

**Santa Barbara City College
College Planning Council
Emergency Meeting
Thursday, July 29, 2016
2:00-4:00 p.m.**

Minutes

1.0 PRESENT:

A. Beebe, Chair, President
E. Auchincloss, President, CSEA
P. Bishop, Vice President, Information Technology
P. Butler, President, Academic Senate
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. Jarrell, Executive Vice President, Educational Programs
L. Maas, Controller (for J. Sullivan)
K. Monda, Past President, Academic Senate
J. McPheter, Classified Staff Representative
K. Neufeld, Dean, Educational Programs (for J. Walker)
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
M. Spaventa, Interim Executive Vice President
L. Vasquez, Vice President, Academic Senate

ABSENT:

P. English, Vice President, Human Resources
V. Pelton, Advancing Leadership Committee Representative
J. Sullivan, Vice President, Business Services
J. Walker, Advancing Leadership Committee Representative

OTHER ATTENDEES:

C. Alsheimer-Barthel, Formula Study Work Group
J. Friedlander, Executive Vice President
A. Parmely, Formula Study Work Group
L. Reyes-Martin, Director of Communications

2.0 CALL TO ORDER

3.0 ANNOUNCEMENTS

4.0 INFORMATION ITEMS

5.0 DISCUSSION ITEMS

5.1 2016-17 Academic Calendar and Assessment of Two Summer Sessions – P. Butler, R. Else, P. Jarrell ([Draft 2017-18 Academic Calendar Approval Timeline](#); [Data Requested to Evaluate Two Summer Sessions](#); [Employee Survey Two Summer Session 2016](#); [Student Survey Two Summers](#)

[2016; Draft A One Summer Session; Draft B Two Summer Sessions; Draft C Two Summer Sessions](#))

Dr. Priscilla Butler reported that at the March 1, 2015 CPC meeting it was decided to establish a work group to create a plan to evaluate two summer sessions as part of the process for creating the academic calendar. Dr. Butler reviewed the draft of the *2017-18 Academic Calendar Approval Timeline* and asked CPC for feedback. Council reached consensus on the timeline going forward.

Dr. Paul Jarrell reviewed the *Data Requested to Evaluate Two Summer Sessions*. Kenley Neufeld requested that the data request include on-line classes versus on-campus scenarios and success rates.

Dr. Jarrell introduced three 2017-18 academic calendar scenarios:

1. Draft A includes one summer term. Dr. Jarrell noted a correction to the start of spring term (1/22/18).
2. Draft B includes two summer terms and a one week break between spring and the first summer term.
3. Draft C includes two summer terms, and an earlier spring term start and end.

Questions and comments followed. Alternative schedules were discussed.

Lyndsay Maas agreed to provide data on FTES at a future date.

5.2 Preliminary 2016-17 Adopted Budget Review – L. Maas (Att. [SBCC Final Budget](#))

Lyndsay Maas presented the 2016-17 adopted budget. Ms. Maas distributed a handout detailing the budgets general fund revenues and expenditures, and the adjustments made since the tentative budget presentation. She reported that three of the four budget modifications consisted of salary adjustments, and that the adjustment to the Culinary Arts program revenue was due to an accounting fund change. Ms. Maas concluded her presentation by reporting that the budget deficit is at \$3.1 million.

5.3 Supplemental Early Retirement Plan (SERP) – L. Maas (Att. [SERP](#))

Lyndsay Maas presented a summary of the proposed Supplemental Early Retirement Plan (SERP). Ms. Maas distributed a handout of the plan produced by consultant Keenan and Associates. Due to the college's faculty hiring process, Keenan created two timelines - one for faculty, and one for classified and management staff. Ms. Maas noted the following dates on the faculty timeline:

- August 3 – college-wide distribution of SERP information
- September 9 – deadline by which faculty must submit their intent to retire
- November 29 – deadline by which employees can retire and capture SERP benefits
- December 8 – plan implemented pending results of final cost analysis and savings

Discussion ensued regarding the September 9 deadline for faculty to submit their retirement. It was suggested that the deadline be moved back by a week or two in order to allow faculty more time to make a decision about retiring. Chantille Marquez, representing Human Resources, reviewed the timing of the process for hiring faculty and the possible negative impact to her department should the deadline get postponed. Ms. Maas reminded Council that the intent of SERP is to help balance the budget, and that the more faculty and staff that participate in the plan, the more beneficial the plan is for the college.

It was suggested that the deadline by which faculty must submit their intent to retire be decided by the Academic Senate President and the Executive Vice President of Educational Programs, as it has traditionally been decided.

Ms. Maas agreed to have Keenan provide the estimated benefits of SERP based on the average salary of a classified staff member and classified management member.

5.4 Employee Survey of Interest Regarding Possible SERP Option – P. Butler (Att. [SBCCD Summary 07/20/16](#); [Survey about SERP 7/29/16](#))

Dr. Priscilla Butler presented a draft survey which she created with the intent to offer permanent employees a place to express their opinion about the Supplemental Early Retirement Program (SERP).

In an effort to provide timely information to employees about SERP, Lyndsay Maas reported that an informational email will be sent on August 3, 2016 from the President's Office. Questions and discussion followed. Several edits to the SERP information document and to the survey were suggested by Council and by representatives of the Instructors' Association. Dr. Butler reviewed the edits and informed Council that she would make the agreed upon changes to both documents before sending them to Dr. Beebe for final review. Dr. Beebe noted that the results of the survey would not be a determinant in whether or not the college offers the SERP.

The Institutional Research Department, under the direction of Robert Else, will conduct the survey and compile the results on behalf of the college's governance groups.

Following more discussion, Dr. Butler reiterated her intent for the survey which was to offer employees the opportunity to comment on the SERP. She asked Council to support the distribution of the SERP survey.

Council reached consensus on the revisions and distribution of the SERP survey and information documents. It was further agreed to have Keenan and Associates, the SERP consultant, to provide employees with the option of attending group and/or individual informational meetings on the SERP.

5.5 FTES Target – P. Jarrell

Due to time constraints, this agenda item was postponed until the September 6, 2016 CPC meeting.

6.0 ACTION ITEMS

7.0 ADJOURNMENT

7.1 The next regular CPC meeting is scheduled for Tuesday, September 6, 2016 in A218C from 3:00-4:30 p.m.