

**Santa Barbara City College
College Planning Council
Tuesday, October 4, 2011
3:00 p.m. – 4:30 p.m.
A218C
Minutes**

PRESENT:

J. Friedlander, (Chair), Acting
Superintendent/President
I. Alarcón, Past-Pres, Academic Senate;
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres, CSEA;
P. Bishop, VP Information Technology;
S. Ehrlich, VP HR & LA
R. Else, Sr. Dir. Inst. Assessment, Research &
Planning;
J. Englert, ASB President;

M. Guillen, Classified Staff Rep;
K. Monda, Academic Senate Representative,
Chair Planning and Resources Committee;
K. Neufeld, VP, Academic Senate Rep;
D. Nevins, Academic Senate President;
K. O'Connor, Academic Senate
Representative;
C. Salazar, Classified Staff Representative
M. Spaventa, Executive VP Ed Programs;
J. Sullivan, VP Business Service

ABSENT:

GUESTS:

C. Alsheimer, Instructors' Association;
A. Scharper, Dean, Ed Programs;
K. Sophiea, Dir., Marketing & Publications

L. Stark, President/Treasurer, Instructors'
Association;
L. Vasquez, ITC, Committee Chair

Call to Order

Acting Superintendent/President Friedlander called the meeting to order.

Approval of Minutes

1. Approval of minutes of August 30, 2011, September 13, 2011 (Attached)

M/S/C [Nevins/Monda] to approve corrected minutes of the August 30, 2011 CPC Meeting. C. Salazar abstained.

M/S/C [Guillen/Nevins] to approve corrected minutes of the September 13, 2011 CPC Meeting.

Information Items

- a. Video created by Karen Sophiea, Director of Marketing and Public Relations and Barbara Dickson, Administrative Assistant, Marketing and Public Relations that featured students talking about their experiences at SBCC.

- b. Acting Superintendent/President Friedlander introduced the film by reporting that Ms. Sophia and Ms. Dickson created this film in 2 days in preparation for the Aspen Institute Site Visit.
 - c. The video consisted of clips of former SBCC students from diverse socio-economic backgrounds talking about what aspects of SBCC contributed to their success. All the former students spoke mainly about the small classes, the ratio of faculty to student and the dedication of the faculty who motivated and inspired them to hold to a higher standard and move forward in their education.
 - d. Dr. Friedlander stated that the video set the tone and for the Aspen Site Visit meetings because the Aspen members impression of the college was influenced by the reputation Santa Barbara has as a being a highly affluent community. Dr. Friedlander dispelled their notions by explaining to them that last year's census showed that 18% of Santa Barbara's adult population is below poverty level, 36% of the children are below the poverty level and the city has a vanishing middle class along with a wealthy population. This perception of Santa Barbara makes it a challenge to get grants. The video reinforced Dr. Friedlander's explanation of the college's student population.
2. Program Review resource requests, Non-routine and Facilities requests ranked as #1 will be funded. Budget numbers will be sent to VPs November 1, 2011.
 - a. Dr. Friedlander reported that now the Program Review resource requests are squared away, the accounting office will assign individual budget numbers for all the priority 1 items that were approved, and departments will receive the actual budget codes.
 3. Dates for Budget Forums (will be announced by the end of this week). Should we hold a budget forum at the Schott and/or Wake Center to review the college budget as it relates to CE and CE Task Force?
 - a. Dr. Friedlander stated that the dates of the three budget forums will be sent out campus wide this week.
 4. Recap of last week's Aspen site visit: From what I have been told, everyone did an excellent job in the interviews and the plan for scheduling the interviews and other activities that Aspen requested was well implemented.
 - a. Dr. Friedlander reported that the Aspen Institute Site Visit, that took place last Thursday and Friday, went exceptionally well by all reports. He acknowledged the hard work of the organizing team of Executive VP Spaventa, Director of Marketing and Public Relations Sophia, and Sr. Director of Inst. Assessment, Research & Planning Else. The Aspen Team gave a lot of complements on the details we paid attention to and how well organized we were. They mentioned that anytime the team members asked for data, which they did frequently, we were able to get it to them quickly, thanks to Robert Else
 - b. Dr. Friedlander reported that after Aspen Site Visit Team finishes visiting the 10th and last school at the end of this week, they then send their rating forms and observations to the Panel of 9 experts who make the final decision. We should find out if we are finalists or

one of the runners up between the dates of December 5 and 17th at a dinner hosted by Vice President Biden and his wife Dr. Jill Biden at the White House.

- c. Dr. Friedlander thanked everyone who participated in the interviews.
5. Classified staff members in each department and administrative unit need to be invited to take part in the development of this year's program review and resource requests.
 - a. Dr. Friedlander said this is a reminder that it is important to have Classified staff members engaged in this process.
6. SBCC had the largest turnout this year for the United Way's Day of Caring: Thanks to Paul Bishop and his team.
 - a. Dr. Friedlander thanked VP Bishop for the successful turnout at this year's United Way's Day of Caring. VP Bishop thanked the Sr. Director, International Programs Carolla Smith for organizing the 70 students who were part of the 134 individuals from SBCC participating in the Day of Caring this year.
7. HSI: STEM Grant-\$4 million over 5 year period. Marilyn Spaventa and Robert Else worked with Dr. Friedlander in developing and writing this grant with substantial input from STEM faculty, counselors and staff. (Att. 1)
 - a. Dr. Friedlander reported the good news to those who may not have heard it yet. He stated that we were fortunate to get this grant because just two days ago the House Appropriations Committee voted to eliminate new money going to fund HIS grants. This money will help the Express to Transfer Program get up and running.
8. Draft of Recommendations of the California Community Colleges Task Force on Student Success (Att. 2)
 - a. Dr. Friedlander stated that it is important that everyone read this draft of recommendations made by the CCC Task Force on Student Success chaired by Dr. Peter MacDougall, President Emeritus SBCC. The recommendations are far reaching and they range from moving us more toward a system where common policies and procedures will spread across all 112 Community Colleges.
 - b. Dr. Friedlander stated that during the next six weeks (9/30 to about 11/7) they will be convening meetings across the state in order to provide all the colleges input on this proposal. Community Colleges Task Force Members and Chancellor's Office Staff will be in attendance at these meetings. (Listing of events on Chancellor's Office website (<http://www.cccco.edu/studentsuccess>) and input will also be collected through this web site: <http://studentsuccess.ideascale.com> .
 - c. The proposal will then be revised, go to the Board of Governors' for approval at its January 2012 Board Meeting, then it goes to the legislature. (Legislation that was enacted last year asked for a task force to develop a plan to bring about significant improvements in success rates of our students.)
 - d. There was further discussion about details of the report and the format of the response.
 - e. Dr. Friedlander stated that we will have an informed discussion at the next CPC meeting. He came to the conclusion that the discussion will guide the representatives of each CPC's

constituencies through the consultation organizations and that would have a larger impact than an institutional-wide response. The response from each constituency will inform each representative when they take it to their state-wide meetings.

- f. Instead of having a conversation as opposed to reaching any particular conclusion it was stated that, take for example, the Academic Senate, can say they want to make some concrete recommendations to inform the Academic Senate President to take to the State-wide Academic Senate meetings.
 - g. In summary, Dr. Friedlander stated CPC is helping get clarity and informed the various discussions that the members will have with their consultation groups and the role he can play in this is to get the answers to the members' questions about the Task Force's recommendations.
 - h. There was further discussion regarding timelines for reading and discussing the contents of the draft.
 - i. Dr. Friedlander wants all the members to come back to the next CPC with questions for discussion. He wants the Student Senate to carefully look at this document. Academic Senate Representative Dr. Monda that she would want to assist the Student Senate with this project.
9. Highlights from my trip to Washington, DC for Aspen Institute White House sponsored Champions of Change session.
- a. Dr. Friedlander mentioned the highlights of his trip.
 - 1. Met the other Community College finalists and garnered ideas that the college could use. He will discuss these with various Executive Council members in the coming weeks.
 - 2. What the Aspen Institute/White House's intention in this next phase is to communicate what these top ten schools do to be the special and effective schools that they are and to share this information on a national level.
 - 3. The Aspen Institute is able to now hire a communication firm to translate what Community Colleges are doing into articles and press releases that are not written in "education-ese", that the public will read.
 - 4. The Aspen Institute's next project is to look at what leadership characteristics that Community College Leaders need to have to make the changes and create an environment that would lead to the kinds of outcomes that these top ten colleges have.
 - 5. In talking with a few of the schools Dr. Friedlander not only got some good ideas that he will share in future meetings with CPC members, but it was reinforcing that we are doing all the right things.
 - 6. The Obama Administration's big focus is on Jobs and the role the community colleges can play.
 - 7. The afternoon session was sponsored by the White House, the Champions of Change. The Champion of Change is a weekly initiative to highlight Americans who are making an impact in their communities to help our country rise to the many challenges of the 21st Century. This week was "How can we help Community Colleges prepare and train people for jobs". Melody Barnes, the Director of Domestic Policy Council for the Obama Administration and Dr. Brenda Dann-Messier, Ass't Secretary for the Office of

Vocational and Adult Education (OVAE) led the panel. It still can be seen:
<http://www.whitehouse.gov/photos-and-video/video/2011/09/21/champions-change-community-colleges>

8. There was further discussion about Dr. Friedlander's experience.
9. Dr. Friedlander will be going back in December to the White House with the Presidents of the top ten Community Colleges in the United States for a dinner hosted by VP Biden and Dr. Jill Biden to honor the finalist and runners up of the Aspen Institute's College Excellence Program Awards.

Additional Items

1. Review of CPC Priorities for 2011-12: Proposed timelines for completing these priorities will be distributed at the meeting.

Dr. Friedlander quickly went through this list with updates on each one.

- a. Complete College Plan: 2012 – 15 and update College Mission Statement

Dr. Friedlander will send out the last version of the College Plan timeline for members to review.

- b. Complete District Technology Plan: 2012 – 15

VP Bishop stated that the District Technology Group will be meeting this week to formulate the draft of the District Technology.

- c. Assessment of the attainment of the goals and objectives in the College Plan: 2008-11 and the District Technologies Plan: 2008 – 11.

Dr. Friedlander agreed to send the 2009-10 Institutional Effectiveness Report to CPC members.

- d. Complete Program Review Cycle for 2011-12.

We have the timeline for this which we will review.

- e. Conduct Student Engagement Learning and Satisfaction Survey in spring 2012.

Dr. Friedlander stated that we are scheduled this spring to do the student survey.

- f. Complete mid-term Accreditation Report (Due October 1, 2012)

In our Accreditation Self Study several recommendations were made and next October we need to send in our report of what our status of their recommendations are. We have been making progress on each one of those and I will bring a report back to CPC on what our status is.

- g. Review Preliminary Budget for 2012-13.

VP Sullivan is building a timeline for this.

- h. Complete the Educational Master Plan which informs the college's Long-Range Development Plan.

- i. Monitor the attainment of the budget reductions in the Adopted Budget for 2011-12 (Scenario 5).

This reports shows how well we are doing in budget reductions – Scenario 5.

- j. Review of the Institutional Effectiveness Report for 2011-12.

Dr. Friedlander said we will review the 2009-10 and 2011-12 at the same time.

- k. Fundraising Priorities for 2012-13.

This gives the Foundation a guide moving forward.

- I. Plan to meet budget reduction targets for 2011-12, 2013-14 & 2014-15 of College priorities in light of budget reductions.

Budget Items

1. Review of college budget for this year and the amount that needs to be reduced in 2012-13 and in 2014 (Att. 3)
 - a. VP Sullivan projected the Comparison of 2010-11 Unaudited Actual to 2011-12 Adopted Budget on the screen, reviewed it point by point and the members discussed it.
2. Feedback on proposed approach for identifying budget reductions for operational (non-course items) areas.

Dr. Friedlander speaking on next steps stated that our challenge is that we have to cut in 2012-13, 2013 -14 over \$4M from our budget above what we are cutting out this year.

 - a. Each department/unit needs to identify items that would need to be cut from their budgets in next two years to achieve the college-wide target of 8.7% (\$4,083,788)
 - b. Consequences of reducing or eliminating each item/service/function that would need to be cut to achieve the 8.7% target
 - c. Proposed scale to rank each item/service/function that would need to be reduced to meet 8.7% target:
 - d. **Critical** to operating the college. Dr. Friedlander explained that this means the college cannot operate.
 - e. **Essential** but would not prevent the college to function.
 - f. **Important but could be reduced or eliminated although there would be consequences for doing so.**
- f. Status of Faculty work group on prioritizing course offerings.

Other Items

1. CPC Meeting dates.
 - a. Need to schedule additional meeting(s) to complete CPC priorities on schedule.
 - b. After much discussion it was decided that CPC would meet next Tuesday, October 11 from 2:30pm – 5pm. P&R Members are invited.

Official College Mailing Lists

1. All campus (everyone that works at the college, including CE adjunct instructors)
2. All faculty plus managers
3. Credit full-time (contract, probationary, TCs) faculty, plus managers and president of the IA
4. CE faculty plus full-time credit faculty on the IA Board
5. Managers
6. Classified staff (the Classified Consultation Group will main its own list)
7. Only members of list can post messages

8. Groupwise mailing lists will be discontinued on November 1, 2011. Plan target date to move from Groupwise to G-mail: Start of Fall 2012 semester. CSEA Consultation Chair brought up the fact this this needs to be discussed further.

**Next CPC Meetings: Tuesday, October 11 at 2:30pm in A218 C,
Tuesday, October 18 at 3 pm in A218C**