

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

January 28, 2003

3:00 – 4:30 PM

Room A218C

MINUTES

PRESENT: J. Friedlander, B. Fahnestock, S. Ehrlich, B. Hamre, K. McLellan, L. Rose, T. Garey, G. Carroll, P. Haslund, E. Frankel, A. Serban, L. Auchincloss

EXCUSED ABSENCE: L. Fairly, J. Jackson

GUESTS: C. Purdie [for Fairly], L. Griffin

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

- 1.1 Approval of the minutes of the December 17, 2002, CPC meeting and the January 21, 2003 meeting.

M/S/C [Auchincloss/Frankel] to approve the minutes of the December 17th meeting with grammatical corrections.

Several members of the council stated that they needed additional time to review the minutes of the January 21st meeting and requested that the review of the minutes be postponed until the February 4th CPC meeting.

1.2 Announcements

Dr. Friedlander announced that the college has received official notification from the Accreditation Commission reaffirming its accreditation status.

2.0 Information Items

2.1 Update on spring 2003 enrollments

Dr. Friedlander reported that compared to this time last year, credit headcount enrollment is:

1. Up 7.9% in credit [14,559 vs. 13,491 or 1,068 students); and
2. Up 9.5% in full-time students enrolled in 12 or more units [5,381 vs. 4,912 or 469 students).

He said what if the increase in credit enrollments holds, the college could meet its FTES cap and still reduce expenses by eliminating one week from Continuing Education's 2003 Spring Quarter and possibly reducing the number of sections offered.

2.2 Foundation fundraising priorities

David Dietrich, Executive Director of the Foundation for Santa Barbara City College, discussed the fundraising priorities for City College. He reiterated that the process for developing these priorities was to invite vice presidents, deans and faculty (through the Academic Senate) to work with the faculty and staff members in their respective areas to identify programs, services and equipment in need of external financial support. The Foundation generally supports the "margin of excellence" which are generally things that are not necessarily "mainstream" items but add value to the college that the regular budget does not provide. After the list was compiled, David asked Dr. Friedlander to identify the top 10 requests for Educational Programs and he asked vice president Lynda Fairly to do the same for the requests in Continuing Education. The priorities will be used to develop the Foundation's new three-year plan. The three-year plan will be used as a template for discussions with donors. Dr. Friedlander thanked David for the effective process used to identify the college's fundraising priorities.

David then addressed the Foundation's possible role in assisting the college in responding to its college budget crisis. He indicated that the Foundation is facing some of the same budget challenges as the college because donors have less money to give at this time due to the downturn in the economy and in the stock market. He indicated that there is ongoing communication with the college in regard to what the Foundation can do to assist the college in this financially difficult period. Dr. Friedlander related a discussion with the Executive Committee where it was felt that unless the college was in dire straits, it would be best for the Foundation to continue to raise money to fund projects that are on the priority list. In terms of the Foundation's relationship with the donors it would be more effective to have the Foundation follow its mission. David did indicate that the Foundation could look at the student population that would be disenfranchised by the increase in tuition fees. Dr. Friedlander noted that providing a large number of relatively small enrollment fee scholarships would do much to assist students to bridge the difference between the new and current per unit fee. He went on to say that these scholarships would facilitate student access to the college which, in turn, would help enable the college to meet its funded FTES target for next year.

3.0 Discussion Items

3.1 Budget revisions/reductions

Superintendent/President John Romo joined the meeting to discuss this item. He informed the Council that each of the vice presidents has identified from their respective areas and other areas where potential savings could be achieved for the balance of this year. He reviewed this information with the Council and received its input. John asked for its patience and indulgence as we work through

this process because there is still so much uncertainty as to the college's budget for this year and next year.

Brian Fahnstock distributed a draft of the summary of proposed cuts identified by each of the vice presidents plus a detailed list of potential budget reductions by division in Educational Programs for 2002-2003. The vice presidents provided details and answered questions regarding the proposed reductions in their respective areas. John Romo asked that by next week the Council identify items that should not be cut so that they could be discussed at Executive Council and then brought back to CPC. It is hoped by next week we will have closure in Sacramento on the 2002/03 budget. The objective of the college is to save \$2.1m in this year's budget. The draft of the worksheet reflects potential savings of nearly this amount. President Romo commended the concerted effort that was made to reduce the budget thus far for this year.

Jack Friedlander presented the potential expenditure reductions from this year's budget for Educational Programs that included savings from vacant faculty and classified staff positions. The deans provided a detailed list of cuts in their respective areas. Dr. Friedlander made a point that in the area of International Students, there is a vacant position where it becomes a burden on existing staff. With the new INS rules we are required to input into the SEVIS system information regarding each student as well as any change in his or her enrollment status. Bill Hamre indicated that INS would not let us use our SIS system to track and report on the status of these students. Dr. Friedlander stated that since international students are a potential source of additional revenue, it would be in the best interest of the college to fill the vacant staff position in the International Students Office to enable us to maintain, if not increase, the number of international students. Without the staff person it will curtail some of our creative activities to generate additional international students. Keith commented that if we cut back these services it may curtail the students' desire to stay at the college and would impact key revenue dollars to the college. Brian made the point that if we were going to rank a position to fill, priority should be given to positions that help generate income to the college. The additional income could be used to support or offset other curtailed positions or services.

Dr. Friedlander recommended that the council devote the remainder of the meeting to reviewing the most recent proposed changes in the college's budget principles document. He stated that he would bring to the next CPC meeting more detailed descriptions of the potential cuts in Educational Programs and their impacts. The council agreed to postpone until next week its review of the budget reductions.

3.2 District Budget Principles (*fair copy attached*)

Dr. Friedlander indicated that last draft of the budget principals that was presented to CPC was the document labeled P&R Draft #4, 11-21-02. The Executive Committee yesterday made several recommended changes to that draft. Both documents were distributed to the Council, which was asked to review the Executive Committee Draft, 1-28-03. He said that this process should be completed by January 28th so that John Romo could present this body's

recommendation to the Board's Fiscal Committee at its January 29th meeting. The Council proceeded to review each of the 10 budget principles.

Principle #1: No. change to language.

Dr. Friedlander informed the Council of the rationale offered by the Executive Committee for maintaining the 5% reserve contingency in the General Fund. The Executive Committee felt that this is a prudent figure. If the district's reserve fell below 3% it would be placed on the "watch list". With a 5% reserve we could make an exception to a budget principle, but to allow the budget to go to 3% would really impact the college's ability to recover if the college were to have another budget crisis. The 5% reserve would provide flexibility in extreme conditions of hardship. Lana indicated that the thrust of the discussion at the Academic Senate was to indicate in this principle a concept that the budget did not have to balance in a given one-year period of time but over a given period of time (2-3 years) thereby giving more flexibility than having to maintain a 5% reserve every year. The Council agreed that the language in Principle 1, "A general fund contingency of 5% will be maintained" allows prudent flexibility. In regard to the equipment fund, Bill Hamre indicated that the college does budget for transfers from the general fund into the construction and equipment replacement funds and that we do build the budgets for every department for equipment replacement. Brian said the source of those funds is from growth that is not budgeted, the mid-year distribution of the COLA and end-of-year savings.

Principle #2: Becomes principle #3. No change to language.

Principle #3: Becomes principle #5. No change to language.

Principle #4: Becomes principle #6. No change to language.

Principle #5: Becomes principle #7.

In the first sentence, the word received replaces ~~realized~~.

Principle #6: Becomes principle #8. No change to language.

Principle #7: Becomes principle #2. No change to language.

It was discussed that cost effectiveness in all areas will be a major factor in considering the reduction/retention of programs and services rather than instituting across the board cuts, Keith asked that the minutes reflect as a historical record that the categorical programs (i.e., Matriculation, EOPS, DSPS) not be isolated but rather be treated as core programs of the college. Cost effectiveness in all areas, including those that are categorical, should be a major factor in considering the reduction/retention of programs and services. Members of the Council asked that the following changes be made in the Executive Committee's 1-27-03 draft of the budget principles:

Principle #8: Becomes principle #4.

The sentence "The faculty, staff and administrators are SBCC's greatest resource." was reinstated. The sentence "~~The College is committed to its employees.~~" was deleted.

Principle #9: No change to language.

Principle #10: No change to language.

4.0 Action Items

There were no action items.

5.0 Other Items

There were no other items.

6.0 Adjournment

Upon motion by Tom Garey, Dr. Jack Friedlander adjourned the meeting.

c:/Ed Programs/Word/CPC/CPC Agenda 01-28-03