

**Santa Barbara City College
College Planning Council**

April 4, 2017

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
P. English, Vice President, Human Resources
J. Hayes, Commissioner of Sustainability, Associated Student Government (non-voting)
P. Jarrell, Executive Vice President, Educational Programs
K. Laris, Chair, Planning and Resource Committee
L. Maas, Acting Vice President, Business Services
J. McPheter, Representative, Classified Staff
K. Monda, Past President, Academic Senate
V. Pelton, Representative, Advancing Leadership Committee
C. Salazar, Representative, Classified Staff
P. Stark, Representative, Academic Senate
L. Vasquez, Vice President, Academic Senate
J. Walker, Representative, Advancing Leadership Committee

ABSENT:

R. Else, Sr. Director, Institutional Assessment, Research, and Planning (non-voting)

OTHER ATTENDEES:

C. Alsheimer, Representative, Faculty Association
S. Kennedy, Database Administrator, Information Technology
M. Moreno, Dean, Educational Programs
K. Neufeld, Dean, Educational Programs
K. O'Connor, Associate Professor, Physical Education
L. Reyes-Martin, Director, Office of Communications
M. Spaventa, Dean, Educational Programs
J. Zava, Assistant Controller, Fiscal Services

2.0 CALL TO ORDER

2.1 Dr. Beebe called the meeting to order.

3.0 MINUTES

3.1 Approval of the March 21, 2017 Minutes

M/S/C (Butler/Bishop) to approve the March 7, 2017 minutes. The motion passed unanimously.

4.0 ANNOUNCEMENTS – None

5.0 INFORMATION ITEMS

5.1 Budget Development Timeline – L. Maas (Att. [Budget Timeline 2017-18](#))

Lyndsay Maas presented the updated *Budget Development Timeline*. She noted a couple of changes to the timeline including the addition of the Budget Resource Allocation Committee meetings, and the rescheduling of budget presentations to the Board of Trustees. Laurie Vasquez noted that the line indicating that faculty submit classroom technology requests to David Wong in the Faculty Resource Center was left off the timeline. Ms. Maas will make the correction.

5.2 Five-Year Fiscal Projections – L. Maas (Att. [5 Year Projection Presentation](#))

Lyndsay Maas presented the updated *Five-Year Fiscal Projections*. She reported that the updated projections provide supporting information for the \$4.5 million decrease to the college's budget deficit, information which was initially presented to CPC in February 2017. She will continue to provide Council with updates of the projections as more budget information becomes available.

Ms. Maas briefly reviewed the budget reserves which are well above the minimum fund balance, as well as the CalSTRS and CalPERS rate increases and their subsequent impact on the budget.

6.0 DISCUSSION ITEMS

6.1 Proposed Academic Calendars 2018-19 and 2019-20: First Reading – P. Jarrell (Att. [Calendar Information Summary](#); [Classified Survey Summary](#); [DRAFT 2018-19 Academic Calendar](#); [DRAFT 2019-20 Academic Calendar](#))

Dr. Paul Jarrell presented the proposed Academic Calendars for 2018-19 and 2019-20. He reported that a workgroup composed of students, faculty, and staff developed the calendars, which are being presented a year in advance for planning purposes.

The calendars include two six-week summer sessions. Dr. Jarrell examined the pros and cons of scheduling consecutive summer sessions, as well as the impact this has on support services. In order to mitigate the negative effects of back to back summer sessions, the workgroup proposed implementing a calendar that has a break between spring and summer. This entails starting spring semester a week earlier than usual, and shortening the winter break between fall and spring semester from five to four weeks. Due to the earlier start of spring semester, the workgroup proposed that an inservice continue to be held prior to fall semester, but not prior to spring semester.

Dr. Jarrell stated that the proposed calendars are meant to be student centric. He clarified that the timeline for grading would remain the same, and that it was critical that faculty submit grades on time. He assured Council that the Financial Aid Department has reviewed the calendars in relation to their departmental processes, and has approved of them.

Council expressed interest in hearing more feedback from students. Jackson Hayes volunteered to gather more input from students and present it at the next CPC meeting. The academic calendars will be submitted to the Board of Trustees in May.

6.2 Review 2017-18 Tentative Budget Assumptions and General Fund Revenues: First Reading – L. Maas (Att. [Assumptions Used to Develop the 2017-18 Tentative Budget; 2017-18 Tentative Budget General Fund - Unrestricted](#))

Lyndsay Maas presented the first draft of the 2017-18 budget assumptions and general fund revenues.

Ms. Maas began with a review of the assumptions used to develop the budget. She reminded Council that the assumptions and the budget will continue to change with the flow of updated budget information. She reported that resident and nonresident FTES (Full Time Equivalent Student) has declined by approximately 8.3%, and that the college will experience a subsequent decrease in state revenues. She reminded Council that the college receives state apportionment a year in arrears.

Ms. Maas continued with a review of the budget variances associated with ongoing state revenues, one-time state revenues, and local revenues.

A brief discussion took place about international student enrollment. Dr. Jarrell informed Council that more international students are opting to go elsewhere based on the strength of the dollar and the current political environment.

7.0 ACTION ITEMS

7.1 Program Review Recommendations from Academic Senate, DTC, and PC – L. Maas ([Program Review 2017-19](#); [Program Review Summary 2017-18](#))

Lyndsay Maas presented the 2017-18 Program Review requests. She clarified that the items highlighted in blue on the *Summary Report* are non-instructional requests; the items highlighted in yellow are instructional requests.

Ms. Maas asked that Council rank the instructional items first. Dr. Paul Bishop addressed questions regarding the Phase III Media Enhanced Classroom (\$100,000). Upgrade which covers 12 classrooms. Dr. Bishop explained that the project was originally scheduled to proceed in three phases over three years' time, but for budgeting purposes the funding for the final phase was split between this year and the following year, therefore creating a fourth phase.

Dr. Priscilla Butler informed Council that CPC has ordinarily ranked replacement items above new items. It was agreed to rank instructional items as follows:

1. Phase III Media Enhanced Classroom
2. Equipment (Replacement)
3. Hardware (Replacement)
4. Software (New)
5. Equipment (New)
6. Hardware (New)

Extensive discussion ensued regarding the three-year timeline allowed to purchase approved Program Review items. There was consensus that decreasing the timeline, either to one or two years, would be beneficial to budget planning. It was suggested to develop a process to cover unexpected needs that might occur during the course of a year, as well as for when a project's timeline needs to be extended due to workload or other issues. It was further suggested to indicate in Program Review which requests

require multi-year funding. Ms. Maas agreed to take the lead on crafting the proposed processes and bringing recommendations to CPC.

Dr. Butler reminded Council that the *Program Review User Guide* is updated each spring. If approved, the recommendation to decrease the purchasing cycle for Program Review items will be included in the *User Guide*.

Jason Walker suggested that the Budget Resource Allocation Committee (BRAC) review Program Review items that were funded, but had not been purchased. He further recommended that Dr. Beebe send an email or *Waypoints* message to campus employees encouraging them to release year end funds, rather than spend them unnecessarily. Additionally, it was suggested that the message include an assurance to budget managers that, moving forward, department budgets would not be reduced by releasing unused funds.

M/S/C (Butler/Bishop) to approve the recommendation to fund the ranked instructional equipment categories highlighted in yellow on the Program Review Summary 2017-18. The motion passed unanimously.

Council agreed with Ms. Maas's advice to postpone ranking non-instructional items until the college's budget is more clearly established. Ms. Maas clarified that the funding for the instructional versus noninstructional items comes from different funding sources.

7.2 Budget Resource Allocation Committee (BRAC) Guidelines – L. Maas (Att. [BRAC Guidelines](#))

Ms. Maas provided a brief update on BRAC, informing Council that the committee has held its first meeting and worked on revising the *BRAC Guidelines*. She reported that the first of four all-day meetings is scheduled for Friday, April 7, 2017. Ms. Maas notified Council that BRAC now has a website: <http://www.sbccc.edu/businessservices/brac.php>.

M/S/C (Walker/Bishop) to recommend approval of the BRAC Guidelines. The motion passed unanimously.

8.0 ADJOURNMENT

8.1 The next regularly scheduled CPC meeting is scheduled for Tuesday, April 18, 2017 in Room A281C from 3:00-4:30 p.m.