

Santa Barbara City College
College Planning Council
September 6, 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
K. Monda, Past President, Academic Senate
K. Neufeld, Dean, Educational Programs (for V. Pelton)
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
B. Siguenza, Representative, Associated Student Government (non-voting)
J. Sullivan, Vice President, Business Services
L. Vasquez, Vice President, Academic Senate
J. Walker, Advancing Leadership Committee Representative

ABSENT:

J. McPheter, Classified Staff Representative
V. Pelton, Advancing Leadership Committee Representative

OTHER ATTENDEES:

L. Giraldo, Director of Equity, Diversity, and Cultural Competency
L. Maas, Controller

2.0 CALL TO ORDER

2.1 Approval of the 7/21/16 and 7/29/16 minutes. (Att. [7/21/16 Minutes](#); [7/29/16 Minutes](#))

M/S/C (Sullivan/Bishop) to approve the minutes of 7/21/16 and 7/29/16. The motion passed with 12 approvals and one abstention on the 7/29/16 minutes.

3.0 ANNOUNCEMENTS

4.0 INFORMATION ITEMS

4.1 Program Location and Land Use Master Plan (PLLUMP) Update – A. Beebe
Dr. Beebe provided an update on the Program Location and Land Use Master Plan (PLLUMP). He reported that the plan is moving into its third phase and the actual development of the Facilities Master Plan. He stated that the PLLUMP process, as facilitated by Anderson Brulé, has cost the college \$1.3 million so far, and that there is a significant amount of planning yet to be done.

Dr. Beebe recommended that the college continue work on the Facilities Master Plan, but no longer engage Anderson Brulé in the process. Rather, Dr. Beebe said he would work with Julie Hendricks to find a local agency that can help with completing the process. He assured Council that all materials and information produced by Anderson Brulé will be at the college's disposal. Questions ensued.

In response to a question, Dr. Paul Jarrell informed Council that based on PLLUMP information and faculty recommendations, he is composing a draft plan of programs to occupy the new West Campus Office and Classroom Building.

4.2 2016-17 Budget – L. Maas ([Adopted Budget Presentation 8.24.16](#); [Assumptions for 2016-17 Adopted Budget 8.25.16](#); [Master Adopted Budget Spreadsheet 16-17 9.01.16](#))

Lyndsay Maas presented the 2016-17 Adopted Budget. She reported that the budget will be presented to the Board of Trustees at the September 8, 2016 meeting. Ms. Maas focused on the changes from the tentative budget to the final budget. She reviewed revenue, expense and transfer adjustments, and noted that the budget deficit is at \$2.2 million as a result of a decline in revenues and an increase in expenses.

Ms. Maas reviewed the 2015-16 budget in order to give a clearer picture of where the college is headed in regard to ending fund balances. She explained that the undesignated portion of the 2015-16 ending fund balances increased by \$5.3 million due to higher than expected award of one time monies, and lower than expected expenditures. This shift will increase the 2016-17 budget reserves.

Council questioned why the budget reserves were so high (7% over Board policy), and yet the college continues to promote the need for austerity and a Supplemental Early Retirement Plan. Ms. Maas explained that the college's budget has been running at a deficit for the last few years, which depletes the reserves on an annual basis. In response to Council's request, Ms. Maas and Kenley Neufeld agreed to create a brief document, to be distributed campus wide, with talking points explaining the budget reserves, deficit and assumptions.

4.3 Educational Master Plan – R. Else ([Educational Master Plan Report Update](#))

Robert Else reported on the Educational Master Plan (EMP). He informed Council that, mainly due to last year's accreditation process, the EMP's progress report was postponed from fall 2015 to fall 2016. He briefly reminded Council of the contents of the EMP, and reviewed the structure of the plan's annual progress report.

Mr. Else presented the four sections comprising the *EMP Annual Progress Report* beginning with Part 1, the Program Evaluation Committee's (PEC) best practices and key themes as linked to the EMP's strategic goals. Part 2 links program review goals to progress on the EMP's strategic goals. Part 3 analyzes the college's progress on programs that fall outside program review. And, Part 4 focuses on elements of quantitative data and analysis.

Mr. Else ended his report with a brief review of the *Fall 2016 EMP Annual Progress Report Timeline*.

Discussion ensued regarding the EMP's Integrated Planning diagram and the placement of the word "Vision," a reference to the Dr. Beebe's proposed vision statement. Mr. Else reminded Council of the purpose of the phrase "Continual Evaluation and Improvement" on the diagram, indicating that the college is required to systematically evaluate and improve its processes. He noted that evidence of this is required for accreditation and must be included in the college's accreditation report due March 2017.

The Educational Master Plan can be found on the website at:
<http://www.sbccc.edu/institutionalresearch/planning.php>.

5.0 DISCUSSION ITEMS

5.1 Vision Statement – A. Beebe ([Draft SBCC Vision Statement](#)) Taken out of order.

At the Fall 2016 All Campus Kickoff, Dr. Beebe introduced the concept of a college vision statement. He presented a draft of his vision statement to Council:

“In addition to a first-rate college education, SBCC will be the nation’s leading community college in developing socially conscious world citizens, promoting respect, equity, and peace.”

Dr. Beebe noted two important elements of the statement, the idea of developing socially conscious world citizens, and equipping them with the tools of civility. After further consideration, however, he determined that the word “civility” may have negative connotations for some people. Mr. Luis Giraldo, Director of Equity, Diversity, and Cultural Competency, shared his thoughts on the statement and agreed that the use of the word “civility” may be controversial. Mr. Giraldo also suggested using examples to explain the concept of socially conscious world citizens.

Questions ensued about the process of creating a vision statement and about how the vision statement fits in with the college’s mission statement. It was agreed to replicate the process the college employed for drafting the mission statement. Council was therefore directed to select two members from their individual constituencies (President’s Cabinet, Advancing Leadership Committee, Classified Consultation Group, Academic Senate, and Student Senate) to serve on CPC+ and to send the names to Paulmena Kelly in the President’s Office. A meeting of CPC+ focusing on the development of a college vision statement will be scheduled for a future date.

5.2 Summer Intersession Analysis and 2017-18 Academic Calendar – P. Jarrell ([Educational Programs Calendar Analysis](#); [DRAFTS A and B Schedules for CPC](#); [CPC 9.6.16](#))

Dr. Paul Jarrell briefly reviewed the discussions and documentation leading to the current status of the 2017-18 academic calendar and summer intersession(s). The 2017-18 academic calendar must be approved by the Board of Trustees by November 2016.

The primary question with regard to the 2017-18 academic calendar is whether to include one or two summer intersessions. Dr. Jarrell reviewed the data analysis to date, including the advantages and costs to students, faculty and staff of holding one versus two summer intersessions. He noted that local high school student enrollment increased with two summer intersessions. He further noted that completion rates and student success are normally high during intersessions.

Dr. Jarrell reviewed the student survey on summer intersessions, emphasizing that most students who enrolled in a summer intersession did so in order to complete their academic requirements, and that the majority of students would prefer a one week break between spring and summer sessions.

Dr. Jarrell reported that holding two summer intersessions has had a positive financial impact on the college. The college has experienced an increase in discretionary funds generated by two summer intersessions while taking into account Teaching Load Units (TLU) expenses. He

explained that the average TLU cost, which includes the instructors' salary and benefits, is \$1790 per class credit (unit).

Another issue to be considered in conjunction with the academic calendar is the impact two summer intersessions have on classified staff. A recent survey of classified staff indicated that two thirds of classified staff felt that their workload had been negatively affected by holding two summer intersessions.

In light of the overall benefits to the college and its students, Dr. Jarrell recommended a 2017-18 academic calendar that includes two summer intersessions. He prepared and presented two calendars for Council's consideration. Draft Calendar A includes a one week break between spring term and the first summer intersession. Draft Calendar B is similar to the 2016-17 academic calendar, and does not include a break between spring and summer.

Dr. Priscilla Butler added that the Academic Senate is still considering a calendar with a single summer intersession as well as ones with two summer intersessions, and will not have a recommendation for CPC until after the Senate discusses the various options at their September 14 and 28 meetings.

6.0 ACTION ITEMS

7.0 ADJOURNMENT

- 7.1 The next regular CPC meeting is scheduled for Tuesday, September 20, 2016 in A218C from 3:00-4:30 p.m.