

**Santa Barbara City College**  
**College Planning Council**  
**Tuesday, May 3, 2016**  
**3:00-5:00 p.m.**

**Minutes**

**1.0 PRESENT:**

L. Gaskin, Chair, President  
E. Auchincloss, President, CSEA  
M. Broomfield, Advancing Leadership Committee Representative  
P. Butler, Chair, Planning & Resource Committee  
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)  
P. English, Vice President, Human Resources  
K. Monda, President, Academic Senate  
J. McPheter, Classified Staff Representative  
K. O'Connor, Academic Senate Representative  
C. Salazar, Classified Staff Representative  
C. Smith, Advancing Leadership Committee Representative  
M. Spaventa, Interim Executive Vice President  
J. Sullivan, Vice President, Business Services  
L. Vasquez, Vice President, Academic Senate

**ABSENT:**

P. Bishop, Vice President, Information Technology  
M. Marino, Associated Student Government Representative (non-voting)

**OTHER ATTENDEES:**

P. Anderson-Brulé, Anderson Brulé Architects  
J. Friedlander, Executive Vice President  
J. Hendricks Fahnestock, Senior Director, Facilities, Planning & Campus Development  
L. Maas, Controller  
L. Salin, Anderson Brulé Architects

**2.0 CALL TO ORDER**

2.1 Approval of 4/19/16 Minutes (Att. [4/19/16 CPC Minutes](#))

**M/S/C (Monda/Vasquez) to approve the 4/5/16 minutes with one amendment. The motion passed unanimously.**

**3.0 ANNOUNCEMENTS**

**4.0 INFORMATION ITEMS**

4.1 March 2017 Accreditation Follow-up Report Action Plan and Timeline – R. Else (Att. [Accreditation Follow-up Report Plan and Timeline April 26, 2016](#))  
Robert Else briefly reviewed the *March 2017 Accreditation Follow-up Report Action Plan and Timeline*. Mr. Else proceeded to answer questions regarding the report.

4.2 2016-17 College Planning Council Meeting Schedule – L. Gaskin (Att. [2016-17 CPC Meeting Schedule](#))

Dr. Gaskin reviewed the CPC meeting schedule for 2016-17. It was agreed to hold a CPC retreat sometime during the week of July 18, 2016.

## 5.0 DISCUSSION ITEMS

5.1 Facilities Master Plan – J. Hendricks Fahnestock and P. Anderson-Brulé (Att. [SBCC Step 3A: Facilities Master Plan](#))

Pamela Anderson-Brulé of Anderson-Brulé Architects (ABA) presented an update on the development of the college's Facilities Master Plan. She reviewed Step 3A of the plan which provides an assessment of existing conditions on each of the college's campuses (Main, Wake and Schott). Ms. Anderson-Brulé reviewed the feedback and key findings of the governance body workshops conducted to gather information primarily on program locations. The resulting Block Diagram Scenarios included program location schemes for all three campuses. Other Main Campus program considerations that emerged from the workshops included the need for a welcome center or prominent entrance, parking, the locations of food service venues, faculty offices and Student Services, the interaction between East and West campuses, and pedestrian safety.

Feedback regarding the Wake Campus focused on parking, transportation to the site, classroom location, and sensitivity to the neighboring environment. Feedback regarding the Schott Campus focused on the location of the campus's core, a proposed courtyard, and the campus entrance.

Ms. Anderson-Brulé concluded her presentation by informing Council of the next steps in the planning process. The PowerPoint she referred to during her presentation will be posted on the CPC website at: <http://www.sbccc.edu/cpc/cpcagendas.php>.

The Facilities Master Plan will be discussed further at the May 17<sup>th</sup> CPC meeting.

5.2 Reflections on SBCC Survey Spring 2016 – R. Else (Att. [Reflections on SBCC Survey Spring 2016 Results](#))

Robert Else presented the results of the *Reflections on SBCC Survey Spring 2016*. He reviewed the annual survey's response rates over the last three years (2013, 2014 and 2015) and noted that overall, this year's responses tended to be positive. Mr. Else reminded Council that the survey will be conducted during fall semester each year. The survey can be found on the college's website at: <http://www.sbccc.edu/institutionalresearch/data.php>.

5.3 Review 2016-17 Tentative Budget: All Components – First Reading – L. Maas

This item was taken out of order after item 6.1.

Lyndsay Maas reviewed all components of the *2016-17 Tentative Budget* including ending fund balances and reserves, the Campus Store Fund, the Food Service Fund, the Satellite Services Fund, the Center for Lifelong Learning, the Children's Center Fund, and the Special Revenue Funds. She noted the following:

- There will be no transfers to the college from the Campus Store Fund due to the designation of the Store's funds to cover its 2016-17 remodel.
- Food Services has experienced a decrease in revenue due to the cancellation of Kaplan's lease and the loss of approximately 1500 students.
- The Satellite Service Fund includes coffee and snack venues on campus.

- The Center for Lifelong Learning has experienced a decline in enrollment resulting in a loss of revenue.
- Measure V funds have been completely allocated.

The *Tentative Budget: All Components* will return for a second reading at the May 17<sup>th</sup> CPC meeting and will be posted on the CPC website after the meeting at:

<http://www.sbccc.edu/cpc/cpcagendas.php>.

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

This item was postponed until the May 17, 2016 meeting.

## 6.0 ACTION ITEMS

6.1 Review 2016-17 Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) and Revenues – 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](#))

This item was taken out of order and combined with item 5.3, *2016-17 Tentative Budget: All Components*.

Lyndsay Maas reviewed the tentative budget's expenditures and revenues. She stated that there were no changes to revenues as presented at the item's first reading. Additionally, she noted that clean-up efforts in Banner, the college's accounting system, resulted in a positive adjustment to the general fund of approximately \$1 million.

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

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

Dr. Jack Friedlander presented the *Year Two Institutional Effectiveness Indicators that the College is Required to Submit to the Chancellor's Office*.

**M/S/C (Monda/O'Connor) to approve the Institutional Effectiveness Indicators for 2017. The motion passed unanimously.**

6.3 Board Policy 5012: International Students – J. Sullivan (Att. [BP 5012 International Students with Headcount](#))

Joe Sullivan presented *Board Policy 5012: International Students*. The proposed change to the policy limits international student enrollment to 1500 students, a number rather than a percentage of the college's total enrollment. He noted that, currently, the international student enrollment falls under this targeted cap which is the goal of the college.

**M/S/C (O'Connor/Salazar) to approve Board Policy 5012: International Students as presented. The motion passed unanimously.**

6.4 Update of the Program Review User Guide – P. Butler (Att. [FINAL Program Review Instructions-Guidelines 2016-2017](#))

Dr. Priscilla Butler presented the updated *Program Review User Guide*. She briefly reviewed the changes made to the document, as highlighted in green, since the first reading at the April 19, 2016 CPC meeting.

**M/S/C (Monda/O'Connor) to approve the updated Program Review User Guide. The motion passed unanimously.**

## **7.0 ADJOURNMENT**

7.1 The next CPC meeting is scheduled for Tuesday, May 17, 2016 in room A218C from 3:00-4:30 p.m. The following items will be included on the May 17<sup>th</sup> agenda:

- PLLUMP (Program Location and Land Use Plan) and Facilities Master Plan
- Final Budget
- Status of Classified Staffing
- Survey for Summer Sessions