

Santa Barbara City College
College Planning Council
Tuesday, November 18, 2008
3:00 pm – 4:30 pm
A218C
Minutes

PRESENT: A. Serban (Chair), I. Alarcon, L. Auchincloss, P. Bishop, S. Broderick, D. Cooper, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, K. Molloy, B. Partee, C. Ramirez, J. Sullivan

GUESTS: A. Scharper, L. Stark, L. Vasquez

ABSENT: C. Avendano, Associated Study Body President, S. Knotts, Student Trustee

Call to Order

Superintendent/President Dr. Serban called the meeting to order.

1. Approval of the minutes of the November 4, 2008 CPC meeting

M/S/C [I Alarcon/P Bishop] to approve the minutes of the November 4, 2008 CPC meeting. Kathy Molloy abstained because she did not attend the last meeting.

Information Items

2. Update on Drama/Music remodel – Joe Sullivan, Tom Garey
 - a. Superintendent/President Serban provided a summary of the major milestones and status of tasks related to the Music Drama Modernization.
 - i. Faculty Member Tom Garey reported on the logistics of the Music and Drama departments moving out of the building. The moving will start on December 17th and run for 30 days including during the holiday break. In order to reduce the cost of moving, they have started moving some of their equipment and stage materials prior to the movers coming. Garey reported that the AV and IT components are being finalized, plus the anticipation of what may be needed in the future. He reported that any price overages had been taken into consideration and there has been contingency planning.
 - ii. VP Sullivan stressed that absolutely no general fund money will be used for the Drama Music Project.

- iii. Drama/Music will be in temporaries starting in Spring 2009 through May 2010.
 - iv. VP Sullivan reported on the remainder of the Drama/Music Progress Report. Several items are completed while due to some changes other items have been delayed up to 4 to 5 weeks. After the approvals from the DSA (Department of State Architects) of the Seismic and Soil Reports, they are then sent to the Chancellor's Office for approval. Because this is such a complex project, it can take a couple of weeks. The aim is to obtain approval to go to bid by Dec. 23rd, to start construction by February '09, to finish the Drama Music building by May 2010, and then to move back into the renovated building by the Summer of 2010. Further details regarding moving and storage were discussed. In December 09, the construction of SoMA will start. There was further discussion regarding the complex situation with swing space during time of construction of both the Drama/Music Building and SoMA. This situation points to how important it will be to have the Drama/Music Building finish on time, in order to vacate a lot of swing space that will be needed.
3. Update on selling of bonds – Superintendent/President Serban reported that the selling of the bonds is going really well and are actually over-booked. The interest rate is really good, saving the tax payer about \$1.5 million dollars. After a discussion of the interest rates, VP Sullivan stated that on December 11th, the college will receive a check for \$47 million dollars.

Discussion Items

4. Approach to expenditure reductions and revenue generation for Spring 2009 and preparation for 2009-10.
 - a. VP Sullivan reported from his handout which included the 08-09 Adopted budget, the Budget Adjustment and two scenarios of the 08-09 Revised Budget (Nov 11, 08). The Budget Adjustment column is the difference between our adopted budget and the revised budget Nov 11 (it is a projection based on the current revenue situation and some internal adjustments. These budgets are based on the Nov 6 Governor's proposal, not the legislative analyst's office response. The very right column shows the worst case scenario. The Budget Adjustment shows COLA @ 0% and Growth at 2.49% that was originally in the proposal. There is the 5% reduction in apportionment stated in the Nov 6 Governor's proposal. The last column is no growth and the 5% reduction. We have a two million deficit. The column to the right – what would it look like without growth is that it

increases the deficit to 3.6 million, and reduces ending balances. We do not know where the budget will end up, hopefully somewhere in the middle of these two scenarios.

- b. Superintendent/President Serban said that we have already assumed the cost savings submitted by VPs for Spring 2009, including a reduction of \$300,000 for credit instruction and \$300,000 in continuing education instruction, thus they need to materialize.
 - i. She spoke about a syndrome that has happened this year to date, which is that some departments have kept spending even though the difficult budget situation has been talked about repeatedly and the request to slow down spending has been also repeated many times. She reported that she has looked budget by budget and not only have some departments spent significantly, but they have spent their budget for the entire year already for some of the categories such as hourly classified. They took the numbers in the Simpler System Report as if it is real, even though we said over and over that this is not a real number.
 - ii. She stated that we need to affect reductions of \$2 million in this fiscal year. This includes \$200,000 for travel, \$300,000 for hourly instructors for credit and \$300,000 for Continuing Ed that is going to be physically removed from the respective departmental budgets by the beginning of January.
 - iii. Classified Hourly: from General Unrestricted Fund: this year we had budgeted \$2.2 million for the year in Classified hourly and we have already spent about \$700,000, not including the November payroll which leaves \$1.4 million available. Acknowledging that some areas still need hourlies for critical work we need to affect at least 70% cut of the 1.4 million which is going to be decided by each unit of the VP area down. The cut is to occur because there is not much else to cut. Regarding student workers: we had budgeted for this year \$1.2 million and we have already spent \$500,000, not including the November payrolls, leaving about \$650,000. We are not cutting student workers in Security and Student Services so 70% needs to be cut. This doesn't take us to \$2 million that needs to be cut this year.
 - iv. We are also looking at how we can increase some revenues that are unrestricted. Some ways to increase revenues are to increase the fees that we charge for the utilization of our facilities which are really low. After

some analysis of the fees for the fee based Continuing Ed class, we may need to increase fees for classes that are not paying for themselves. Basically with Continuing Education, we have subsidized from the General Fund of the entire college quite a bit of Continuing Education. We cannot afford to do that anymore. There has been an attempt to negotiate the charge for using our buildings with the Santa Barbara School District. This is still in the works. There are some tax rebates for products bought out of state available; however this will take months to work out. After some research into restrictions, departments with Auxiliary Accounts can use some of that money for the next year or two to backfill some expenses. In normal times, we have never done that and we have never asked the departments with Auxiliary Accts to do this, but given the situation we need to.

- v. When departments reduce hours of service as a result of these reductions, it needs to be announced campus wide and it needs to be understood why they did it. Clearly there will be reductions, there will be fewer hours in certain areas or there will be fewer one on one counseling appointments and there might be more group counseling. There needs to be a campus wide announcement. So everyone will understand what is happening.
 - vi. The record of the cuts made will be listed in two places: one as a journal entry in Banner and in a spreadsheet. CSEA President would like to have a record of all the changes. VP Ehrlich reiterated that it is good to have a record of the cuts and where they are coming from. At the same time, she said, as we emerge from the budget crisis, we will have a different form of planning in place that should really inform us as to how we can deal with the former cuts. The Budget Principles address this.
 - vii. Carlos Ramirez asked about the possibility of cutting some programs. Superintendent/President Serban said that cutting programs is something she does not want to do because it creates a long term negative impact from which it is very difficult to recover.
5. Proposed approach to dealing with Board policies – Superintendent/President Serban proposed that we have a new committee that will be dealing with Board Policies and Administrative Procedures.

- a. This new committee would serve as a mechanism, that will be sustainable over time, dealing with current board policies and procedures and changes plus new board policies and procedures, as needed.
 - b. Since most policies require a consultation process, the group will consist of the same constituencies that are represented in CPC: Academic Senate, Classified Staff, Faculty and Students. Superintendent/President Serban suggested that since VP Ehrlich is knowledgeable in the Policies and Procedures area, that she be the chair of this group.
 - c. This committee is to be in charge of scheduling the regular review and update of existing policies and procedures and development of new ones, as needed, which they will ensure will be in the correct format, will be going to the different constituencies of the college, to CPC, then to the Board Study Session, then to the Board for approval. Each policy should be reviewed by the Board at regular intervals, even if nothing has changed. Given that we have policies that have not been reviewed in 10 to 15 years, she expects that it will take several years for us to go through the first pass and meanwhile things do change with the ones we have reviewed. There has to be an ongoing effort. This committee should start operating in February 2009.
 - d. Policies and procedures. Only policies go to the Board for approval. The Committee will deal with the procedures as well. Will ensure that there is an established consultative group that looks at procedures which are separate from policies. Board policies are fairly broad level and the procedures are about implementation of policies. We want to separate the policies from the procedures.
 - e. We are working towards making sure all the policies are in a consistent format using the CCLC template and in one location on our web page
 - f. The committee will report to Superintendent/President Serban. The Board Policies will come to the President then to the Board Study Session if need be, then to the Board Meeting for approval. The Procedures will come to the President but not to the Board for approval.
6. Continued discussion on evaluation of governance structure and decision making processes – This was not discussed.

Superintendent/President Serban adjourned the meeting.

Next meeting Tuesday, December 2, 2008 3-4:30pm A218C

Draft

BP 4710 PROGRAM REVIEW

Santa Barbara City College requires systematic review of all instructional, faculty-led student services, and operational programs and units for the purpose of evaluating and improving effectiveness and integration with the institution's planning and budgeting processes. The Board charges the Superintendent/President with developing the procedures for conducting instructional, faculty-led student services, and operational unit program reviews to ensure institutional effectiveness.

BP 2510 PARTICIPATION IN LOCAL DECISION MAKING

Draft

**Reference: Education Code Section 70902(b)(7);
Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students);
Accreditation Standard IV.A**

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board's action and administrative procedures for Superintendent/President's action under which the District is governed and administered.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

Each of the following shall participate as required by law in the decision-making processes of the district:

Academic Senate(s) (Title 5, Sections 53200-53206)

The Board or its designee(s) will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff, Management and Supervisors, Confidential Employees (Title 5, Section 51023.5)

Staff, managers and supervisors, and confidential employees shall be provided with opportunities to participate effectively in the formulation and development of district policies and procedures that have a significant effect on them. The opinions and recommendations of the California School Employees Association and its Chapter 289, the management/supervisory group, and confidential employees will be given every reasonable consideration.

Non-Credit Instructors

Non-credit instructors shall be provided with opportunities to participate effectively in the formulation and development of district policies and procedures that have a significant effect on non-credit instructors. The opinions and recommendations of the Continuing Education Instructors Association will be given every reasonable consideration.

Students (Title 5, Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

BP 2410 POLICY AND ADMINISTRATIVE PROCEDURE

Draft

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are meant to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting or Board Committee or Study Session of the Board prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Unless otherwise directed, administrative procedures may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall provide each member of the Board with any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Policies and administrative procedures shall be electronically available to District employees through the District website as maintained by the President's Office.

District Technology Plan Draft 2008-2011

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Goal 4. Establish college-wide accountability systems that are based on quantitative and qualitative data and linked to planning and budgeting.	3
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Goals and Objectives

District Technology Plan Draft 2008-2011

“Technology supporting student success”

STUDENT LEARNING, ACHIEVEMENT, AND DEVELOPMENT

The effective use of technology, including a universally designed environment, will help enable the institution to achieve the ambitious goals and objectives in the College Plan: 2008-2011 for increasing student access, learning and success. This will require the college to identify best practices in using technology as well as to provide the resources, training and processes needed for increasing student access, learning and success.

Goal 1. Deploy technology that supports increased student success through innovative instruction and student support programs that address the needs of a diverse college population.

Objective 1.1 -Increase by 5% the number of sections per year will be utilizing media enhanced technology

Objective 1.2 - Implement the computer literacy requirement for matriculating students as recommended by the curriculum committee, including simulation and testing software for assessment.

Objective 1.3 -Establish guidelines which will enable campus technology procurement to meet state and federal compliance with ADA and Section 508, to be completed by Fall 2009.

Objective 1.4 -Improve accessible learning environments with training and support for students, including those students with disabilities.

Objective 1.5 - Complete Wifi coverage to all public campus areas.

Objective 1.6 - Equip 9 new classrooms and upgrade 24 existing classrooms with the new standard multimedia equipment.

OUTREACH, ACCESS, AND RESPONSIVENESS TO THE COMMUNITY

Technology systems and services are needed in order to provide students with equitable and timely access to all support services regardless of their location or mode of instruction; to increase student involvement and self-reliance in planning, decision making, goal setting and evaluation of their educational progress; and to save students time in navigating the college’s administrative and information systems.

Goals and Objectives

District Technology Plan Draft 2008-2011

Goal 2. Provide technology to support increased access to education for all segments of the community that can benefit from the college's programs and services.

Objective 2.1 – Establish a baseline for faculty use of reduced cost electronic or open source textbooks by Fall 2009 and set a growth goal to be achieved by Spring 2011.

Objective 2.2 – Increase the use of the Campus Card debit feature by 20%.

Objective 2.3 – Develop online tools for English and Math assessment testing preparation.

Objective 2.4 – Establish and implement the Distance Education plan to increase the number of online courses that support certificates and degrees by June 2009.

Objective 2.5 – Establish a baseline and increase by 25% the number of college forms online in a work flow environment.

Objective 2.6 – Provide online support services equivalent to those available on campus.

Objective 2.7 – Provide unified College support for a common LMS that will be integrated with the Banner student system and third-party communication tools.

FACULTY, STAFF, AND ADMINISTRATORS

SBCC faculty and staff receive technology training in support of new and existing technologies. A professional development program will assist staff in mastering software. Faculty training also includes effective use of the student portal and a course management system for the delivery of online and web-enhanced courses. Sufficient time for technology training should be scheduled on a regular basis for all.

Goal 3. Strengthen programs for students of the College by utilizing best practices for recruitment, workplace satisfaction and professional development of faculty, staff, and administrators.

Objective 3.1 – Refine and improve remote access practices which include video, voice and data connectivity that mirror services available on campus.

Objective 3.2 – Assess and improve technology training opportunities to enable faculty, staff and administrators adapt to the changing technology available on campus.

GOVERNANCE, DECISION SUPPORT, AND FISCAL MANAGEMENT

The college is provided with responsive and secure systems to access administrative information that facilitates informed decisions. Effective organizational structures assure quality support services and provide direction for decision support systems across the college.

Goals and Objectives

District Technology Plan Draft 2008-2011

Goal 4. Ensure that the College has effective shared governance and decision-making structures and processes.

Objective 4.1 – By Fall 2009 develop a tracking mechanism to support enrollment management and institutional effectiveness research.

Objective 4.2 – Complete the implementation of Banner and integration of associated third party software applications and refine business processes in the context of this implementation.

Objective 4.3 – By June 2011, 75% of adult education students will enroll online.

Goal 5. Establish College-wide accountability systems that are based on quantitative and qualitative data and linked to planning and budgeting.

Objective 5.1 – By Fall of 2009, establish budget allocations for technology based on Instructional, Student Services, and Operational Program Reviews.

FACILITIES, CAPITAL PROJECTS, AND MAINTENANCE

Information technology needs to be effectively and efficiently planned, managed, and should reflect the complexity of the information technology environment of the college and the need for increased participation by and communication with a wide array of college constituents.

Goal 6. Create an optimal physical and technological environment that ensures the best service to students and the local community.

Objective 6.1 – Reduce the power consumption of technology equipment by 10%

Objective 6.2 – By 2011, provide a network infrastructure capable of meeting the increasing demands for bandwidth and enhanced services for delivery of voice, video, data and other emerging technologies.

Objective 6.3 – Implement a Disaster Recovery & Business Continuity (DR/BC) Plan