

**Santa Barbara City College
College Planning Council
Tuesday, April 21, 2009
3:00 pm – 4:30 pm
A218C
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, C. Ramirez, J. Sullivan

GUESTS: M. Lin (for C. Avendano), K. O'Connor, L. Starke

ABSENT: C. Avendano, S. Knotts, S. Broderick, K. Molloy

Call to Order

Superintendent/President Dr. Serban called the meeting to order.

1. Approval of the minutes of the April 14, 2009 CPC meeting.

M/S/C [Guillen/Bishop] to approve the April 14, 2009 CPC meeting minutes, everyone in favor.

Information Items

2. SBCC nominated for the United Way Outstanding Division Award
 - a. Superintendent/President Serban announced that SBCC was nominated for the United Way Outstanding Education Division Award and recognized VP Bishop for the work he did on the College's United Way campaign. The results will be announced at the May 5th Award Banquet organized annually by the United Way.

Discussion Items

CSEA President Auchincloss asked what happened with SoMA yesterday. Superintendent/President Serban said nothing has happened yet. The Agenda for the May 8, 2009, Public Works Board Meeting Agenda needs to be put out 10 days in advance, not twenty days in advance. We do not know yet what is happening.

3. Assumptions for the tentative budget for 2009-10.
 - a. VP Sullivan reviewed the handout of the draft of the 09/10 Budget Assumptions for the Tentative Budget. These assumptions do not reflect the results of the May 19th 2009 elections. The tentative budget will be presented and discussed at the May

5th CPC Meeting. The Board will only pass a tentative budget in June. In September a revised version of the budget – the adopted budget – will be brought forward, as it is the case every year. He stated that we can operate on this tentative budget.

- b. Superintendent/President Serban handed out two copies of Exhibit C – the 09 Apportionment Report. She pointed out how quickly things changed from the February 24th report to the March 27th report. In those 32 days the revision made was significant. February's allowable Growth Rate for SBCC was 2.55% equaling \$1,740,041. On March 27 was decreased to 2.24% equaling \$1.5 million, a loss of \$200 thousand dollars of revenue for this fiscal year. This report is important because it determines the rest of the money that we will receive this year, and it is the key report that the State Chancellor's Office uses to build the 09-10 budget for each district. She reported that the good news is that Continuing Education's FTES is much better than expected in January. A discussion ensued regarding paying back FTES. Superintendent/President Serban discussed more details from the Exhibit C and stated that the State will have another Exhibit C in June, after the analysis of the FTES districts reported in their P2 apportionment reports which were due on April 20, in which the State may decrease our growth money further, as they see the money that comes from the property taxes, and as they see how much everybody else reported. The Annual Report is due July 15th and the Chancellor's office takes about 6 weeks to two months to analyze the FTES information reported by districts. SBCC's Summer enrollments are high on the first day of registration. The discussion continued with strategies about how to deal with this situation of much less growth money, such as possible class cancelations, hybrid classes and classroom sharing.

4. Development of the Educational Master Plan.

- a. Draft by October 2009, finalized by December 15, 2009.
 - i. Superintendent/President Serban reminded CPC members that we are aiming for a draft of the Education Master Plan by October and final plan by December. She provided links to four examples of other college's Education Master Plans (see below). For our May 5 CPC Meeting, she would like Executive VP Friedlander, Academic Senate President Alarcon, VP of Business Services Sullivan and VP Arellano to look at the examples and come with some proposed table of contents or outline for May 5th.
- b. Structure
 - i. Examples from other colleges

1. Modesto Junior College
<http://www.mjc.edu/news/educationmasterplan.html>
 2. Palomar College
<http://www.palomar.edu/masterplan/>
 3. Foothill-DeAnza
<http://fhdafiles.fhda.edu/downloads/homefhda/DistEMP.pdf>
 4. Las Positas College
<http://www.laspositascollege.edu/about/MasterPlanFinal.pdf>
5. Framework for evaluating institutional governance and committee structure – draft survey (attached, also provided on April 7 and April 14).
- a. Discussion of a proposed structure and timeline was postponed to the next CPC Meeting.

Objective 5.1- In 2008-09, develop a framework for regular evaluation and improvement of institutional shared governance and decision-making structures and processes and conduct the evaluation (College Plan 2008-11).

Objective 5.2 - In 2009-10, develop and implement a plan that responds to the evaluation of each constituency group's effectiveness in the shared governance process (College Plan 2008-11).

6. Discussion of the results of the Workplace Environment Assessment (attached, handout also provided on April 7 and April 14) This will be discussed at the next meeting.
7. Discussion of Draft #5 of the Self study posted at <http://www.sbccc.edu/accreditation/index.php?sec=2862>
 - a. Discussion: Superintendent/President Serban thanked everyone for their participation and presentations in the two Accreditation Forums. She posted Draft 5 on the Accreditation web page on April 13. She is working on the “almost-final-edits” with Campus Diversity Director Rodriguez-Kiino. She suggested that everyone read the Standard(s) that applies to their Department. All employees should read Standard IIIA because that standard refers to the various aspects of employment and human resources. Different standards apply to different areas and depending on where one works at the college one may be interested in reading that Standard, e.g. IT read IIC and IIIC; Faculty – IIA; Students IIA and IIB.
 - b. Endorsements on May 5th - CSEA President Auchincloss asked if supervisors should give their staff time to read the self-study because the CSEA Consultation Group feels they need to have time to read it before they endorse it. Superintendent/President Serban pointed out that they should read at the minimum IIIA. She also clarified that endorsement means endorsement of the entire process. Information about the Self-Study was made available to the entire campus, Accreditation Forums were held and there were many opportunities to get

engaged, to read the drafts that were posted to the SBCC website and to make suggestions. She pointed out that compared to our last accreditation, the involvement and awareness of the college's accreditation process has increased by 2000% which is what was intended.

- c. Academic Senate P&R representative Meyer asked the President how she felt about our Self-Study so far. Superintendent/President Serban reported that it is a comprehensive and very solid and well written self-study. We are in good shape and on-schedule.

8. Discussion of program reviews resource requests.

a. Resource requests identified in faculty-led program reviews.

- i. Executive VP Friedlander presented the top priority Resource Requests for Instructional Departments and Faculty-Led Student Services. This list was first reviewed by the Academic Senate Planning and Resources Committee (P&R). P&R Representative Meyer reported that the final outcome from the P&R Committee was that they would go with the overall rankings given by the Deans and the Departments' Overall Ranking. Executive VP Friedlander discussed the priority requests up to page 15 one by one. Superintendent/President Serban suggested that everyone read through the rest of this, page 15 – 28 and bring comments and questions for discussion to the next meeting. Also for the next meeting, we are going to compile every Departments' Resource Request lists into one list to look at the overall picture.

- b. Student Senator Lin reported that the Student Senate has talked about three lighting situations that could be a problem and solved easily. The first situation that there is no lighting between the EBS Building, the PE building and the Bookstore. Students make u turns in the cross-walk between these buildings which is dangerous because they do not have full vision in the evening of people crossing. Some suggestions for solutions were that a sign be put up: No U turn and then allowing the cars to go into the driveway to the bookstore so they can make their U-Turn there. The second situation was that there was no emergency lighting in some of the classrooms that needs to be put in. Thirdly, the wi-fi system times out after 10 – 15 minutes of inactivity and is very frustrating when taking a test. VP Bishop said he could have staff change the default or have a sign that warns the students.

- c. Academic Senate Garey stated that it would be helpful to see the breakdown by general division of instruction and business service and by one time and on-going for different categories. He wants to see an overview. Superintendent/President Serban said this will be done for the May 5th CPC Meeting. .

9. Items to be covered at the May 5 and May 19 CPC meetings.

- a. The tentative budget will be presented and discussed at the May 5th CPC Meeting.
- b. The Educational Master Plan - Proposed table of contents or outline for May 5th
- c. Discussion of a proposed structure and timeline for the "Evaluation of the Institutional Governance and Decision Making Structure and Processes".
- d. Resource Requests for Instructional Departments and Faculty-Led Student Services - comments and questions for discussion.
- e. Compile all departments Resource Requests - breakdown by general division of instruction and business service and by one time and on-going and for different categories.
- f. Look at Fund 41.
- g. Self Study endorsement

As meeting was about to be adjourned Superintendent/President Serban saw that she had a call from Sacramento on her cell phone and answered it on the spot. It was Fred Harris, Assistant Vice Chancellor at the State Chancellor's Office with news that the SoMA preliminary plans will be allowed to move forward for approval. Everyone applauded and congratulated Superintendent/President Serban as well as all those who assisted her in obtaining this very positive outcome for a difficult situation.

Meeting adjourned.

Next meeting: Tuesday, May 5, 2009 3:00-4:30pm A218C