

Santa Barbara City College
College Planning Council
Tuesday, March 15, 2016
3:00-4:30 p.m.

Minutes

1.0 PRESENT:

L. Gaskin, Chair, President
E. Auchincloss, President, CSEA
P. Bishop, Vice President, Information Technology
M. Broomfield, Advancing Leadership Committee Representative
P. Butler, Chair, Planning & Resource Committee
P. English, VP, Human Resources
P. Foster, Academic Senate Representative (for P. Stark)
K. Monda, President, Academic Senate
M. Marino, Associated Student Government Representative (non-voting)
J. McPheter, Classified Staff Representative
K. O'Connor, Academic Senate Representative
V. Pelton, Advancing Leadership Committee Representative (for Mark Broomfield)
C. Salazar, Classified Staff Representative
C. Smith, Advancing Leadership Committee Representative
M. Spaventa, Interim Executive Vice President
J. Sullivan, VP, Business Services

ABSENT:

R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. Stark, Academic Senate Representative
L. Vasquez, VP, Academic Senate

GUESTS:

L. Maas, Controller

2.0 CALL TO ORDER

2.1 Approval of 3/1/16 Minutes (Att. [3/1/16 CPC Minutes](#))

M/S/C (Bishop/Sullivan) to approve the 3/1/16 minutes with one amendment. The motion passed unanimously.

3.0 ANNOUNCEMENTS

3.1 Dr. Gaskin announced that she would be leaving the meeting early to attend a joint meeting of the Board of Trustees and the Santa Barbara Unified School District, and appointed Dr. Kim Monda to chair the remainder of the meeting in her place.

4.0 INFORMATION ITEMS

4.1 Director of Communications – L. Gaskin (Att. [SBCC Strategic Communications Plan](#))

Dr. Gaskin presented a brief history of the recent events leading to the decision to create a new position, Director of Communications. The decision was precipitated by the retirement of the Public Information Officer (PIO) as well as the approaching retirement of the Director of Marketing, and by the recommendations of the consulting firm SAE Communications, which created a strategic communications plan for the college.

Dr. Gaskin recommended establishing the new position at the same level as the current Director of Marketing, a cost of approximately \$150,000. She emphasized that the new position would not be a blending of the PIO and Director of Marketing positions, but rather an outward facing position designed to meet the growing external communication needs of the college. She assured Council that the new position would remain responsible for meeting the marketing demands of the college. Dr. Gaskin further suggested changing the current part-time position of Administrative Assistant to the Director of Marketing to a full-time position. The suggested changes would mean a savings to the college of \$82,000.

Discussion ensued.

4.2 Request to Change Administrative Assistant to Dean of Educational Programs from 11-month to 12-month Position – M. Spaventa

Marilynn Spaventa presented a brief history of the position of Administrative Assistant to the Dean of Educational Programs. Ms. Spaventa informed Council that the position's shift from 11 to 12 months would not require additional funds, but rather a reallocation of existing departmental funds.

5.0 DISCUSSION ITEMS

5.1 2015 ACCJC Accreditation Recommendation Action Plan – R. Else (Att. [2015 ACCJC Accreditation Recommendation Action Plan](#) and [ACCJC Santa Barbara City College Evaluation Visit Report 10.26.15](#))

Dr. Gaskin presented the 2015 ACCJC (Accrediting Commission for Community and Junior Colleges) Accreditation Recommendation Action Plan in Robert Else's absence.

She began by reviewing the five recommendations made by the ACCJC at the conclusion of the college's recent accreditation process. She referred to the attached document entitled *2015 ACCJC Accreditation Recommendation Action Plan* and noted that the Commission's five recommendations must be met in order for the reaffirmation of accreditation to be extended beyond the initial 18 months.

Questions and discussion followed.

Dr. Gaskin informed Council that the college's *Actionable Improvement Plan* is the result of the college's 2015 self-evaluation. The document self identifies 11 actionable improvement plans for which the college will be held accountable by the ACCJC. The first progress report of the *Actionable Improvement Plan* is due with the college's mid-term report in fall 2018.

5.2 Assumptions Used to Develop Five-Year Projections – J. Sullivan (Att. [Assumptions for 5-Year Projections 3.7.16](#))

Joe Sullivan presented a slide show illustrating the various assumptions used to develop the college's budget and related them to budget projections for fiscal years 2016-17 through 2020-21. The presentation will be posted on the website: <http://www.sbcc.edu/cpc/cpcagendas.php>.

Mr. Sullivan noted that only the assumptions that impact the budget going forward were included in the Five-Year Projections. He reviewed revenue, expense and transfer assumptions and presented two budgeting scenarios. The first, *Scenario 1: Matching Revenue and Expense*, attempts to balance revenues and expenditures by matching the decrease in revenues with a corresponding decrease in expenses. *Scenario 2* assumes that there is no reduction in full-time faculty, but that reductions in adjunct faculty TLUs and short term hourly would take place in response to declining enrollment. *Scenario 2* also assumes that classified staff and management would be replaced at 50% of the rate of enrollment decline. In conclusion, Mr. Sullivan stated that *Scenario 1* is not really feasible and that *Scenario 2* is not desirable. He informed Council that a third scenario needs developing and suggested they consider possible future budget scenarios prior to the next meeting on April 5.

5.3 Review Tentative Budget Assumptions and General Fund Unrestricted Revenues 2016-17 – L. Maas (Att. [Assumptions for 2016-17 Tentative Budget 3.9.16](#) and [Tentative Revenues General Fund Unrestricted 3.9.16](#))

This item was taken out of order after item 6.1.

Lyndsay Maas presented the first draft of the Tentative Budget Assumptions and General Fund Unrestricted Revenues 2016-17. She noted that the total variance between the 2015-16 adjusted budget and the 2016-17 tentative budget shows a decrease in revenues of approximately \$11.3 million.

5.4 Review Prioritization of New Classified Staff Requests – P. Bishop (Att. [New Classified Staff Position Requests](#))

Due to time limitations, this item was postponed until the April 5, 2016 agenda.

5.5 Report from Joint Academic Senate/Board of Trustees Discussion: Changing Enrollment Patterns and What it Means to SBCC – K. Monda and L. Gaskin

Due to time limitations, this item was postponed until the April 5, 2016 agenda.

6.0 ACTION ITEMS

6.1 Program Review Recommendations from Academic Senate, DTC, and PC – L. Maas

This item was taken out of order after item 5.2.

This was the second reading of Program Review Recommendations from Academic Senate, DTC and PC. Lyndsay Maas reported that Program Review items had been finalized by DTC (District Technology Committee) and re-ranked by PC (President's Cabinet) since the last CPC meeting on March 1, 2016.

Here is the link to the Program Review (PR) Resource Requests 2016-2017:

https://docs.google.com/spreadsheets/d/1n1ZVsD68Mn2AfPBfwJJLB5_giLAIdT-t6MdKWT8-pLY/edit#gid=519483878

M/S/C (O'Connor/Broomfield) to approve the Program Review rankings as presented by the Academic Senate, the District Technology Committee, and by the President's Cabinet. Motion passed unanimously.

7.0 ADJOURNMENT

7.1 The next CPC meeting is scheduled for Tuesday, April 5, 2016 in room A218C from 3:00-4:30 p.m.