

Santa Barbara City College
College Planning Council
September 20, 2016
3:00-4:30 p.m.

Minutes

1.0 PRESENT:

A. Beebe, Chair, President
E. Auchincloss, President, CSEA Chapter 289
P. Bishop, Vice President, Information Technology
P. Butler, President, Academic Senate
R. Else, Sr. Director, Institutional Assessment, Research and Planning (non-voting)
P. English, Vice President, Human Resources
P. Jarrell, Executive Vice President, Educational Programs
J. McPheter, Classified Staff Representative
K. Monda, Past President, Academic Senate
K. O'Connor, Academic Senate Representative
V. Pelton, Advancing Leadership Committee Representative
D. Raiman, Representative, Associated Student Government (non-voting)
C. Salazar, Classified Staff Representative
P. Stark, Representative, Academic Senate
J. Sullivan, Vice President, Business Services
L. Vasquez, Vice President, Academic Senate
J. Walker, Advancing Leadership Committee Representative

OTHER ATTENDEES:

K. Neufeld, Dean, Educational Programs

2.0 CALL TO ORDER

2.1 Approval of the 9/6/16 minutes. ([Att. 9/6/16 Minutes](#))

M/S/C (Monda/Butler) to approve the minutes with one clarification. The motion passed with 15 approvals.

3.0 ANNOUNCEMENTS

3.1 Dr. Beebe introduced Dylan Raiman, the new Associated Student Government (ASG) representative on CPC for the 2016-17 academic year. This is a correction to the agenda which listed Bryanna Seguenza as the ASG representative.

3.2 Dr. Beebe informed Council that he would be leaving the meeting early. He thus requested that discussion items 5.2 and 5.3 be taken out of order and addressed first. He selected Dr. Paul Jarrell to chair the meeting in his absence.

4.0 INFORMATION ITEMS

4.1 President's Survey Results – A. Beebe ([Att. President's Survey Tabular Report 9/20/16](#))

Dr. Beebe presented the results of his survey, "*If only I were the new SBCC President, I would...*" Discussion followed. Dr. Priscilla Butler suggested that Council carefully weigh survey responses, saying that community members that chose to respond to the survey are but a fraction of our community's population. She further cautioned that the results of the survey should not drive decisions about our college.

Dr. Beebe assured Council that he did not consider the survey to be a driving force, but rather another source of information to consider. He noted how he had disaggregated survey responses, separating responses from staff, faculty, student, and community members.

A handout with the survey's summarized results was distributed at the meeting and will be posted to the website as an addendum attachment ([President's Survey - If only I were the next SBCC President 9.20.16](#))

4.2 Double Summer Session Classified Survey Results – L. Auchincloss ([Att. Evaluation of Double Summer Session Survey – 2016](#))

Liz Auchincloss provided a brief history leading to the *Double Summer Session Classified Survey - 2016*. She stated that it was developed by CPC to evaluate the efforts made by management to improve conditions for classified staff members who were impacted by two consecutive summer sessions. Ms. Auchincloss noted that not having a break between spring and summer terms was a particular problem for classified staff. She also reminded Council that the SERP (Supplemental Employee Retirement Plan) will take effect during the next summer session, and that the college will likely lose staff at that time.

Ms. Auchincloss referenced a document from a previous CPC meeting - *Two Summer Sessions: Problems/Resolutions Combined* (CPC 3/1/16).

4.3 Employee Survey of Two Summer Sessions 2016 – R. Else ([Att. Employee Survey of 2 Summers 2016](#))

Robert Else presented the results of the *Employee Survey of Two Summer Sessions 2016*. It was noted that the survey's responses indicated that all groups, including classified, management and administrative staff, have some concerns about holding two consecutive summer sessions.

5.0 DISCUSSION ITEMS

5.1 Proposed Process for Creating a Vision Statement – A. Beebe and K. Neufeld ([Att. Proposed Process for Creating a Vision Statement](#))

In the absence of Dr. Beebe, Kenley Neufeld presented the proposed process for creating a college vision statement.

Mr. Neufeld reported that he and Dr. Beebe built the proposed process upon the model that was used for creating the college's mission statement. The process includes holding a CPC+ retreat to craft the statement. CPC+ is composed of Council plus two additional representatives from each governance group (President's Cabinet, Advancing Leadership Committee, Classified Consultation Group, Academic Senate and Student Senate). Council made several suggestions including interviewing people outside the constituency groups, holding open forums, and discussing the topic with division members. Concern was expressed that the information gathering process was too

narrow and that it needs to be open to a wider community. It was agreed that student input is crucial to the process.

Mr. Neufeld agreed to revisit the process with Dr. Beebe before it is brought back to CPC for further discussion. In the meantime, Dr. Jarrell suggested that Council send their input to him for forwarding to Dr. Beebe. Furthermore, Dr. Jarrell will meet with Dr. Priscilla Butler and Luz Reyes-Martin to discuss the issue.

5.2 Five Year Fiscal Plan – J. Sullivan ([Att. Assumptions for 5 Year Projections 9/12/16](#))

This item was taken out of order.

Joe Sullivan informed Council that due to the end of Prop. 30 sales tax revenue, the college will lose an additional \$2 million in revenue next year.

He explained that, in order to plan for the 2017-18 budget and beyond, the college must establish an FTES target taking into account the decline in international and out-of-state students. He further noted that a reduction in staffing due to the SERP will impact the 2017-18 budget. Mr. Sullivan stated, and Dr. Jarrell concurred, that a reduction in discretionary expenditures such as hourly staffing, consulting and legal fees, travel and conference, and stipends is needed to offset the budget deficit.

Mr. Sullivan reviewed the on-going, one-time and local revenues. He concluded his presentation with a review of the “What If” scenarios, including Scenario 1, *Balanced Revenue and Expense, Matching the Decline in Revenue with a Corresponding Decline in Expense Across all Expense Categories*.

5.3 Optimal Size of College and FTES Target – P. Jarrell ([Att. FTES Targets](#); [FTES History and Projections 9/12/16](#))

This item was taken out of order.

Dr. Paul Jarrell reviewed the connection between income generated from FTES (Full Time Equivalent Student) and the budget.

Dr. Priscilla Butler commented that the title of the discussion item, *Optimal Size of College and FTES Target*, might give the impression that the college’s FTES target is considered be the college’s optimal size. However, she added that the concepts of optimal size and of FTES projections are different. In light of this, she suggested that the college have a separate conversation about its optimal size, as impacted by projected enrollment declines. She noted that the current discussion item presented by Dr. Jarrell concerns this year’s enrollment and how the college will meet its FTES projections.

Dr. Jarrell agreed and proceeded to review *FTES History and Projections 9/12/16*, a representation of the college’s FTES history as well as some preliminary FTES projections that Robert Else calculated for 2016-17. Dr. Jarrell noted that the fall 2016-17 fall FTES of 5,464 is an estimate and that the goal for 2017-2018 is to try to get as close as possible to the 2016-17 numbers. He further noted the 8% decline in enrollment from fall 2015 to spring 2016.

Dr. Jarrell indicated that there is an opportunity to claim more noncredit FTES, but that this will require a different model going forward.

He added that Council needs to be aware that the college will experience a dip in FTES if it returns to a single summer session model, and that this will require planning. He reminded Council that scheduling two summer sessions, though not the only solution to capturing more FTES, does offer the most convenient solution to the issue as well as offering more opportunities to students. He stated that he would welcome more solutions from Council.

A brief discussion ensued regarding marketing and outreach. Dr. Beebe noted that specific programs such as career technical education are currently being marketed, but in order to expand the college's outreach, he would like to bring back the college's marketing position.

6.0 ACTION ITEMS

7.0 ADJOURNMENT

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