

Santa Barbara City College
College Planning Council
Tuesday, May 17, 2016
3:00-4:30 p.m.

Minutes

1.0 PRESENT:

L. Gaskin, Chair, President
E. Auchincloss, President, CSEA
M. Broomfield, Advancing Leadership Committee Representative
P. Butler, President, Academic Senate
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
K. Monda, Past President, Academic Senate
J. McPheter, Classified Staff Representative
K. O'Connor, Academic Senate Representative
C. Smith, Advancing Leadership Committee Representative
L. Vasquez, Vice President, Academic Senate

ABSENT:

P. Bishop, Vice President, Information Technology
P. English, Vice President, Human Resources
M. Marino, Associated Student Government Representative (non-voting)
C. Salazar, Classified Staff Representative
M. Spaventa, Interim Executive Vice President
J. Sullivan, Vice President, Business Services

OTHER ATTENDEES:

J. Friedlander, Executive Vice President
J. Hendricks Fahnestock, Senior Director, Facilities, Planning & Campus Development
L. Maas, Controller
M. Moreno, Dean, Educational Programs
A. Scharper Perez, Dean, Educational Programs (for M. Spaventa)
A. Thierjung, Administrative Assistant III, Business Services

2.0 CALL TO ORDER

2.1 Approval of 5/3/16 Minutes (Att. [5/3/16 CPC Minutes](#))

M/S/C (Monda/Broomfield) to approve the 5/3/16 minutes. The motion passed unanimously.

3.0 ANNOUNCEMENTS

3.1 Dr. Jack Friedlander announced that the college is applying for three grants: a federally funded workforce development grant; a state funded Centers for Excellence grant designed to provide our region with labor force data and assistance; and, a federally funded Title 3 grant supporting STEM majors.

3.2 Dr. Kim Monda announced that Dr. Priscilla Butler was replacing her as president of the Academic Senate. Dr. Monda will continue to serve on CPC as the past president of the Academic Senate.

3.3 Dr. Gaskin announced that Dr. Alice Scharper Perez was attending in Marilyn Spaventa's absence.

4.0 INFORMATION ITEMS

4.1 Report from CPC Task Force on Chumash Installation on West Campus – K. Monda and J. Friedlander (Att. [Map of Chumash Installation Site](#) and [Chumash West Campus Installation Proposal and Meeting Notes 4/28/16](#))

Dr. Monda reported on the task force charged with developing a plan for an installation recognizing the history and honoring the sacredness of the Chumash on the West Campus bluffs. Task force members included Dr. Jack Friedlander, Cindy Salazar, Mark Broomfield and Annette Cordero. Dr. Monda informed Council that Dr. Gaskin had committed funds from the president's Foundation account to move forward with the educational installation and a bench, two components of the project. Dr. Monda noted that the task force will take the lead in raising the remaining \$20,000 needed to fund the installation.

Dr. Gaskin offered a deep note of gratitude for the task force's work on this project.

5.0 DISCUSSION ITEMS

5.1 Professional Development Plan (2016-2017): First Reading – K. Monda and L. Auchincloss (Att. [2016-2017 Professional Development Annual Plan](#))

Liz Auchincloss presented the updated Professional Development Plan. She noted pages 10-19 of the plan which lists the professional development activities offered by the college in 2015-16. Dr. Gaskin, Dr. Monda and Ms. Auchincloss expressed thanks to the Professional Development Advisory Committee, particularly to Kenley Neufeld and Mark Broomfield, for their work on the plan.

5.2 Declining Enrollment and its Impact on the College – K. Monda (Att. [AS Recommendation on Enrollment 4/27/16](#))

Dr. Monda presented recommendations from the Academic Senate (AS) with regard to declining enrollment and its impact on the college. The five AS recommendations included the establishment of a base FTES target, investing in marketing and outreach to prospective and continuing students in the interest of fostering diversity, expanding communication and engagement with the community, limiting the number of international students to 1500, and developing more ways to increase student retention and completion. Discussion ensued regarding concerns the community has about students attending SBCC from outside the district. Dr. Gaskin recommended that the AS recommendations and related issues be discussed further at the summer CPC retreat.

A brief discussion followed regarding the proposed 1500 limit on international student enrollment. The limit is proposed in lieu of a percentage in an effort to simplify and support program planning. The recommendation to limit international student enrollment to 1500 will be presented to the Board at its May 26, 2016 meeting.

5.3 Facilities Master Plan: Second Reading – J. Hendricks Fahnestock (Att. [ABA Step 3A Facilities Master Plan 5/3/16](#) and [ABA Presentation PLLUMP Step 3A](#))

Julie Hendricks Fahnestock followed up on the Facilities Master Plan as presented by Anderson-Brule at the May 3, 2016 CPC meeting. She reviewed the Main Campus organizing principles

which includes placing administrative services on the campus perimeter, and either academic or student support services at the core of the campus. Council provided feedback regarding the proposed plans.

Ms. Hendricks Fahnestock reviewed the various proposed Main Campus program locations, noting that the Facilities Master Planning workshop attendees tended to group, or cluster, certain programs together, including the library with the LRC, Student Services, administrative with classified services, social sciences with modern languages, math with English, and health and human services with tech CTE.

It was recommended that an update regarding program location proposals be presented at the fall 2016 all campus in-service. Ms. Hendricks Fahnestock informed Council that the next step of the Facilities Master Plan will be presented at the CPC+ fall retreat.

The Facilities Master Plan is located on the website at:
<http://www.sbccc.edu/facilities/longrangeplanning.php>.

5.4 Draft of Staff Survey for Double Summer Sessions: First Reading – K. Monda (Att. [Classified Staff Survey Summer Session 2016 DRAFT](#))

Dr. Monda presented a draft survey devised to assess the impact of double summer sessions on classified staff's workload. The survey, consisting of six questions and a comment section, focuses its questions on the changes that have taken place since the 2015-16 summer sessions. It was agreed that the survey would be further discussed at the CPC summer retreat before planning the upcoming 2017-18 academic calendar.

Ensuing discussion prompted questions regarding the use of overtime by classified employees. It was agreed that Jason Walker, Liz Auchincloss and Lyndsay Maas would work on developing a policy to address this issue.

6.0 ACTION ITEMS

6.1 Review 2016-17 Tentative Budget: All Components – Second Reading – L. Maas (Att. [Assumptions for 2016-17 Tentative Budget](#); [2016-17 Tentative Revenues GF Unrestricted](#); [2016-17 Tentative Expenditures GF Unrestricted](#); [2016-17 Master Tentative Budget Spreadsheet](#))

Lyndsay Maas presented the 2016-17 Tentative Budget: All Components for a second reading and action.

Ms. Maas reviewed minor adjustments to the budget. She noted that she had not yet incorporated into the budget all of the May revise changes which occurred after she had produced the budget spreadsheets. However, Ms. Maas said the changes will be included in the 2016-17 Tentative Budget before it is presented to the Board of Trustees in June 2016.

Ms. Maas noted the following changes to the Budget Assumptions:
Expenditures

#3: Hourly salaries and related benefits were decreased by approximately \$400,000 to account for enrollment decline.

Transfers

#2: Transfer to the Construction Fund for ongoing campus maintenance decreased to \$615,000.

#4: Transfer to the Equipment Fund for program review items decreased to \$0.

#5: Transfer to the Equipment Fund for equipment decreased to \$0.

Ms. Maas noted that some Program Review requests and equipment items identified as instructional equipment will be funded using the one time instructional equipment state revenues. Other changes cited by Ms. Maas included adjustments to interfund transfers out, the Campus Store fund, the Construction and Equipment funds, and ending fund balances.

She commenced her presentation by reviewing the unrestricted general fund May revise adjustments, including the elimination of the .47% COLA; a base apportionment increase of \$907,000; and, an increase to one time state mandates of \$1.2 million. She further noted that there will be a \$2 million carryover from Program Review.

M/S/C (Monda/O'Connor) to approve the 2016-17 Tentative Budget: General Fund Unrestricted Expenditures: All Components. The motion passed unanimously.

6.2 Vacant Positions and a Balanced Budget – L. Gaskin (Att. [Vacant Positions and a Balanced Budget 5/3/16](#))

Due to declining enrollment, Dr. Gaskin proposed a temporary, mindful approach to the replacement of vacant positions. The proposal involves putting a hiatus on automatic classified and managerial replacements and replacing the positions at the 50% level. Likewise, she proposed that the difference between the college's actual number of full-time faculty and the FON be replaced at 50% of the difference.

Dr. Priscilla Butler requested that the minutes reflect that the proposal was introduced to CPC as an action item without previous discussion. Kathy O'Connor concurred. Dr. Gaskin qualified the agenda item stating that is was meant for dialogue.

7.0 ADJOURNMENT

- 7.1 The next regular CPC meeting is scheduled for Tuesday, September 6, 2016 in room A218C from 3:00-4:30 p.m. A CPC retreat is scheduled for Thursday, July 21, 2016 from 8:00 a.m. to 1:00 p.m., location to be announced.