditures and there are definitions of what instructional expenditures means. There was further discussion regarding the details of the 50% law. Superintendent/President Serban reported that she feels, comparatively speaking, that we are in much better shape since we did not have to do any of these things at the level that some of the other colleges, such as having to borrow money. There was a Board of Governors Meeting with the Consultation Council and they reported information about additional deferrals in state payments from August to October.

Action Item

7. Decision on postponing construction of SoMA

M/S/C [Alarcon/Molloy] we do not go with Option #1 so that we will not continue with the SoMA building and we go back in line to apply for the building whenever possible. Everyone in favor.

Superintendent/President Serban reported that the final decision about postponing SoMA rests with the Board of Trustees. After they have voted, a top priority effort will be made to look at how we can improve the situation for the SoMA programs given what is possible in the buildings that we have. Further discussion took place about these details. CSEA President Auchincloss reported that the CSEA Consultation Group thought that it was important to fix and renovate what we have, even though they understand the importance of SoMA. Academic Senate Member Monda asked about the planning implications now that the college has to step back from SoMA. Superintendent/President Serban stated that there is a list of 70 deferred projects that are on a smaller scale that will continue and in essence there is a lot of planning and a lot of discussion that will take place regarding the SoMA programs and facilities. The top priority is the renovation of the Humanities Building. The issue now is what type of remodel for Humanities we can embark on given that we are not going to receive State money for this project. That is a discussion that needs to happen. We need to spend 85% of the first issue of the bond money by Nov 2011, within 3 years and it needs to be spent money, out the door. The first step is to put a user group together who will start the discussion about the design of the Humanities remodel and what we can afford and what is the minimum that needs to be done given what shape the Humanities Building is

in. She stressed that this needs to proceed as soon as possible. Academic Member Mondaa sked whether there would be any effort to consolidate the SoMA programs in our existing buildings now that they are not getting their own building. Both Superintendent/President Serban and Dean Smith stated that this is a discussion that needs to occur. Dean Smith said that there is a great desire to aggregate all SoMA Programs in one place and we have some specific ideas on how that might happen. VP Sullivan pointed out the urgency of these discussions taking place soon. A meeting has been scheduled for September 25. The swing space for those in Humanities will not be available until the Drama/Music is completed which will be December 2010 when the construction should be completed. More specific planning needs to take place. Our three year window for spending 85% of the bond money is November 2011. This means we need to start construction of Humanities in Spring of 2011 to be far enough into the process to have spent enough money and to have done enough work by November 2011. Meanwhile, we have some of the smaller projects from the deferred maintenance list also moving forward. Academic Senate Member Monda wanted to know what the planning process is for all of this. VP Sullivan answered saying that although this is a change to the already existing plan, it does not change the nature of what we established in terms of priorities.

Superintendent/President Serban said that there is a user group for each construction project. These are the people affected directly and they start the design phase. There were further questions clarifying how and when the user group will start this planning process. After the Board has made their decision about SoMA, the user groups for various projects – Humanities, Campus Center, etc - will be put together and start meeting.

Discussion Items

8. Information from the State Budget Workshop August 18, 2009 – Andreea Serban

Superintendent/President Serban reported from her two handouts. She stated that the reason this discussion is important is because we will have to make some very significant decisions about how categorical programs are going to function on this campus over the next 3 to 5 years. Leslie Griffin is working on an analysis and will report to us at the next CPC. This is not a short term situation. What these numbers are on this spreadsheet are from the State Chancellor's office and do not include any Federal stimulus money. This resembles the allocation that categorical programs will get in the long term. The reason it does not include any federal stimulus money is because the State is still calculating the split of federal money between the UC, CSU, K-12 and Community Colleges since it is divided based on a formula. Serban reported

from her other handout showing 12 programs that are eligible for the flexibility rule which means that money can be moved from one program to another program either within the 12 or other categorical programs that are outside the twelve. There were examples and further information about what these hand outs mean.

For the time being, the District is absorbing the costs because the State needs to spend more time to figure out how to handle this situation with categoricals.

She reported on the enormous cuts in advance apportionment to DSPS, EOPS, CARE and Matriculation: DSPS cut by 48%, EOPS cut by 40%, CARE by 40% and Matriculation credit by 51%. And in some cases the salaries and benefits for the current full time employees combined is actually more than the entire allocation that they would get from the State. No one knows for how long these levels of cuts for categoricals will continue because we don't know when the economy will recover. Serban reported that at the State Budget workshop, it was reported that 2010-11 is expected to be worse than 2009-10 because of the decline in property taxes and decline in income taxes (the unemployment rate being so high).

What this will mean is that if we commit as a college to a certain level of back-fill for categorical programs from our general fund reserves, we have to make some decisions first. First we need to decide what kind of minimum level of service will we want to have and secondly, if we back-fill from reserves, we need to know how long we can do that and what other things do we need money for. There were further questions and answers regarding State Requirements and Federal Requirements.

Executive VP Friedlander agreed. We do not want to dismantle the programs entirely, we want to know what we absolutely essentially have to maintain. When the money comes back, we are not starting from scratch. Several members of the Council asked about thinking in terms of three years rather than ten, looking at fiscal sustainability, how it is funded and the fact that we will be analyzing and discussing this in depth.

9. Budget for 2009-10 (attachment) – Joe Sullivan, Andreea Serban
 - a. Steps taken to reduce expenditures and raise new revenues – estimated impact on 2009-10 budget
 - b. Assessment of impact on college operations and programs
 - c. Planning for 2010-11
 - d. Ranking of resource requests identified in the 2008-09 program reviews
 - e. Program reviews for 2009-10 due Oct 15 – update the ones from last year as needed in terms of progress made towards objectives and resource needs

10. College priorities for 2009-10 (attachment)

Superintendent/President Serban went over this list of proposed college priorities for 2009 – 10 stating that the obvious priorities are the Budget and Accreditation but Emergency Preparedness was stressed. We need to meet the Federal Regulations and at the same time we need something that can work in a real situation. We have a workgroup in place, there are some steps that have been taken and now we need to put something in place at the operational level that is more real. Serban noted that only 3% of the students and 19% of the staff have signed up for the Emergency Notification Service - alertU. VP Sullivan said that when there is a disaster, it has been found that if there are too many names, the instant messaging system does not handle large volumes of concurrent communications. Academic Senate Member Frankel wants the committee to consider the emergency preparations for the West Campus. The current model does not seem to work well as there is no alternative electricity; it is short staffed, and no one to give direction.

Superintendent/President Serban said she is looking forward to receiving input from all groups over the next two CPC meetings about firming out what we want to focus on this year.

- a. Year 1 evaluation of college plan 2008-11 and district technology plan 2008-11 (handout) – VPs
- b. Objectives from the college plan 2008-11 and district technology plan 2008-11 on which to focus in 2009-10
- c. Planning agendas identified in the self study (attachment)

Superintendent/President Serban spoke about the necessity to accomplish all 25 items on the attached Planning Agenda Identified in the Self Study that we are now committed to. Some of these items overlap with objectives in the College Plan. In preparation for discussion at the next CPC meeting, it would be good to have an update on the status of College plan goals and objectives.

Jack Friedlander handed out a copy of the Progress Report on Achieving the Objectives in Goals 1 and 3 of the College Plan 2008 -11. He went through 7 areas in Goal 1 and one in Goal 3 and explained why and how they were On Target – (OT), Below Target (BT), Above Average (AA).

Superintendent/President Serban adjourned the meeting.

Next meeting: Tuesday, September 1, 3:00-4:30pm A218C