

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**April 15, 2003
3:00 – 4:30 PM
Room A218C**

MINUTES

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

GUEST: Leslie Griffin

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order and informed the Council that President John Romo is joining the meeting to be part of the initial review of the work that has been done on the budget reduction proposals for 2003-04.

- 1.1 Approval of the minutes of the February 4th, February 25th and March 18th CPC meetings (*addressed as last item*)

M/S/C [Rose/Fairly] unanimously to approve the minutes of the February 4th, February 25th and March 18th CPC meetings with one correction:

Minutes of March 18th, p. 7, 1st para: Should read Jan Jackson ~~Jan Anderson~~.

2.0 Announcements

- 2.1 Positions approved to be filled since the last CPC meeting (March 18th)
(*see attachment to the agenda*)

2.2 Enrollments

Dr. Friedlander announced that the college's credit program has reached a record high this spring semester in the number of students enrolled. Andreea Serban provided the following enrollment information:

	Sp 2002 as of April 15, 2002 Excluding Backdated Students		Sp 2003 as of April 14, 2003		% Change Sp 02 (16,515) to Sp 03
	#	%	#	%	
<2.00	1801	11.1%	1327	8.0%	-26.3%
2.00-5.99	4695	28.8%	5172	31.2%	10.2%
6.00-11.99	4676	28.7%	4613	27.8%	-1.3%
12.00+	5118	31.4%	5454	32.9%	6.6%
Total	16,290	100.0%	16,566	100.0%	1.7%

*Enrollments as of census of sections (students who dropped after the census of their sections are included.) Fluctuations occur due to the processing of no show rosters, late start classes and backdated students in sections of PRO courses, dual enrollment, etc. or backdated drops.

3.0 Information Items

3.1 Update on state budget: *Jack Friedlander*

Item not discussed.

3.2 Update on status of the Board of Governors' discussion to consider request to allow districts to waive their full-time faculty obligation requirement for fall 2003

Item not discussed.

3.3 Board of Trustees Resolutions regarding a fee increase and disproportionate reductions in the Community College budget proposals, and full-time faculty obligation for 2003-04.

Item not discussed (resolutions attached to agenda).

3.4 Chancellor Tom Nussbaum's announcement of his retirement

Council so informed.

3.5 Update on meeting the college's FTES and Basic Skills targets for 2002-2003.

Item not discussed.

3.6 Process and timeline for reviewing the progress made towards achieving the goals and objectives in the College Plan for 2002-2005.

Item not discussed.

3.7 John Romo has stated that programs funded by VTEA will be considered in the same way as other categorical programs if its funding were to be substantially reduced.

Council so informed.

4.0 Discussion Items (*addressed first on agenda*)

4.1 Update on status of 2002-2003 and 2003-2004 budgets

John Romo discussed the ongoing process of developing the budget for 2003-04 as we do not anticipate that we will have a budget by July 1st. He said the Council will discuss in its first hearing the worksheet provided which indicates possible budget reductions that could be effected for 2003-04.

John said that for 2003-04, for budget and planning purposes, we will use the Governor's budget proposal which we believe to be the worse case scenario. He said we have not heard officially from the Chancellor's Office what the final budget is for this year even though it has been almost a month since it passed. We will have a much better sense of the state's budget when the revised budget data for this year is released on May 15th.

Brian Fahnestock presented a 2-year projection of the unrestricted General Fund budget from 2002 through 2004. The model, distributed at the meeting, identifies revenues and expenditures that includes the budget reductions made by the college in the 2002-2003 budget. The projection for 2003-04 is based on the 2002-03 budget before mid-year cuts to expenditures. Brian said that revenues that the state is projecting could continue to fall short and we could be asked to make additional cuts to this year's budget.

John Romo indicated that this budget reduction model is a department analysis carried out at the department chair and dean level. He said that even though we have made a commitment to backfill the categoricals, we did not make a commitment for full funding. We will identify what are the core services [the categoricals] that we need to maintain.

5.0 Hearing

5.1 Identifying proposed budget reductions for 2003-04 and their impacts. Presentations by vice presidents (1st hearing)

Brian opened the hearing by indicating our target of an 8 percent budget reduction (\$4,456,200) for the 02-03 adjusted budget (before mid-year cut) of \$55,702,498 for Educational Programs, Continuing Education, Business Services, IRD and HRLA/President's Office. Of the budget reduction target of \$4,456,200 for 2003-04, cuts totaling \$4,017,596 have been identified which represents a 7.2% cut. The vice presidents of these areas presented to the Council the proposed cuts for their respective areas which are identified in some detail in the model.

Jack Friedlander led the Council through the cuts for Educational Programs including those identified by each dean in their respective areas. The actual amount of some of the cuts identified will be modified a bit before the next CPC meeting. Reviews of the budget reductions in their respective areas were made by Lynda Fairly, Brian Fahnestock Bill Hamre and John Romo.

The Council determined that some of the proposed cuts that the need to be reconsidered are advertising, security for the campus (especially Pershing Park), staffing for the customer service window of Financial Aid and training for staff (to protect college liability). Another area of concern that is being cut is the loss of on-call UNIX tech support for WebCt server which supports the Online College. It was discussed that the possible closure of the library on Saturdays (full or partial day?) and funds for tutors and readers are areas in which we could possibly ask the Foundation for support. Jack Friedlander said that because of health concerns related to SARS, it is unlikely that the Study Abroad program in China will not be offered in Fall 03. John Romo said that for the items of which we are concerned, we might appeal for transition support from the Foundation, such as the library hours and tutor support. He said the Foundation has been alerted that we will submit a list of priority items for which we need help for one year.

The Council asked that a "percentage of budget" column be added to the model to put the proposed cuts into context for the line item of the budget.

Lynda Fairly told the Council that Continuing Education is undertaking a campaign for Adult Education. She, volunteers and staff will be visiting 300 classrooms to ask for donations to offset the cost of doing business. They have already visited 10 classrooms which has generated \$10,000. Lynda indicated that the Foundation writes to Adult Ed clients each year which generates about \$25,000. All monies are processed through the Foundation.

Brian Fahnestock informed the Council that the County will be providing grounds-keeping labor by persons completing community service obligations. They will supplement the hourly staff.

Bill Hamre indicated that IRD will significantly cut the support for the Helpdesk, Technical Services and Web Development. He is looking at the possibility of using student interns from programs on campus to support the Helpdesk function. Otherwise, the cuts may require that the Helpdesk function be shut down 2-3 hours per day. This was of concern to the Council.

President John Romo informed the Council of the significant cuts in the President's Office and HR/LA. This past year he said we have been paying two President's salaries. He said we not be supporting "summer projects" that have been assigned to faculty in the past.

John said that the model represents a 7.2 percent cut in our effort to achieve a net overall cut of eight percent, which is the number we agreed to cut based on the Governor's proposals before the Legislature. However, the budget reductions we identified for next year may not be sufficient to offset the actual amount of cuts in state funding and the known increases in college expenses. He said we are hopeful that the Governor's budget proposals will not prevail. Another possibility to supplement the shortfall is to have the Board approve using reserves on a one-time basis to get us through 2003-04. He said we are technically using the reserves in the model that Brian presented by not having any funds go into equipment for facilities reserve accounts.

John said the cuts we determine that we will have to make will be for one year as we are addressing the problem this year in an across-the-board manner. In terms of what we have done in the past we are not going to be able to do in the future because there will be no ending balances to contribute towards the equipment and facilities reserve funds. For next year, we will have to identify potential cuts by conducting a program-by-program analysis.

CPC will have a second hearing on the proposed budget cuts on Monday, April 28th at 1:30 PM.

6.0 Action Items

6.1 Budget reduction assumptions

No action was taken on this item.

7.0 Other Items

There were no other items.

8.0 Adjournment

Upon motion, Dr. Friedlander adjourned the meeting.