

Santa Barbara City College
College Planning Council
Tuesday, May 5, 2015
3:00 – 4:30 p.m.
A218C

Minutes

1.0 PRESENT:

L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. English, VP, Human Resources
G. Katzenson, Associated Student Government (non-voting)
J. Friedlander, Executive VP, Educational Programs
J. McPheter, Classified Staff Representative
K. Monda, President, Academic Senate
D. Nevins, Academic Senate Representative
C. Salazar, Classified Staff Representative
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

GUESTS:

C. Alsheimer, Academic Senate
G. Green, SBCC Foundation
L. Maas, Controller
K. Neufeld, Educational Programs
K. O'Connor, Academic Senate
L. Saunders, Accounting
J. Zavas, Assistant Controller

ABSENT:

2.0 CALL TO ORDER

2.1 Approval of 4/21/15 minutes.

M/S/C (Nevins/Bishop) to approve the 4/21/15 minutes. 14 approved. Motion passed.

3.0 ANNOUNCEMENTS

3.1 Dr. Gaskin announced that she would be leaving the meeting early to attend a Special Joint Meeting of the Board of Trustees. Dr. Priscilla Butler would chair in her absence.

The following item was taken out of order after item 4.1.

3.2 Kim Monda announced that the May 5, 2015 meeting would be Dean Nevins last. He will not be a member of Council in 2015-16.

4.0 INFORMATION ITEMS

4.1 Fiscal Independence Project – J. Zavas

James Zavas answered questions regarding the college's transition to fiscal independence from the Santa Barbara County Education Office.

5.0 DISCUSSION ITEMS

5.1 Tentative Budget 2015-16 Assumptions: Second Reading – J. Sullivan and L. Maas (Att. 5.1)

Lyndsay Maas presented the Tentative Budget 2015-16 Assumptions for a second reading. She reviewed substantive changes which took place since the first reading, noting that the college is reinstating transfers out of the General Fund to other funds established in previous years.

M/S/C (Sullivan/Nevins) to approve the Tentative Budget 2015-16 Assumptions. 14 approved. Motion passed.

5.2 Tentative Budget 2015-16 General Fund Unrestricted Expenditures: Second Reading – J. Sullivan and L. Maas (Att. 5.2)

Lyndsay Maas presented the Tentative Budget 2015-16 General Fund Unrestricted Expenditures for a second reading. She reported that the classified salary model had been updated to accurately reflect the impending COLA (Cost of Living Adjustment) increase, and that the forecast for academic salaries had also been updated.

Questions followed.

M/S/C (Nevins/Bishop) to approve the Tentative Budget 2015-16 General Fund Unrestricted Expenditures. 14 approved. Motion passed.

5.3 Review of Tentative Budget - All Components: First Reading – J. Sullivan and L. Maas (Att. 5.3)

Lyndsay Maas presented the Tentative Budget – All Components for first reading. Council was informed that the PowerPoint presentation Ms. Maas referred to during her presentation would be available on the CPC website as an addendum after the meeting.

Ms. Maas reported that the college will experience an increase in revenues due to several factors including revenue from prior years, as well as increases in COLA (Cost of Living Adjustment), state apportionment, income from the second summer session as well as from international and out-of-state tuition.

Ms. Maas proceeded to review the 2015-16 assumptions for revenues, expenditures and transfers. Dr. Gaskin clarified the college's reserve policy which requires 15% of the college's principal to be designated as reserve funds. She is recommending that the projected undesignated ending balance funds of approximately \$10.7 million be earmarked for funding the college's match for the Campus Center Replacement Project.

Ms. Maas reported that the Governor is expected to announce the state's budget revise on May 14, 2015 and she tentatively projected it will positively impact the college.

A brief discussion took place regarding the Food Service program's budget, including costs for swing space during the Campus Center Replacement Project and other related expenses.

Ms. Maas reported on the Center for Lifelong Learning's budget, noting that an increase of \$1 per contact hour is planned.

Joe Sullivan reported on the Measure V Bond budget. He informed Council that the California Coastal Commission will meet on May 13, 2015 to discuss the West Campus Classroom/Office Building Project which is the final project to be funded by Measure V.

5.4 Program Review Guidelines: Second Reading – P. Butler and L. Vasquez (Att. 5.4)

Dr. Priscilla Butler reviewed the changes made to the Program Review Guidelines since the first reading at the April 21, 2015 CPC meeting.

Changes were suggested with regard to the Program Review Timeline for 2015-16. It was agreed that some Council members would stay after the meeting to process the suggested changes.

M/S/C (Nevins/Sullivan) to take item 6.1 out of order. 14 approved. Motion passed.

Discussion continued after item 6.1.

Council members debated whether or not to keep the "Other" tab in Program Review. It was suggested that a group, such as Deans' Council or Planning and Resources, be assigned to review "Other" requests.

M/S/C (Nevins/Monda) to approve the "Other" tab. 12 approved. Motion passed.

M/S/C (Bishop/Walker) to approve the Resource Request Guidelines with the recommended changes to the timeline. 12 approved. Motion passed.

5.5 2015 Accreditation Self-Evaluation Report: Second Reading – R. Else and P. Butler (Att. 5.5a, 5.5b, 5.5c)

Robert Else presented the 2015 Accreditation Self-Evaluation Report for a second reading. He reported on the changes to the document since the first reading at the April 21, 2015 CPC meeting, including incorporating additional feedback and corrections, and the addition of an actionable improvement plan. He noted that Becky Saffold and Erin Coulter are working on linking evidence to the main document.

M/S/C (Nevins/Bishop) to approve the 2015 Accreditation Self-Evaluation Report. 12 approved. Motion passed.

5.6 Spring 2015 Governance Committee Survey Results – R. Else (Att. 5.6)

Robert Else reviewed the highlights of the Spring 2015 Governance Committee Survey results. He explained that the purpose of the survey was to assess the college's governance groups and their processes, and to look for recurring themes and suggestions.

Discussion ensued regarding the possibility of conducting orientations for new governance committee members.

Clarification was provided regarding the Advancing Leadership Committee's response rates. Dan Watkins explained that the survey was sent to all the managers and deans, rather than just the five members of the Advancing Leadership Committee (ALC). The Advancing Leadership Committee represents two constituencies: Supervisors and the Leadership Coalition. Jason Walker noted that

100% of the ALC (all five members) participated in the survey. Corrections will be noted in the document and included in next year's survey.

6.0 ACTION ITEMS

This item was taken out of order before item 5.5.

6.1 Request for \$30,368 to Purchase Photo ID Stations for the Wake and Schott Campuses for Noncredit Students – J. Friedlander

M/S/C (Monda/Nevins) moved to approve the request for \$30,368 to purchase two photo ID stations for the Wake and Schott Campuses for noncredit students. 13 approved. Motion passed.

Dr. Jack Friedlander left the meeting to attend the Special Joint Meeting of the Board of Trustees.

7.0 ADJOURNMENT

7.1 The next scheduled CPC meeting will be held on Tuesday, May 19, 2015 in Room 218C, 3:00-4:30 p.m.