

Santa Barbara City College
College Planning Council
Tuesday, March 1, 2011
3:00 pm – 4:30 pm
A218C
Minutes

PRESENT:

A. Serban (Chair), Superintendent/President;	J. Friedlander, Executive VP Ed Programs;
I. Alarcon, President, Academic Senate;	T. Garey, Academic Senate Representative
O. Arellano, VP, Continuing Education;	M. Guillen, Classified Staff Representative;
L. Auchincloss, President, CSEA;	R. Limon, President Student Senate;
P. Bishop, VP Information Technology;	K. Monda, Academic Senate Representative,
S. Ehrlich, VP HR &LA	Chair Planning and Resources Committee;
R. Else, Sr. Dir. Inst. Assessment, Research and Planning	K. Neufeld, VP, Academic Senate Rep;
	J. Sullivan, VP Business Service

ABSENT:

D. Nevins, Academic Senate President-elect	C. Salazar, Classified Staff Representative
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GUESTS:

C. Alsheimer, Instructors' Association;	K. O'Connor, Interim Director, PE;
M. Blum, Board of Trustee Member	L. Stark, President, Instructors' Association;
M. Croninger, Board of Trustee Member;	L. Vasquez, Instructional Technology
J. E. Meyer, Biology Professor	Committee Chair

Superintendent/President Serban called the meeting to order.

1. Approval of the minutes of the December 7, 2010 CPC meeting (attachment 1)

M/S/C [Guillen/O'Connor] to approve minutes of the December 7, 2010. Sue Ehrlich abstained as she was not in attendance at that meeting. The rest of the members in favor.

Information Items/Announcements

2. Latest communications and articles related to the state budget (attachment 2)
Superintendent/President Serban wants to make sure that all members keep track of articles regarding the budget. She referred to the email from Chancellor Jack Scott and the article from the San Francisco Chronicle story on state subsidy for Community College Athletes classes.
3. Reduction in basic skills allocation for 2010-11 (attachment 3)
Superintendent/President Serban used the following news to highlight why reserves are important. Attachment three is the March revision of the 2010-11 Basic Skills Allocations by District from the 2010-11 first principal apportionment. On February 24, the allocation for the basic skills for 2010-11 was sent to all Districts and colleges. The College's allocation

has been reduced from \$225,983 to \$195,422. The good news is that the college has a carry-over from 2009-10 from the Basic Skills allocation that was not spent. So in 2009-10, the college did not spend \$121,812.

However, there were plans to spend the full \$225,983, plus the \$195,422. Every year, the College is required to submit to the Chancellor's Office a plan for spending the Basic Skills allocation and a decision was made when this first came into play in 2007-08 to split the Basic Skills allocation: 60% goes to credit, 40% goes to non-credit. The College submitted a spending plan that was supposed to spend the entire \$225,983 plus the carry-over of \$121,812.

Given that this notification came on February 24, 2011 for fiscal year 2010-11, Dr. Serban stated that she is in favor of back-filling the cut from reserves.

There are two full time positions in credit that are funded from the Basic Skills allocation: one is in the Writing center and the other one is in Gateway Center.

Dr. Serban stated that this fact raises the issue for next year, which will be part of the discussion when looking at the assumptions for next year. Dr. Serban said that she thought that we should not expect any more in Basic Skills Allocation than we get now and if we get \$195,422, we will be lucky.

Dr Serban thinks that part of the budget discussions need to include off-setting cuts in other categoricals: EOPS, DSPS and Matriculation. Dr. Serban would also like to discuss not creating new positions in the future that will rely on categorical funding. The two in credit were created from the beginning to allow the Basic Skills allocation.

Dr. Serban asked if there was interest in back-filling the cut from the Basic Skills allocation.

M/S/C [Friedlander/Alarcon] to back-fill to make up for the approximately \$30,000 shortfall from the money the College allocated in its Basic Skills plan that the College submitted to what its actual allocation is that we were notified on the last day of February for this year to the degree that it is needed. All in Favor.

Discussion: Questions were raised about using the Federal Stimulus money to back-fill the shortfall and Dr. Serban stated that money was used last year. Dr. Serban stated that the back-fill money will come out of the General Fund Reserve. There was further discussion about categorical and basic skills allocations.

Executive VP Friedlander stated that he thought it was premature at this point to make a motion for next year Basic Skills allocations, since the amount needed for back-filling may be a different amount.

Dr. Friedlander reported that the Federal Government is still making cuts to this year's budget and two programs that have relevance to the College budget are the Federal Perkins Grant Program and the Tech-Prep grants. The Tech-Prep funding will end and fold a portion of that program into the Perkins Funding, with that plan comes a substantial cut in the amount we will be receiving. President Obama proposed doing away with dual enrollment monies and that may happen this year.

The Dual Enrollment Coordinator, a full-time position, is funded by this money from Tech-Prep. This person in this position assists in operating the dual enrollment program and that program could not operate without him. Because of this reduction, the college would be looking at back-filling \$20,000 to keep this position. Executive VP Friedlander and Dean Pazich are researching this further to find out exactly how much we will be receiving and how much we will have to back-fill.

Dr. Friedlander stated that over the years the college has funded a number of lab support positions for career tech programs out of our Perkins knowing that at some point we would revert to the General Fund. We may have to back-fill these positions. There will be further clarification on this at the next meeting.

4. Joint meeting with the Santa Barbara City Council March 2, 4pm, Central Library, Faulkner Gallery, 40 E. Anapamu St. The agenda is posted at:
<http://sbcc.edu/boardoftrustees/specialmeetingsstudyssessionsagendasandminutes.php>

Dr. Serban reminded CPC members of the joint meeting of the SBCC Board of Trustees and the Santa Barbara City Council. The agenda is posted on the SBCC webpage.

Discussion Items

5. Budget development for 2011-12
 - a. Preliminary recommendations to and questions for the Board of Trustees from the Superintendent/President and Executive Committee – discussed with the Board of Trustees at the February 16 and February 23 study sessions (attachment 4)
 - b. Planning and Resources Committee discussion of document above (attachment 5)

Academic Senate Representative, Chair Planning & Resources Committee Monda stated that the College's administration and Board of Trustees want faculty feedback about the upcoming College Budget. Dr. Monda thanked them for that opportunity. Academic President Alarcon asked that the Planning & Resource Committee help with a Faculty Budget Forum where budget information can be presented and discussed. The P & R committee wrote up a document: The Initial Plans for the Faculty Budget Priorities Forum - Friday, March 11 from 1 – 3:30pm, which outlined the purpose of the forum, where to begin, and the information from the preliminary recommendations written up by EC and Dr. Serban.

Since the Forum's purpose is to garner feedback from the College faculty regarding the upcoming budget, P & R decided that they needed to begin by first figuring out a way to educate the faculty in order for them to start to understand all the information about the preliminary recommendations and to make some informed choices. They created a web site with all the necessary documents and an email will go out to all faculty with the links to these documents that are within this internal web page.

Dr. Monda stated that there are questions that Senate members are really grappling with, for example they want to understand the relationship between credit and non-credit as they look at budget cuts, and to understand what has been happening with

reductions in Adult Ed and a clear explanation of the funding. The P&R document also had a list of additional issues that needed to be discussed at the forum and requests of the senators to the faculty.

There was further discussion about recording the forum, about the importance of knowing what the College's priorities are, about what we are willing to do to preserve the things that are important and about ensuring a successful forum.

Dr. Monda invited a group to stay after the CPC Meeting to discuss further details about the forum.

Superintendent/President Serban summarized the college governance process regarding the development of the budget: the Academic Senate makes its recommendations to CPC, Classified Consultation Group makes its recommendations to CPC, Student Senate makes its recommendations to CPC, then CPC discusses and reaches consensus, then this information is included in information given to the Board Members and in the end the Board needs to make a decision. Dr. Serban stated that bottom line the College needs to have its own voice as to what the collective wisdom of the College is.

c. Budgeting for the 4000 and 5000 accounts

Superintendent/President Serban wants all governance groups to discuss the 4000 (supplies) accounts and 5000 (travel) accounts and how they are budgeted.

Dr. Serban stated that this discussion at the last study session regarding these accounts was about the way they are budgeted. One way of budgeting is if you don't spend it, you lose it and you get what you spent last year in the next budget. The other way of budgeting, which has worked well for the college for many years, is the concept to avoid the "use it or lose it" way. The money not spent was put back into general fund reserves and then the next year the departments were given their full budgeted amount.

Dr. Serban said that during the last three years, the managers have worked hard to cut back on their spending because of all the state budget cuts, so the resulting information about that department's budget does not represent the true needs of the department. Also, she pointed out that this is not a real saving, but a one year shift of the budget. In the end, whatever cut needs to be made, it needs to be implemented as a real expenditure cut. The college needs to keep building its reserves, especially now as unannounced issues come up at the last minute. The college now has money to be able to backfill areas that have unexpected budget gaps.

Dr. Serban stated that the current way of budgeting these 4000 and 5000 accounts is an important cultural and conceptual way to deal with the budget that we have used at this college for decades. She asked for a discussion and opinion from each group that is represented at the table about how we want to continue with 2011-12 and beyond.

Dr. Serban outlined 3 different ways of budgeting: 1) Continue with the way the College has done it; 2) Budget for what was spent and make a commitment to save some other way; 3) or a compromise in between. Budget exactly what was spent but add x% to be determined of a level that could be acceptable, for example what we spent in 2011 plus 15% or 20%.

There was further discussion about how the “the use it or lose it” budgeting would be a radical departure from the College’s practices; everyone agreed with Dr. Serban that it would affect everyone’s trust and morale. It is as much a cultural decision as it is a fiscal decision. The current system is working.

Superintendent/President Serban stated that she would like each group to discuss this item in their groups and bring their positions back to CPC no later than mid-April.

There was further discussion on Budget Principle 13 and the fact that restoring of funds depends on priorities, equality of needs of each department, and the need for a “cheat” sheet explaining all of these terms.

d. Budget projections – scenarios for 2011-12, 2012-13 and 2013-14 (handout)

Dr. Serban stressed that this handout is a *work in progress* and a beginning attempt to look three years out at various scenarios. These will be discussed in detail at the March 22nd CPC meeting.

VP Sullivan went through the handout explaining what was adjusted for the three different Scenarios, the transfers out plus other income and outgo for both revenue and expenses. All these factors were included resulting in different ending balances.

VP Sullivan pointed out the bottom line from the 2010-11 Projection for Revenue and Adjusted Budget with the different Scenarios and Assumptions.

e. Ranking of program review resource requests

6. Scheduling of additional budgeting and planning sessions (handout)

a. Dr. Serban passed around a list of the upcoming budgeting and planning sessions:

- i. Friday, March 18, 9am – 12pm for Budget discussions
- ii. Friday, March 25, 9am – 12pm for College Planning prep and discussion
- iii. Friday, April 8, 9am – 11am for College Planning prep and discussion
- iv. Thursday, April 7, 2:30pm – 4:30pm in A211 - Environmental Scanning preparation for the budget discussion with local business, government and education leaders would make presentations to inform our planning development for our College plan. The entire campus is invited to this event. Dr. Serban said that we will see who is available to speak on that date, then we will try to find another date.

Action Item

7. Allocation of increased amount for LRC remodel – original estimate was \$300,000. Current revised estimate: \$692,000 with alternates of \$151,000 total = \$843,000

Next CPC meetings:

Tuesday, March 22, 2011, 3:00-4:30pm, A218C, Tuesday, April 5, 2011, 3:00-4:30pm, A218C; Tuesday, April 19, 2011, 3:00-4:30pm, A218C; Tuesday, May 3, 2011, 3:00-4:30pm, A218C; Tuesday, May 17, 2011, 3:00-4:30pm, A218C