

**Santa Barbara City College
College Planning Council
Tuesday, December 1, 2009
3:00 pm – 4:00 pm
A218C
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, L. Auchincloss, P. Bishop, S. Ehrlich, R. Else, J. Friedlander, T. Garey, A. Garfinkel, M. Guillen, K. Molloy, K. Monda, D. Nevins, C. Salazar, J. Sullivan

ABSENT: O. Arellano, D. Nevins, N. Ridgell

GUESTS: K. McLellan, K. O'Connor, B. Partee, H. Reed, A. Scharper, J. Shapiro, M. Spaventa, L. Stark, M. Wright

Call to Order

1. Superintendent/President Serban called the meeting to order. Serban stated that due to the Thanksgiving Holiday the minutes from the Nov 24 meeting are not ready. They will be brought to the next meeting for approval.
2. Superintendent/President Serban formally welcomed Robert Else, the new Senior Director of Institutional Assessment, Research and Planning. He is a non-voting member of CPC and a resource for CPC.

Information Items

1. Williams-Corbett Foundation Funded a Grant for \$22,500 for the Partnership for Student Success/Gateway Program; Verizon Gave Another Grant for MESA for \$12,000.
 - a. Superintendent/President Serban stated that these two grants will make a difference in many students' lives.
 - i. The money from the Williams-Corbett Foundation will help Partnership for Student Success/Gateway Program. The funds need to be spent by this time next year.
 - ii. Verizon has given money for the MESA Program three years in a row. Superintendent/President Serban reminded CPC Members that the Mesa Coordinator position has been back-filled by General Fund money and Foundation money in the past. The Foundation for Santa Barbara City College has raised \$130,000 for MESA for 2009 – 10 and 2010 – 11. Serban reported further on the details of the funding of MESA. Because of the money raised by the Foundation, this year the position is fully

funded. In 2010-11, the coordinator position needs about \$10,000 from the general fund and Serban stated that given the efforts made through fundraising and the importance of the MESA program, we need to fund the remaining amount for 2010-11 from the general fund. The Foundation may raise the additional \$10,000 needed.

- iii. Serban stated that the decision to make a financial commitment to the MESA program coordinator position needs to be made by the end of January. At this time, it is on the table for CPC members to think about as there are many competing needs. Serban enumerated the reasons it is important to fund this position: 1. There is evidence of growth and success of this program which will be reported at the next CPC meeting, Dec 15th. 2. It is difficult to qualify for MESA money from the State, many colleges are still on the waiting list to become a MESA school. It took the college quite some time to qualify. 3. Local business have committed large sums of money to the Foundation for MESA, and for the college not to support this program would send a very bad message to the community. 4. The fact that the Foundation raised \$130,000 for MESA alone for 2009-10 and 2010-11 shows a significant effort and achievement, especially when at this time, fundraising is so difficult.
- iv. There was further discussion about the details of the \$10,000 that would cover the deficit for 2010 – 11 and the fact that it is now a national priority to increase the number of students who get degrees in Mathematics, Engineering and Science with an emphasis on underrepresented populations who usually pursue degrees in these fields.

2. Distance Education Workgroup (attachments).

- a. Superintendent/President Serban stated that she attached information about the Distance Education Workgroup to inform CPC members. The deliverables of this group will be discussed at CPC.
- b. Executive Vice President Friedlander spoke about how critically important distance education is at this point in time, how it accounts for 10% of the college's FTES and how in SBCC's College Plan it is stated that the college wants to go from a 6 to 12 totally online degree certificates. Friedlander spoke of the lessons learned from the HIT/CIM Program which is totally online.
- c. There was further discussion about Hybrid Classes, what percentage of total online classes is the college aiming for, the current demand for online classes in the private sector, the number of colleges and high schools with graduation requirements to take at least one online course because it has proven to be the kind of skill beneficial to student success.

3. Accreditation Visiting Team Evaluation Report Now Posted on College Web Site:
http://www.sbcc.edu/accreditation/files/Accreditation_Visit_Evaluation_Report_Nov2009.pdf
 - a. Superintendent/President Serban asked that the CPC members read the Accreditation Visiting Team Evaluation Report. The report and recommendations will be discussed during the spring semester. Serban stated that the official letter from ACJC regarding the college's accreditation should be received by the end of January.

Discussion Items

4. Considerations for Budget Development for 2010-11
 - a. Minimum Level of General Fund Reserves – Superintendent/President Serban stated that February 2010 will be the time when the definite commitments for building the 10 – 11 budgets need to be made. The General Fund Reserves at the end of 2008 – 09 were discussed and what was included and not included in that amount. Other questions were answered relating to the status of the Worker's Compensation Fund, the JPA (Joint Powers Authority), the fact that we are no longer self insured, the GASB (Government Accounting Standards Board) 45 obligation, further information on Fund 41 cost centers, endowments and other areas of the college accounts and budgeting. There were questions, answers and discussions regarding the consequences of the \$20 billion State deficit and what it means in terms of deferred payments to the college, and the fact that, fortunately, due to prudent fiscal management, our college did not have to borrow money and pay the high interest rates.
 - b. Minimum Level of Transfers into the Equipment and Construction Funds.
 - i. Superintendent/President Serban reminded the members that in 2008 – 09, \$500,000 was transferred into the Equipment Fund and in 2009 – 10 nothing was transferred in to the Equipment Fund. In normal years, we transferred at least \$1.5 million per year into the Equipment Fund. Serban stated that due to budget constraints, computers have not been replaced on a three or four cycle, as we used to, but rather on a 5-year cycle and that it is imperative that the college not go beyond the 5-year cycle for a variety of reasons. The reasons are: 1) up-to-date equipment including software is important for student success, 2) maintenance becomes expensive and 3) it would really take us backward significantly compared to the progress that we have made with the college. VP Bishop gave a "ballpark" figure for the cost of replacing computers on a 5 year cycle and that amount, \$600,000, Superintendent/President Serban suggested must to be transferred into the Equipment Fund. Additionally, money for replacement of non-computer equipment needs to be transferred as well.

- ii. Superintendent/President Serban reported the amounts requested from the Program Review Equipment Technology and non-Technology spreadsheets: a total of \$2.5 million.
 - iii. Superintendent/President Serban reported that only \$600,000 for 2009 – 10 was transferred into the Construction Fund, down from \$2 million/year that was transferred in prior years. This is partially due to the fact that Measure V funds have been utilized for some of the deferred maintenance projects that otherwise, in prior years, the college would have had to save money to make them happen. Serban reported that the \$600,000 was the minimum required for ongoing maintenance (which cannot legally be paid for with bond money) such as: pipes breaking, ceiling leaks, etc. that happen too frequently because of our aging infrastructure.
 - iv. Serban stated that the minimum amount the college needs to transfer into the Equipment fund is \$600,000 as well as \$600,000 into the Construction Fund. Further questions and discussions continued regarding daily on-going maintenance issues, legal use of Measure V money, and routine and non-routine replacement requests. The next step is to get the compilation of information regarding the non-routine replacement requests for the next CPC Meeting to understand where we are with that part.
- c. Other Costs/Programs Funded from General Fund Reserves
- i. Superintendent/President Serban stated that we need to have further discussions about categorical program costs that need to be funded from the General Fund Reserves, as well as the Partnership for Student Success and the increasing costs for the PERS contribution from employer that will increase each year. For 2010-11 the additional cost for the college is \$100,000 compared to 2009-10, for 2011-12 the additional cost is \$300,000 compared to 2009-10 and by 2012-13, the additional cost will be \$500,000 compared to 2009-10. Serban stated that there are some other costs that are unknowns that we need to discuss and be prepared for.
 - ii. Since there is no stability of funding through the state, things can get worse at any moment, so it is important to maintain a level of reserve that gives us a safety net like the one that has helped us be as stable as we are fiscally now. Serban stated that the additional \$4 million saved at the end of 2008-09 were the result of taking measures and actions to make it happen and the college needs to continue to be vigilant about it.
 - iii. The 5% required contingency fund: \$4.8 million is not even ½ of what it takes to pay a month's worth of salaries, benefits and fixed costs, should the school be hit with a significant reduction or with significant delays in funding.

5. Continued Discussion of Funding for Categorical Programs 2010-11 and Beyond –
Andreea Serban, Jack Friedlander, Joe Sullivan
 - a. Administrative Relief for Categorical Programs through 2012-13 (attachment)
 - b. Core Services to be Maintained and Maintenance Levels

Upon motion by Academic Senate Member T. Garey, seconded by VP P. Bishop, the meeting was adjourned

Next meetings: Tuesday, December 15, 3:00-4:30pm, A218C
Tuesday, January 26, 3:00-4:30pm, A218C