

**Santa Barbara City College
Special College Planning Council
Tuesday, May 22, 2012
9:00 a.m. – 10:30 p.m.
Luria Conference and Press Center
Minutes**

PRESENT

J. Friedlander, (Chair), Acting
Superintendent/President
O. Arellano, VP, Continuing Education;
L. Auchincloss, Pres., CSEA;
P. Bishop, VP Information Technology;
R. Else, Sr. Dir. Inst. Assessment,
Research & Planning;
K. Monda, Academic Senate
Representative, Chair Planning and
Resources Committee;
D. Morris, VP, Academic Senate
J. Negroni, SBCC Student Trustee,
representing ASB Pres.
K. Neufeld, President-elect, Academic
Senate;
D. Nevins, President, Academic Senate;
K. O'Connor, Academic Senate
Representative;
A. Scharper, Dean, Ed Programs, Acting
Acting Executive VP

ABSENT:

S. Ehrlich, VP HR &LA
J. Englert, ASB President;

C. Salazar, Classified Staff
Representative;
M. Spaventa, Executive VP Ed Programs;
J. Sullivan, VP Business Services

GUESTS:

C. Alsheimer, Instructors' Assoc. (IA);
J. Bailey, Director, Continuing Education;
P. Butler, P&R, Academic Senate;
R. Byrne, Athletics Director;
R. Funke, Director, Continuing Education;
Y. Medina-Garcia, Parent/Child Workshop;
Continuing Ed Task Force;
A. Harper, Director, Continuing Education;
K. Harris, Director, Continuing Education;
D. Hersh, Dean, Ed Programs;
J. McPheter, Classified Consultation
Group;
E. Larson, Co-President, ACES
A. Orozco, Classified Consultation Group;
B. Partee, Dean, Educational Programs;
S. Saenger; Co-Chair, Cont. Ed. IA
B. Schaffner, Director, Continuing
Education

1.0 Call to Order

- 1.1 Acting Superintendent/President Friedlander called the meeting to order and asked for the approval of the minutes for the May 15 CPC Meeting.

M/S/C (Monda/ Neufeld) to approve the minutes of the CPC May 15. All in favor.

2.0 Announcements

- 2.1 Dr. Friedlander announced that the Chancellor's Office informed the Director of EOPS, M. Wright that our EOPS Summer Transitions Program received the Rice Diversity Award Statewide. Ms. Wright will take some of the students to Sacramento to receive the award at the Board of Governors' meeting on July 10.

- 2.2 Dr. Friedlander reported that Sr. Dir. Inst. Assessment Else is working on the college's application for the Aspen Award. We are in the top 10% for the second year in a row which is quite an honor.
- 2.3 President-elect, Academic Senate Neufeld welcomed Dave Morris to CPC as he is the new VP of Academic Senate.
- 2.4 Dr. Friedlander thanked Allison Curtis and Ben Partee, Amy Collins and Cindy Salazar for putting on an excellent commencement.

3.0 Information Items

4.0 Discussion Items

- 4.1 How best to address the FTES decision for the coming year, 2012-13. (Att. 1)
- 4.2 Look at both options and implications of each option to make a recommendation. (Att. 2, Att. 3)

Dr. Friedlander opened the discussion stating that the reason he called this special CPC Meeting is because of the new information in the Governor's May Revise. The big change in the Governor's proposal was that the college expected a \$4M work-load reduction based on this year's shortfall in state revenues and this reduction is currently not in the Governor's May Revise budget. Now the only unknown information that remains is whether or not the tax measure in November will pass or not. This information has huge implications in terms of our strategy going forward.

Dr. Friedlander explained that if we base our budget on the tax measure not passing and it passes, the college would end up being under cap, which means we have one year of recovery to try to get it back or else we lose a portion of our budget from the state. Dr. Friedlander explained that the California Community Colleges in this situation have three years to recover everything but colleges start losing money after one year. The reason for this is because they no longer have the students "in the pipeline", meaning no continuing students. Colleges, especially SBCC, are dependent on out of area students to make up for the bulk of matriculated first time students, so if they do not come in fall they are not here. Dr. Friedlander's stated that his intention is to go through the preliminary analysis of FTES from Mr. Else and discuss the strategies in light of the new information and the preliminary analysis of FTES.

Sr. Dir. Inst. Assessment, Research & Planning Else said that the college sends in three FTES reports a year to the Chancellor's Office: January 15, April 20 and the last one July 15.

He walked the members through the 2012-13 FTES Projection spreadsheet which provided five sections of information: 1) FTES Cap and Funded Cap from March 1, 2012, 2) the report from April 20, 3) the 2012-13 Projection Assumptions, 4) the Effect of Possible Additional 6.4% Workload Reduction in 2012 – 13 and the Section Counts as of 5/21/12.

The 2012 – 13 Projection Assumptions were based on the two options: 1) To convert all (100%) non-credit non-enhanced courses to fee-based except 110 FTES from the Parent Child Workshop and 2) Reduce Summer 2012 and Fall 2012 by 101 total

sections at 3 FTES each which equals 300 FTES in reduction. The significant number in this report was that the college would be under cap by \$2.17M if 100% of the non-credit non-enhanced courses were converted to fee base courses immediately.

There was further discussion about the pros and cons of borrowing FTES against the summer, the average cost of FTES in terms of instruction (average is \$2,800), what changes the college would make in sections if the tax measure passes and how if that happened, how it would buy us time to save money. Then out of that discussion, the idea of slowing down the conversion of Continuing Education's non-credit non-enhanced state supported classes to fee based classes took place.

There was discussion regarding the re-programing of classes and the recommendation from Continuing Education to have some conversion but leave parent education classes and the omega classes as state supported.

Continuing Ed (CE) Task Force Co-Chair Medina-Garcia stated that she was at the meeting on behalf of the Task Force to urge this body to phase in the transition to fee-based.

She went on to say that The CE Task Force was set up to look at the future of Continuing Ed and is in the process of completing a report that should be done by June 15 and back to the Dr. Friedlander. On behalf of the task force I would like to urge you to allow us the opportunity to present those recommendations that have had quite a bit of thought put into them. A very inclusive process brought together people from the community to give their feedback and recommendations. We then have the CE Task Force Steering Committee Report with recommendations for future of Continuing Ed. The task force feels that the making of this decision at this time is really premature to the recommendations to the future of CE. The Task Force recommends, as others have, that there be a smoother transition. There is no doubt that there has to be some drastic changes but that this inclusive process continue so that we maintain the trust of the community.

Dr. Friedlander offered three options that he wanted to discuss and get a sense of direction from CPC, so he can take the information to the Board:

Op. 1 – Stay the course. If the tax measure does pass, then we prepare the spring schedule with lots of stand-by classes, borrow against summer (ramp it up) go with a large program next year, so the college would affect some of the savings this year from the work-load reduction from doing what we are doing knowing that these are not a permanent savings but would help the bottom line.

Op. 2 – Do middle ground. Hedge your bets by adding back some of the non—credit non-enhanced that cannot move that fast such as Parent Ed and Omega. It would give more time in that area. The money will come either from reserves or additional cuts in other areas.

Op. 3 – Position ourselves where we can capture it all this year by building back some of the FTES from classes we cut in fall, summer and if it does pass then we can ramp up spring and not be on borrowed time going forward.

There was further discussion and a motion was made.

4.3 Guidelines for hiring short-term hourly workers. (Handout)

There was a short discussion and a motion made.

5.0 Action Items

5.1 Recommendation to the President.

M/S/C (Monda/Nevins) to approve that the college stay the course with credit cuts and reduce non-credit-non-enhanced to 80% conversion instead of a 100% conversion. All in favor, no abstentions.

M/S/C (Monda/Nevins) to approve that 50% reduction of hourly budgets out of the general fund allocations to the VP areas in 2012-13. This 50% reduction apply only to the general fund, not to categoricals.

6.0 Adjournment

6.1 Dr. Friedlander asked for a motion to adjourn the meeting.

M/S/C (Bishop/Nevins] to adjourn the meeting. All in favor.

The next CPC meeting will be **Monday, June 18, 2pm – 4:30pm** in Room A218C,

5/17/12 - Email from J. Friedlander to CPC and CPC-cc

The reason for needing this meeting is noted below. I need to have CPC's recommendation on how best to address this FTES decision for the coming year and the implications of whatever we decide to do on our budget reduction decisions.

Attached is the FTES projections for 2012-13 that we will be discussing at Tuesday morning's special CPC meeting. The spreadsheet does not take into account the loss in credit FTES that would take place if we were to cancel the classes we cut from the coming summer and fall schedules. I will have this information on Monday.

As shown in the attached spreadsheet that does not include the credit class section reductions we just made to the summer and fall schedules, we will be under our FTES cap if we convert all the non-enhanced non-credit classes to fee-based offerings this coming year and do not restore the credit classes we cut from this summer's and fall schedules. The plan to reduce our FTES for the coming year was based on the worst case budget scenario for 2012-13, which at the time included the anticipated \$5 million work load reduction to cover the state's shortfall in revenues for 2012-13. As we learned this past Monday, much to our pleasant surprise, the \$5 million cut to our budget (which includes a workload reduction) we were advised by the Chancellor's Office and CLCC to expect for next year is not included in the governor's revised budget. The second spreadsheet shows the number of FTES we would be over cap if the tax measure is not passed.

Decision

Option 1: We do not convert the non-credit non-enhanced FTES to fee based classes this fall (full-year if the tax measure passes) and we restore the credit sections we just cut from the summer and fall schedules. If the tax measure is not passed in November, we would convert non-credit non-enhanced classes to fee-based offerings in the winter and/or spring quarters and would reduce sections in the spring credit schedule.

Implications of this Option

If we pursue this option, the college would capture all of the FTES it is eligible to receive plus the additional funds that are tied to FTES (e.g., categorical programs, Perkins grant, and full funding for each of the CE centers). However, if we offered the sections needed to achieve our funded cap, the savings we identified in the Budget Reduction Options Spreadsheet from workload reduction would have to be off-set by from budget reductions in other areas.

Delaying the transition of non-enhanced non-credit classes to fee based offerings until the Center for Lifelong Learning is implemented in June, 2013 would be well received by members of our community that enroll in these classes.

If we decide to not meet our FTES cap in 2012-13, we would need to spend the money to do so the following year since colleges that do not achieve their funded FTES cap have one year to do so before being financially penalized.

Option 2

We continue our plan to convert all of the non-credit non-enhanced FTES plan on being under cap for 2012-13.

Implications of Pursuing Option 2

We would save the money from reducing our class sections that is identified in the Budget Reduction Options Spreadsheet for 2012-13 but not in the following years. This, this would be a one-time savings. If we decide to go with this option, we would be hurting students who will not be able to enrol in the courses they must take to achieve their educational and career objectives in a timely manner. It would also not be well received by the large number of students that enroll in our non-enhanced non-credit classes.

I discussed this situation with Lori Gaskin and will share her thoughts with you at Tuesday's CPC meeting.

Jack

Dr. Jack Friedlander

Acting Superintendent/President

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2012-13 FTES Projection with 6.2% Workload Reduction if Tax Measure is Not Approved

	Credit CA Resident	Noncredit Enhanced	Noncredit Nonenhanced	Noncredit Total	Total CA Resident FTES
2011-2012 First Principal Apportionment Posted 3/1/12	13,776.39	811.85	1,131.30	1,943.15	15,719.54
Base Funding per FTES	\$ 4,565	\$ 3,232	\$ 2,745		
Projected Reduction Rate	-7.64%	-7.64%	-7.64%	-7.64%	-7.64%
Workload Reduction	-6.20%	-6.20%	-6.20%	-6.20%	-6.20%
Projected Reduction FTES	-1,906.65	-112.36	-156.57	-268.93	-2,175.58
2011-12 Funded FTES Target as of 2/16/2012	11,869.73	699.49	,974.73	1,674.22	13,543.95
Estimated Funding	\$ 54,183,200	\$ 2,260,794	\$ 2,675,580	\$ 4,936,373	\$ 59,119,573

P2 Projection Reported April 20, 2012					
FTES Reported	13,133.26	717.00	1,095.60	1,812.60	14,945.86
FTES Over (Under) Target	1,263.52	17.51	120.87	138.38	1,401.91
% Over (Under) Target	9.62%	2.44%	11.03%	7.63%	9.38%
\$ Over (Under) Target	\$ 5,767,760	\$ 56,593	\$ 331,787	\$ 388,381	\$ 6,156,140

Assume All Noncredit Nonenhanced become Fee-Based except 110 PCW FTES					
FTES Reported	13,133.26	717.00	110.00	827.00	13,960.26
FTES Over (Under) Target	1,263.52	17.51	(864.73)	(847.22)	416.31
% Over (Under) Target	9.62%	2.44%	0.00%	-102.44%	2.98%
\$ Over (Under) Target	\$ 5,767,760	\$ 56,593	\$ (2,373,635)	\$ (2,317,042)	\$ 3,450,718

2012-13 FTES Projection

	Credit CA Resident	Noncredit Enhanced	Noncredit Nonenhanced	Noncredit Total	Total CA Resident FTES
2011-2012 First Principal Apportionment Posted 3/1/12	13,776.39	811.85	1,131.30	1,943.15	15,719.54
Base Funding per FTES	\$ 4,565	\$ 3,232	\$ 2,745		
Projected Reduction Rate	-7.64%	-7.64%	-7.64%	-7.64%	-7.64%
Projected Reduction FTES	-1,052.21	-62.01	-86.41	-148.41	-1,200.63
Projected 2011-12 Funded FTES Target as of 3/1/12	12,724.17	749.84	1,044.89	1,794.74	14,518.91
Estimated Funding	\$ 58,083,559	\$ 2,423,538	\$ 2,868,182	\$ 5,291,719	\$ 63,375,279

P2 Reported April 20, 2012

FTES Reported	13,133.26	717.00	1,095.60	1,812.60	14,945.86
FTES Over (Under) Target	409.09	(32.84)	50.71	17.86	426.95
% Over (Under) Target	3.11%	-4.58%	4.63%	0.99%	2.86%
\$ Over (Under) Target	\$ 1,867,400	\$ (106,151)	\$ 139,185	\$ 33,035	\$ 1,900,435

Assume All Noncredit Nonenhanced become Fee-Based Except 110 Parent Child Workshop FTES

FTES Reported	13,133.26	717.00	110.00	827.00	13,960.26
FTES Over (Under) Target	409.09	(32.84)	(934.89)	(967.74)	(558.65)
% Over (Under) Target	3.11%	-4.58%	0.00%	-117.02%	-4.00%
\$ Over (Under) Target	\$ 1,867,400	\$ (106,151)	\$ (2,566,237)	\$ (2,672,388)	\$ (804,988)
Credit FTES needed to balance loss of NCNE FTES					176.35

2012-13 FTES Projection 5/21/2012

Funding Per FTES	
Credit	\$ 4,565
Noncredit Enhanced	\$ 3,232
Noncredit Nonenhanced	\$ 2,745

2011-12 Apportionment Cap See http://bit.ly/2011-12-apport-p1	Credit CA Resident	Noncredit Enhanced	Noncredit Nonenhanced	Totals
2011-2012 Base Funded FTES	13,776.39	811.85	1,131.30	\$ 68,616,118
2011-12 Workload Reduction %	-7.64%	-7.64%	-7.64%	
2011-12 Workload Reduction \$	\$ (4,803,168)	\$ (200,411)	\$ (237,181)	\$ (5,240,760)
2011-12 Workload Reduction FTES	-1,052.21	-62.01	-86.41	-1,200.63
2011-12 Revised Funded FTES (Cap) as of 3/1/12	12,724.17	749.84	1,044.89	14,518.91
2011-12 Revised Funded Cap \$	\$ 58,083,625	\$ 2,423,543	\$ 2,868,190	\$ 63,375,358

2011-12 P2 Reported April 20, 2012	Credit CA Resident	Noncredit Enhanced	Noncredit Nonenhanced	Totals
FTES Reported	13,133.26	717.00	1,095.60	14,945.86
FTES Over (Under) Target	409.09	(32.84)	50.71	426.95
\$ Over (Under) Target	\$ 1,867,402	\$ (106,151)	\$ 139,186	\$ 1,900,437
% Over (Under) Target	3.22%	-4.38%	4.85%	2.94%

2012-13 Projection Assumptions:

1. Convert all Noncredit Nonenhanced courses to fee-based except 110 FTES from Parent Child Workshop
2. Reduce Summer 2012 and Fall 2012 by 101 total sections at 3 FTES each =~ 300 FTES reduction.

	Credit CA Resident	Noncredit Enhanced	Noncredit Nonenhanced	Totals
2011-12 FTES Reported	13,133.26	717	1,095.60	14,945.86
2012-13 FTES reductions from above assumptions	-300.00	0.00	-985.6	-1,285.60
Projected 2012-13 FTES	12,833.26	717.00	110.00	13,660.26
Assume 2012-13 Cap FTES same as 2011-12	12,724.17	749.84	1,044.89	14,518.91
2012-13 FTES Over (Under) Cap	109.09	-32.84	-934.89	-858.65
2012-13 \$\$ Over (Under) Cap	\$ 497,955	\$ (106,151)	\$ (2,566,245)	\$ (2,174,441)
Equivalent Credit FTES needed to balance loss of Noncredit Nonenhanced (Total dollars / funding per Credit FTES)				476.35

Effect of possible additional 6.4% Workload Reduction in 2012-13

Assume 2012-13 Cap FTES same as 2011-12	12,724.17	749.84	1,044.89	
6.4% FTES Workload Reduction	-814.35	-47.99	-66.87	-929.21
Corresponding 6.4% reduction in funding	\$ (3,717,352)	\$ (155,107)	\$ (183,564)	\$ (4,056,023)
2012-13 FTES cap after 6.4% workload reduction	11,909.83	701.85	978.02	13,589.70
2011-12 FTES Reported	13,133.26	717	1,095.60	14,945.86
2012-13 FTES reductions from above assumptions	-300.00	0.00	-985.6	-1,285.60
Projected 2012-13 FTES	12,833.26	717.00	110.00	13,660.26
2012-13 FTES Over (Under) workload-reduced cap	923.43	15.15	-868.02	70.56
2012-13 \$\$ Over (Under) workload-reduced cap	\$ 4,215,306.67	\$ 48,955.97	\$ (2,382,680.42)	\$ 1,881,582.22
Equivalent Credit FTES needed to meet cap (Total dollars / funding per Credit FTES)				\$ (412.19)

Section Counts as of 5/21/2012	2012-13	2011-12	2010-11	2009-10
Summer	426	431	465	537
Fall	2,021	2,120	2,017	2,073
Spring	1,950	1,950	2,030	2,061
Total	4,397	4,501	4,512	4,671
Difference from previous term	-104	-11	-159	-130

Reductions Category	Identified \$2.4 million	Categorical Backfill	50% reduction in short term or substitute (hourly) employees	Reduction in Permanent classified and management positions	Reduce Non-instructional support services	Revenue or Expense Offset	Workload reduction for \$4.0 million, ? FTES or ? sections	Reduction in cost or revenue generation for high cost programs	Reduce over cap FTES, 710 NCNE FTES, 414 QTR sections	Current Budget Deficit Reductions	Summer School Instructional	Summer School Conversion to 11 or 10 month employee	Salary Reduction for 12, 11 and 10 month employees (1%) for discussion	Reduction for all Faculty (1%) for discussion	Freeze step, class and longevity. Parking fees
Certificated Salaries	604,561	325,000			150,000	160,000	1,337,449		717,917	1,957,478	1,949,824		21,000	338,449	240,000
Classified Salaries	1,130,229	250,000	965,000		150,000					2,495,229		521,799	192,000		240,000
Benefits	390,921	173,550	110,975	-	93,600	37,440	153,807		82,560	889,046	239,765	203,502	79,794	79,197	149,760
Supplies and Materials	152,647									152,647					
Other Operating Expenses	45,342									45,342					
Unallocated Cost Estimate	31,882			1,408,000		795,000				2,234,882					250,000
Total	2,355,582	748,550	1,075,975	1,408,000	393,600	992,440	1,491,256	-	800,477	7,774,624	2,189,589	725,301	292,794	417,646	879,760
Objective	9,713,997	7,358,415	6,609,865	5,533,890	4,125,890	3,732,290	2,739,850	1,248,594	1,248,594		-	-	-	-	-
Remaining	7,358,415	6,609,865	5,533,890	4,125,890	3,732,290	2,739,850	1,248,594	1,248,594	448,117		-	-	-	-	-
Triggers	Current Budget Deficit	Current Budget Deficit	Current Budget Deficit	Current Budget Deficit	Current Budget Deficit	Current Budget Deficit	November Legislation	Current Budget Deficit	Current Budget Deficit		June 15 Budget	June 15 Budget	June 15 Budget and/or November Tax Increase Measure	June 15 Budget and/or November Tax Increase Measure	June 15 Budget and/or November Legislation
What is the impact on students?	Reduced services	Reduced services, categorical backfill is budgeted at \$825,000. Backfill in 2011 was \$743,000.	Reduced services, hourly budget does not include grant funded, security, food service, FWS or the bookstore	Non-credit only	Reduction in seervices	N/A	Fewer sections due to workload reduction.	Reduced services to Students			Students would not progress. This would enable the college to maintain full fall and spring semesters maximizing service to students.		Furloughs could be rotated through the year to reduce impact.	No direct impact.	N/A
Timing issues or year of reduction.	This would reduce expense in the 2012-13 fiscal year	This would reduce expense in the 2012-13 fiscal year	This would reduce expense in the 2012-13 fiscal year	This would not reduce expense in the 2012-13 fiscal year. Contracts would not expire until June 30, 2013.		About 50% would offset expense in the 2012-13 fiscal year	Would be implemented in January for spring? Only about half of the savings would be realized in fiscal year.	This would need to be negotiated			This would not reduce expense in the 2012-13 fiscal year	This would not reduce expense in the 2012-13 fiscal year	This would need to be negotiated	This would need to be negotiated as it would reduce all salaries in schedule 10.	This would need to be negotiated.
What is the impact on jobs?	This would reduce jobs in some areas, primarily through attrition.	This would reduce the services to students and the number of positions in the Categorical programs, EOPS, DSPS, credit and non-credit matriculation.		Reorg of CE would eliminate permanent management and staff positions. Reorg of Computer instructional labs would eliminate some lab tech positions (not included above).	Re-assignment of faculty to classroom and reduce classified support staff. Reducing Stipends would reduce salaries above contract to instructors. Reduce 10 extended days for non-instructional faculty, \$80,000.	Would preserve jobs. The \$160,000 + benefits is from not replacing full ime faculty positions.	Would impact adjuncts, overload and summer pay.		The overcap cost for NCNE is calculated at 30 students per class times 30 hours per class, times 710 FTES divided by 525(hrs per FTES)		Reduces adjunct and summer pay for instructors, would preserve classified jobs.	Would preserve Jobs, but would impact the income ofsome classified by 8.5%.	Would preserve Jobs, but would reduce income of employees.	Would preserve Jobs, but would reduce base salary of full time instructors by 5%.	Would preserve jobs.
Which bargaining units would be affected?	CSEA and Management	IA, CSEA and Management	N/A	CSEA, Confidential and Management	IA and CSEA	IA, CSEA, confidential and Management	IA	IA, CSEA, confidential and Management			IA and CSEA	CSEA	CSEA, Confidential and Management	IA	IA, CSEA, confidential and Management
FTES							Only 773 FTES to be reduced				Summer 2011 Credit Resident 1,178; Credit non-resident 123; non-credit enhanced 125; non-credit non-enhanced 16				