

**Santa Barbara City College  
College Planning Council  
Tuesday, October 1, 2013  
3:00 – 4:30 p.m.  
A218C**

**Minutes**

**PRESENT:**

L. Gaskin, President and Chair  
L. Auchincloss, President, CSEA  
P. Bishop, VP, Information Technology  
P. Butler, Chair, Planning & Resources Committee  
R. Else, Sr. Dir., Inst. Assessment, Research & Planning  
P. English, VP, Human Resources  
J. Friedlander, Executive VP, Ed Programs  
E. Katzenson, ASB President  
J. McPheter, Classified Staff Representative  
M. Medel, Supervisor Bargaining Unit  
K. Monda, Academic Senate Representative  
K. Neufeld, President, Academic Senate  
K. O'Connor, Academic Senate Representative  
C. Salazar, Classified Staff Representative  
J. Sullivan, VP, Business Services  
L. Vasquez, Academic Senate Representative  
D. Watkins, Managers Group Representative

**GUESTS:**

N. Mahaffey, Tutorial Center

**1.0 CALL TO ORDER**

**1.1 M/S/C (Vasquez/Salazar) to approve the 4/30/13 CPC minutes as corrected. 14 were in favor; 1 abstained.**

**1.2 M/S/C (Bishop/McPheter) to approve the 5/7/13 CPC minutes as corrected. All were in favor.**

**1.3 M/S/C (Butler/Medel) to approve the 9/17/13 CPC minutes. All were in favor.**

**2.0 ANNOUNCEMENTS**

**3.0 INFORMATION ITEMS**

**3.1 Replacement of Budgeted Positions – P. English**

Ms. English reported that two full time positions are open:

- Custodian (replacement for Jose Santos-Perez)
- Student Program Advisor in Financial Aid (replacement for Saul Quiroz)

#### 4.0 DISCUSSION ITEMS

##### 4.1 Request to Allocate \$50,000 to Engage the Services of Strata Information Group: First Reading – J. Friedlander

Dr. Friedlander presented a brief history of the software systems currently used in the Continuing Education (CE) Division. He reported that the systems are different from what the rest of the campus uses, require a great deal of manual input and are generally inefficient. In response, Strata Information Group (SIG) was hired last spring to conduct a Business Processes Analysis (BPA) to examine each of CE's systems' functions to ascertain which systems could be incorporated into the college's Banner System. SIG submitted a proposal based on the outcomes of the BPAs. Dr. Friedlander is therefore proposing that the college fund half the amount needed (\$50,000) from the General Fund to hire SIG to assist with the integration of CE's current systems into the Banner System. The remaining \$50,000 needed would be drawn from the CE Reserve Fund. Dan Watkins clarified that the Center for Lifelong Learning's (CLL) current registration process (Lumens) will not be impacted by the change.

Mr. Watkins reported that part of SIG's fees covers CE's data migration from Lumens and Aries, and implementation of the quick start admissions application process. Mr. Watkins further explained that the CLL will not be impacted by this project, but that CLL instructors and infrastructure will eventually need to be integrated into Banner's payroll system in order for the college to become fiscally independent. He informed the Council that this will be a separate project requiring additional funding.

Joe Sullivan briefly reviewed the process for the college to become fiscally independent from Santa Barbara County Education Office which now processes the college's payroll. Fiscal independence will enable the college to produce its own payroll and retirement payments, and require the integration of current systems into Banner.

This agenda item will be brought to CPC as a second reading at the Oct. 15, 2013 meeting.

#### 5.0 ACTION ITEMS

##### 5.1 Revision to Core Principles: Second Reading – L. Gaskin (Att. 5.1)

**M/S/C (Neufeld/Bishop) to approve the Revision to Core Principles. All were in favor.**

##### 5.2 Strategic Directions and Strategic Goals: Second Reading – R. Else (Att. 5.2, 5.2A, 5.2B, 5.2C)

Mr. Else submitted a slightly revised edition of the Strategic Directions and Strategic Goals document (Attachment 5.2). He distributed the revised copy and noted the following changes (underlined):

- An additional word was added to #1d: "Support student learning by making course expectations explicit and by providing strategies for meeting those expectations."
- The order of words in #2e was changed: "Balance enrollment, human resources, finances, and physical infrastructure."

Mr. Else informed the Council that the next phase is to complete the Educational Master Plan which is built around the strategic directions and goals, and that he would send the Council a link to the aforementioned document, as well as provide an optional link on the Program Review website.

Dr. Gaskin led the Council in expressing appreciation for Mr. Else and the Integrated Planning Workgroup's commitment to this project.

**M/S/C Neufeld/Bishop to approve the Strategic Directions and Strategic Goals. All were in favor.**

## **6.0 ADJOURNMENT**

- 6.1 The next regularly scheduled CPC meeting will be held on Tuesday, October 15, 2013 in Room 218C, 3:00-4:30 p.m.

**BUDGET DEVELOPMENT TIMELINE  
2014-15 BUDGET**



Color Key:

Program Review
Department Non-Labor
Department Labor
Governor's Budget
Tentative Budget
Adopted Budget
Budget Forum

updated as of 10/14/13

Due Date	Committee	Description
October 7, 2013	Ad Hoc Group	Program Review website opens
November 1, 2013	Ad Hoc Group	Deadline for Program Review submissions
November 6, 2013	Ad Hoc Group	Preliminary review of Program Review Resource requests for errors, omissions, miscategorizations
November 8, 2013	Ad Hoc Group	Program Review spreadsheets ready for distribution from IT and Facilities
January 6, 2014	Fiscal	Discussion of budget strategies, estimate of potential expense increases
January 15, 2014	Governor	Governor releases proposed budget
January 17, 2014	VP of Business Services	Department Labor Budgets are sent to all Department Managers
January 27, 2014	EC	Review Governors State proposed budget
February 3, 2014	Department Manager	Department Manager submits Labor Budget to their supervisor for review
February 7, 2014	VP of Business Services	Department Non-Labor Budgets are sent to all Department Managers (adjustments to ZBB)
February 10, 2014	Fiscal	Presentation of current mid-year Budget update and Governors State proposed budget
February 10, 2014	Supervisor	Supervisor submits Labor Budget to Area VP for review
February 17, 2014	EC	Begin development of Tentative Budget Assumptions
February 17, 2014	Area VP	Area VP reviews Labor Budget and submits to Lyndsay by February 17, 2014
February 24, 2014	Department Manager	Department Manager submits Non-Labor Budget to their supervisor for review (adjustments to ZBB)
February 24, 2014	VP of Business Services	Receive P-1 State Apportionment Allocation
February 25, 2014	P&R	P&R Program Review ranking complete
February 28, 2014	ITC	ITC Program Review ranking complete
March 3, 2014	Supervisor	Supervisor submits Non-Labor Budget to Area VP for review
March 3, 2014	EC	Review Department Labor Budgets
March 4, 2014	CPC - 1st Reading	Review Tentative Budget Assumptions - 1st reading
March 4, 2014	CPC - discussion	Presentation of current mid-year Budget update and Governors State proposed budget
March 10, 2014	Fiscal	Review Tentative Budget Assumptions
March 10, 2014	Fiscal	Review Tentative Budget: General Fund Unrestricted Revenues
March 10, 2014	EC	Review Tentative Budget: General Fund Unrestricted Revenues
March 10, 2014	Area VP	Area VP reviews Non-Labor Budget and submits to Lyndsay by March 10, 2014

Due Date	Committee	Description
March 17, 2014	EC	Review Tentative Budget: Enterprise, Bond, Construction, and Equipment Funds
March 18, 2014	CPC - 2nd Reading	Review Tentative Budget Assumptions - 2nd reading
March 18, 2014	CPC - discussion	Review Tentative Budget: General Fund Unrestricted Revenues
March 19, 2014	Academic Senate	Academic Senate Program Review ranking complete
March 21, 2014	DTC	DTC Program Review ranking complete
March 24, 2014	EC	Review Program Review
March 24, 2014	EC	Review Department Non-Labor Budgets
April 1, 2014	CPC - discussion	Review Tentative Budget: Enterprise, Bond, Construction, and Equipment Funds
April 1, 2014	CPC - 1st Reading	Review Program Review - 1st reading
April 7, 2014	Fiscal	Review Tentative Budget: Enterprise, Bond, Construction, and Equipment Funds
April 7, 2014	EC	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor)
April 15, 2014	CPC - discussion	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor)
April 15, 2014	CPC - 2nd Reading	Review Program Review - 2nd reading
May 5, 2014	Fiscal	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor)
May 5, 2014	EC	Review of Tentative Budget: All components
May 6, 2014	CPC - 1st Reading	<b>Final Review of Tentative Budget: All components - 1st reading</b>
May 15, 2014	VP of Business Services	Budget Forum
May 19, 2014	EC	Review Governors State May Revise Budget
May 20, 2014	CPC - 2nd Reading	<b>Final Review of Tentative Budget: All components - 2nd reading</b>
May 26, 2014	EC	Review of Tentative Budget: All components
June 9, 2014	EC	Final Review of Tentative Budget: All components
June 9, 2014	Fiscal	Final Review of Tentative Budget: All components
June 26, 2014	Board of Trustees	<b>Public hearing/Approval of Tentative Budget</b>
July 7, 2014	EC	Review of Adopted Budget - 1st draft
July 7, 2014	Fiscal	Review of Adopted Budget - 1st draft
July 28, 2014	EC	Review of Adopted Budget - 2nd draft
August 4, 2014	Fiscal	Review of Adopted Budget - 2nd draft
August 11, 2014	EC	Review Governors State Final Budget
August 18, 2014	EC	Final Review of Adopted Budget - Final draft
August 21, 2014	Board of Trustees	<b>Planned - Public hearing/Approval of Adopted Budget</b>
September 8, 2014	Fiscal	Final Review of Adopted Budget - Final draft
September 9, 2014	CPC - 2nd Reading	Final Review of Adopted Budget - 2nd reading
September 11, 2014	Study Session	Last chance for Public hearing/Approval of Adopted Budget if 8/21/14 Board meeting is not attainable
November 11, 2014	VP of Business Services	Budget Forum
August TBD, 2014	CPC - 1st Reading	Review of Adopted Budget - 1st reading

## **CPC Classified Staff Hiring Process**

### **Introduction**

The purpose of this document is to describe a College-wide process for hiring new classified staff. This is a challenging problem due to the many, sometimes quite different, jobs classified staff perform in support of the College and its mission. However, in order to give all quarters of the College the ability to articulate their needs, a process needs to be created that is as fair as possible.

This process is broken up into 4 pieces:

1. Identification of Need
2. Allocation of the Number of Positions
3. Ranking of Positions
4. Hiring

There is also a process for the exceptions to the process. The next several sections describe each part of the process.

### **1. Identification of Need**

Periodically, a call for proposals is made campus wide with a special effort being made to inform line management in Ed Programs and Operations of the opportunity to ask for staff. The request would come in the form of a series of questions answered by the potential direct supervisor of the requested new position. All of the aggregate requests would be compiled into a pool to be evaluated and ranked.

Evaluations and ranking are performed by a subcommittee of CPC, the Classified Staff Hiring Subcommittee.

### **2. Allocation of the Number of Positions**

The number of positions that would be allowed would be determined by CPC. This would be the number of positions or a dollar amount. This would be known before the ranking of positions.

### **3. Ranking of Positions**

To rank positions the Classified Staff Hiring Subcommittee would read all of the submitted requests and ask the requestors to come to the committee and answer questions regarding the requirements for the new position. This process is mainly to aid the subcommittee in learning about the College's needs which should improve the ranking process. Once all of the managers have been provided the opportunity to discuss the requirements for the new positions the subcommittee will rank all of the positions using a weighted ranking method (the "Wopat" method). In the event of a tie the two tied positions will be ranked separately and that ranking order used to resolve the tied order in the original ranking. Once ranked the positions within the allowed allocation of positions would constitute the subcommittee's recommendation. This would proceed to CPC.

### **4. Hiring**

The recommendations of the committee would be brought to CPC for approval. If approved, hiring would follow normal College procedures.

### **5. Exceptions**

If a manager feels that there is an emergency hire they can petition CPC for an emergency hire. This should be discouraged and it is hoped that exceptions to the process are reserved for emergencies of need rather than planning.

## **Suggested Items to be decided by CPC**

Who is on the subcommittee? The committee recommends that we have a small committee (< 6 members) with wide representation.

How often do we put out the call for classified staff?

How often does the subcommittee meet?



**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**  
**2013 - 2014 Adopted Budget**  
**General Fund**  
**(Includes Unrestricted & Restricted Funds)**  
**Fund Balance**

	June 30, 2012 Actual	June 30, 2013 Unaudited Actual	June 30, 2014 Adopted Budget
<b>Fund Balance</b>			
Reserved for Restricted Purpose	\$0	\$0	\$0
Designated:			
State Mandated Contingency (5%) Banked TLUs	\$4,226,847	\$4,294,702	\$4,378,817
General Apportionment Deferral	\$1,184,108	\$1,264,593	\$1,264,593
Additional Reserve required to meet 15% principle	\$12,873,524	\$9,499,775	\$8,386,558
<b>Total Designated</b>	<b>\$18,284,479</b>	<b>\$17,830,617</b>	<b>\$14,103,712</b>
Undesignated	\$7,409,720	\$8,961,501	\$8,722,843
<b>Total Fund Balance</b>	<b>\$25,694,200</b>	<b>\$26,792,118</b>	<b>\$26,856,523</b>

**Calculations:**

Annual Projected Unrestricted GF Expenditures	\$83,609,261	\$81,808,912	\$83,268,464
15% of Annual Projected Unrestricted GF Expenditures	x 15%	x 15%	x 15%
	\$12,541,389	\$12,271,322	\$12,490,270
General Apportionment Deferral	\$12,873,524	\$9,499,775	\$8,386,558
Additional Reverse required to meet 15% principle	\$0	\$2,771,547	\$4,103,712
	\$12,873,524	\$12,271,322	\$12,490,270

% Total Ending Balance/Expenditures	30.7%	32.7%	32.3%
% Designated Ending Balance/Expenditures	21.9%	21.8%	21.8%



DRAFT

**Principles Governing a Reserve Fund**

Prepared: August 26, 2013  
Revised: October 7, 2013

The Board of Trustees of the Santa Barbara Community College District sets forth the following principles governing the establishment and maintenance of a reserve fund. A reserve fund is an established prudent fiscal management tool which buffers cash flow aberrations and provides a resource for contingencies and reasonable yet unforeseen operational needs.

These principles are built upon the expectation that (1) the college's annual budget is reflective of a sound and reasonable estimate of actual revenues and expenditures; (2) any significant increase or decrease in reserves will be purposeful, deliberate, and transparent; (3) transfers in and out will be transparent; and (4) all elements of the reserve will support and advance the mission of the college.

- The reserve will include a minimum 5% general fund contingency; PLUS
- The reserve will include funds to cover all banked TLU obligations; PLUS
- The reserve will include funds equivalent to any deferrals of the college's state apportionment OR 15% of annual projected unrestricted general fund expenditures, whichever is greater.

In addition to the unrestricted general fund reserve, the college will maintain two specific reserves: (1) facility and infrastructure maintenance and (2) equipment. The Board of Trustees has established a minimum base reserve for each as follows. This base funding is designated as a minimum fund level within the specific reserve however, it may be allocated if necessary for the intended purposes of the fund.

- Facility and Infrastructure Maintenance: \$2.0 million base reserve
- Equipment: \$1.5 million base reserve