

**Santa Barbara City College**  
**College Planning Council**  
**Tuesday, April 19, 2016**  
**3:00-4:30 p.m.**

**Minutes**

**1.0 PRESENT:**

E. Auchincloss, President, CSEA (for L. Gaskin)  
P. Bishop, Vice President, Information Technology  
M. Broomfield, Advancing Leadership Committee Representative  
P. Butler, Chair, Planning & Resource Committee  
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)  
K. Monda, President, Academic Senate  
J. McPheter, Classified Staff Representative  
K. Neufeld, Dean, Educational Programs (for M. Spaventa)  
K. O'Connor, Academic Senate Representative  
V. Pelton, Advancing Leadership Committee Representative (for C. Smith)  
P. Stark, Academic Senate Representative  
J. Sullivan, Vice President, Business Services  
L. Vasquez, Vice President, Academic Senate

**ABSENT:**

L. Gaskin, Chair, President  
P. English, Vice President, Human Resources  
M. Marino, Associated Student Government Representative (non-voting)  
C. Salazar, Classified Staff Representative  
C. Smith, Advancing Leadership Committee Representative  
M. Spaventa, Interim Executive Vice President

**OTHER ATTENDEES:**

J. Friedlander, Executive Vice President  
L. Maas, Controller

**2.0 CALL TO ORDER**

2.1 Approval of 4/5/16 Minutes (Att. [4/5/16 CPC Minutes](#))

**M/S/C (Bishop/Sullivan) to approve the 4/5/16 minutes with one amendment. The motion passed with 12 in favor and one abstention.**

**3.0 ANNOUNCEMENTS**

3.1 Liz Auchincloss chaired the meeting in Dr. Gaskin's absence. Ms. Auchincloss informed Council that the order of the discussion agenda items would be changed.

## 4.0 INFORMATION ITEMS

- 4.1 ACCJC Annual Reports Submitted – R. Else (Att. [ACCJC Annual Fiscal Report 2014-15](#) and [ACCJC Annual Report 2014-15](#))  
Robert Else presented the *ACCJC Annual Fiscal Report 2014-15* and the *ACCJC Annual Report 2014-15*. The reports can be found on the website at: <http://www.sbccc.edu/accreditation/index.php>. Mr. Else, with the assistance of Jack Friedlander and Joe Sullivan, addressed questions regarding the reports' data and the methodology used to arrive at the reports' statistics.
- 4.2 Receipt of a Basic Skills and Student Outcomes Transformation Program Grant – J. Friedlander (Att. [Basic Skills and Student Outcomes Grant Proposal – Final Version](#))  
Dr. Jack Friedlander presented information regarding the *Basic Skills and Student Outcomes Transformation Program Grant*. He answered questions regarding various components of the grant.

## 5.0 DISCUSSION ITEMS

- 5.1 Review Prioritization of New Part-Time to Full-Time Classified Staff Requests – P. Bishop (Att. [2016 Rankings from the CPC Workgroup on PT to FT Requests](#))  
Dr. Paul Bishop reported on the rankings of new part-time to full-time classified staff requests as submitted in Program Review. The part-time to full-time requests will not be funded due to budget concerns, but, as at the April 5, 2016 meeting, Council affirmed the importance of ranking all positions regardless of whether budget is available or not.
- 5.2 Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non-Labor) and Revenues: First Reading – L. Maas (Att. [Assumptions for 2016-17 Tentative Budget](#); [Tentative Revenues GF Unrestricted](#); [Tentative Expenditures GF Unrestricted](#); [Master Tentative Budget Spreadsheet 2016-17](#))  
This item was taken out of order after item 5.4.

Lyndsay Maas reviewed the general fund expenditures and revenues. She reported that she will be presenting the first reading of the entire tentative budget, as well as the second reading of the general fund unrestricted expenditures and revenues at the May 3, 2016 meeting. She informed Council that she was presenting updated expense figures at the present meeting and that the revised numbers would be posted after the meeting.

Ms. Maas reviewed details of the variance between the 2015-16 and the 2016-17 budgets, and noted adjustments to 2016-17 budget categories: summer adjunct salaries, adjunct overload salaries, academic salaries, and classified salaries. She reported that the 2016-17 tentative budget shortfall in revenues to cover expenses is approximately \$538,000. She further reported that the college will receive \$3.5 million in one-time funds from the state for deferred maintenance and instructional equipment.

Questions and discussion ensued.

- 5.3 Assumptions for 2016-17 Budget and Future Projections – J. Sullivan (Att. [Assumptions for 5 Year Projections](#))  
This item was taken out of order after 5.2.

Joe Sullivan distributed a handout comprised of discussion points that were identified at the April 5, 2016 CPC meeting, and that were further discussed and developed at the April 13, 2016 President's Cabinet meeting. The topics included:

- Ideal FTES for credit/non-credit
- Targeted marketing
- Messaging to the community
- Development of new non-credit courses
- Target number for international students

Mr. Sullivan reviewed points to be considered when planning for the college's balanced budget including the college's policy of no layoffs, the obligation to cover fixed costs, the maintenance of salary levels, the use of budget reserves, and the allocation of one-time state funding for deferred maintenance and equipment. Additionally, Mr. Sullivan emphasized the discrepancy between the decrease in the college's adjunct labor costs and the corresponding decrease in FTES, and the college's FON (Faculty Obligation Number) as a floor and not a ceiling.

Council engaged in discussion regarding FON and how it relates to the college's state funding allocation. Mr. Sullivan reported that, due to recent faculty hiring, the college will be in excess of its FON by 16 faculty, or 2.2 instructors per percentage of FTES.

Further discussion took place regarding how to address classified and management position vacancies, and the need to establish a target for California FTES (full-time equivalent students).

It was suggested and agreed to include Information Technology infrastructure when calculating staffing to support classrooms and students.

There was consensus among Council to hold the May 17, 2016 CPC meeting and/or a summer CPC retreat in order to further discuss issues impacting future year's budget projections. Topics for further discussion include:

- The need to address vacant classified and management positions
- The ideal target number for international students
- The ideal target for FTES
- The FON floor

#### 5.4 2016 Spring Credit Enrollment Analysis – J. Friedlander (Att. [2016 Spring Semester Credit Enrollment Analysis](#))

This item was taken out of order after item 5.5.

Dr. Jack Friedlander presented the 2016 spring credit enrollment. He focused on items he thought Council needed to know as they pertained to the meeting's budget discussion. He noted that the college has experienced a 7% decrease in California resident FTES for the 2015-16 academic year, and that applications to the college continue to decline.

Joe Sullivan added that for every 100 FTES lost, the college loses \$900,000 in revenue. Dr. Friedlander stated that the college suffered a significant loss of first time college students in spring 2016.

Dr. Friedlander briefly reviewed critical recommendations that have the potential to offset enrollment decline.

There was consensus by Council that, because of the significance of declining enrollment and its impact on the college's budget, the issue needs to be discussed further. It was suggested to bring the issue to a future CPC meeting or retreat.

5.5 Approval of the Year Two Institutional Effectiveness Indicators the College is Required to Submit to the Chancellor's Office: First Reading – J. Friedlander (Att. [Institutional Effectiveness Indicators for 2017](#))

This item was taken out of order after item 5.6.

Dr. Jack Friedlander reported that a new Education Code requires community colleges to identify short term (one year) and long term (six years) goals on a prescribed set of indicators. This being year two of the process, the state is requiring eight specific indicators to set one year and six year goals. In addition, the college is required to set a goal for one of several basic skills outcome indicators.

Dr. Friedlander reviewed the required goals as well as the chosen optional goal.

Questions and discussion ensued. Joe Sullivan noted a correction to the long-term goal ending fund balance and Dr. Friedlander agreed to make the change.

Dr. Friedlander will present the updated *Year Two Institutional Effectiveness Indicators the College is Required to Submit to the Chancellor's Office* for a second reading at the May 3, 2016 meeting.

5.6 Update of Program Review User Guide: First Reading – P. Butler (Att. [Final Program Review Instructions – Guidelines 2016-17](#))

This item was taken out of order after item 5.1.

Dr. Priscilla Butler presented the annual update of the *Program Review User Guide*. She noted that changes were highlighted in yellow. Further changes suggested by Council included the addition of a section on full-time faculty requests, additional clarification within the *Program Review Timeline* regarding the formal submission of technology requests, and a correction to item 5a in the *Overview* section. Dr. Butler explained the purpose behind keeping the “other” tab which is to document those requests which don't fit into another Program Review category. She noted that such items are neither reviewed nor ranked. Discussion ensued and several proposals were suggested regarding clarification on “other” requests, such as those for the marketing department.

Dr. Butler will present the updated version of the *Program Review User Guide* for a second reading at the May 3, 2016 meeting.

## 6.0 ACTION ITEMS

## 7.0 ADJOURNMENT

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