

**Santa Barbara City College  
College Planning Council  
Tuesday, February 7, 2012  
3:00 p.m. – 4:30 p.m.  
A218C**

*Minutes*

**PRESENT:**

J. Friedlander, (Chair), Acting  
Superintendent/President  
I. Alarcón, Past-Pres., Academic Senate;  
O. Arellano, VP, Continuing Education;  
L. Auchincloss, Pres., CSEA;  
P. Bishop, VP Information Technology;  
R. Else, Sr. Dir. Inst. Assessment, Research  
& Planning  
J. Englert, ASB President;  
K. Monda, Academic Senate  
Representative, Chair Planning and  
Resources Committee;  
K. Neufeld, VP, Academic Senate Rep;  
D. Nevins, Academic Senate President;  
K. O'Connor, Academic Senate  
Representative;  
M. Spaventa, Executive VP Ed Programs;  
C. Salazar, Classified Staff Representative

J. Sullivan, VP Business Services

**ABSENT:**

S. Ehrlich, VP HR &LA

**GUESTS:**

C. Alsheimer, Instructors' Association (IA);  
R. Byrne, Athletic Director  
P. English, Director, HR/LA  
J. Pike, Director, Cartwright Learning Center  
A. Scharper, Dean, Ed Programs  
B. Smithwick, SB Newspress  
L. Stark, Pres. Instructors' Association  
L. Vasquez, ITC, Committee

**Call to Order**

Acting Superintendent/President Friedlander called the meeting to order

**Approval of the minutes of the January 17, 2011 meeting (Att. 1):**

**M/S/C [Bishop/Alarcon] to approve the corrected minutes of the January 17 CPC meeting**

**Announcements**

**A. Update on complaint to ACCJC**

Dr. Friedlander stated that the college has received a letter from ACCJC in response to a complaint filed earlier in the year. At this time the Accreditation Commission and the Institution (SBCC) should maintain appropriate levels of confidentiality because the investigation has not been completed and a decision has not been rendered. Once a decision has been made, then the findings will be made public.

## Information Items

### B. Continuing Education Forums

1. Dr. Friedlander gave the background regarding the forming of a Continuing Education Task force as a result of the state reprioritizing of the courses colleges are to offer using state resources. He stated that what we offer now is non-credit non-enhanced courses that the state regards as personal enrichment and as such should be given a much lower priority than ones that will lead to jobs, transfer and/or degrees/certificates. The college formed the Continuing Education Task Force. One of the charges of the Task Force is to create a Center for Life Long Learning which will be a self-supported entrepreneurial program within the college that would have its own structure to keep the costs of operating it as low as possible.
2. Dr. Friedlander announced that Continuing Education will host three forums in February inviting community input for the future direction of Continuing Education courses. The discussions will address Continuing Education's three core components: Learning for College Preparation, Learning for Career Preparation, and Learning for Life, which includes the proposed self-supporting Center for Lifelong Learning. The forums will be held: Wed., Feb. 8 from 6:00 to 7:00 p.m. at the Schott Center; Fri., Feb. 10 from 6:00 to 7:00 p.m. at the Wake Center; and Mon., Feb. 13 from 12:30 to 1:30 p.m., also at the Wake Center.
3. There was further discussion about the details of the Forums, which is just the beginning of the dialogue with the community.

### C. College budget update (Att. 2)

1. Dr. Friedlander referred to the college budget update that was sent out in a college-wide email last week regarding the 8.7% budget cuts in operating expenses that each Vice President and he is working on. Dr. Friedlander stated that the 8.7% reduction in operating expenses will not get the college to a balanced budget, but it will be a huge step toward it. How much the college will have to reduce after the elimination of 8.7% operating expenses depends on where the college is at the end of the year and on staff attrition, which is the number and cost savings from not filling positions that become vacant. This takes us into the Budget reduction strategies, the next item on the agenda.
2. There was further discussion among the members clarifying how to fill out the "Reduction Spreadsheets."

### D. Budget reduction strategies

1. Hiring Chill
  - a) Dr. Friedlander stated that rather than lock the college into a budget reducing strategy of "not filling any open positions at all", the college will evaluate each position, case by case, once that position becomes vacant due to a retirement, resignation or movement to another position.
  - b) If a strong case has been made as to why the position needs to be filled and cannot be filled through reorganization, then if approved, the college will look internally to fill the position.

- c) When this comes up, it will be brought to CPC as an Information item.
- d) A discussion ensued regarding the hiring of hourlies to fill the open positions, the need for a process for the “hiring-chill”, and many other questions. CSEA President Auchincloss stated that if we would lose one of the CSEA unit members, she/he cannot be replaced by a short term hourly worker and cannot be contracted out.
- e) Dr. Friedlander asked Pat English, Director of Human Resources, to clarify the process. Ms. English stated that each situation will have a different set of variables that will be evaluated. Ms. English stated that there are a lot of possibilities for the pool of candidates that are available internally and applicants would apply through the same process as applicants from outside the college.
- f) There was a question regarding Faculty Stipends which Executive VP Spaventa responded to by reporting that the Committee who works on stipends will get the complete list of stipends and go through the consideration process again.

2. Postpone funding program review resource requested for 2012-13 until 2013-14 or after.

- Dr. Friedlander stated that the funding of the program review requests will be postponed until 2013-14 with the understanding that there will be a process to identify which broken items and what new items a department cannot do without. Funds will be allocated to pay for the resource requests that are ranked as essential to operate a program or department. The college committees, Instructional Technology Committee (ITC), District Technology Committee (DTC) and the Executive Committee (EC) will follow the same process. Using these strategies the college will be able to make substantial reductions in spending in 2012-13. He reiterated his statement that enough money will be set aside for what has been determined to be essential.
- The Planning and Resources Committee Chair Dr. Kim Monda reported that P&R has started analyzing the program review requests but the committee would like to get further direction from CPC members. Dr. Monda and Academic Senate Representative O'Connor described the P&R process they have started already and how P&R will define what is considered an essential need. Dr. Friedlander applauded their effort saying that it showed a high degree of sensitivity, knowledge and respect to the process for prioritizing resource requests.
- Dr. Friedlander stated that we have to know what the essential resource requests needs are and how much they cost before the allocation process can start.

3. Plans for achieving budget reduction targets due on February 24<sup>th</sup>

- CPC will review list of possible budget reductions in March.
- Process will be repeated next year to achieve the remaining amount of money that needs to be reduced to achieve a balanced budget in 2013-14.

E. Proposed strategy for continuing to receive maximum amount of state funding for the Schott and Wake Centers.

- a. Three years to generate requisite number of FTES for full funding.

Dr. Friedlander reiterated the current situation regarding the potential loss of full state funding for each of the Continuing Education centers if the college is no longer able to assign 1,000 FTES to each of the two centers. He is waiting to hear from the Chancellor's Office if the number of FTES has been lowered to 938 per center due to the workload reductions. Each center has to generate 938 or 1,000 FTES, depending on the number determined by the Chancellor's Office, in order to receive full center funding (\$1M per center). The problem is that more than half our classes at Wake and Schott are non-enhanced non-credit enrichment- type classes and the concern is that we may not be able to generate the requisite FTES this year to achieve full center funding status. Dr. Friedlander reported that the most recent information from the Chancellor's Office is that colleges will have 3 years to achieve that target. There are more details that have to be worked out, clarified and confirmed with the state. However, an example of one of our strategies to help offset the loss of FTES from non-enhanced non-credit classes is to offer credit courses at these centers during the summer and winter breaks.

b. Other approaches to maintain full funding.

D. Complete review of the College Plan: 2011-14 (Att. 3)

Sr. Dir. Inst. Assessment, Research & Planning Else projected data charts for each objective from the past college plan showing the historical data compared with the current 2011 – 14 College Plan. The question of whether we should aim high and take the risk of not meeting those goals given the current budget crisis or do we aim a little lower with the hope that we will surpass those goals was discussed. Dr. Friedlander said that the state does not look at the fact they cut our budgets, they expect improvement. Recommendations will be made at the next meeting.

F. Review of Institutional Effectiveness Report for 2010-11: Chapter 1 which includes the ARCC accountability measures (Att. 4)

It was decided that we will complete the review of the remainder of the report at next CPC meeting.

G. International Students

1. Decision to fill new position to maintain existing number of international students.

Acting Executive VP Spaventa reported on the current situation in the International Students office. There are 1,500 applications a year which go through a complicated review process and one short-term hourly employee to review them. There are 230 more students in the program than last year, yet the program has not reached its allotted cap. If the department wants to maintain or increase the number of International Students, it will need the staffing levels required to do so. The department is asking for a 12 month senior office position, which is about \$54,000 a year, to start as soon as possible to continue to process applications for the fall. If that is not approved, we will have to reduce the number of applications that can be reviewed which would result in a reduction in the number of international students next year. The increase in the number of international students we are serving will more than generate the additional income needed to cover the cost of the new 12 month senior office position. Another factor is that there is so much interest in attracting international students to a number of colleges that the turn-a-round time between getting the information and sending it back to the student makes a big difference on whether a student actually comes here or not. There was further

discussion regarding the pros and cons of filling a new position in the International Students Program. Dr. Friedlander asked for a motion.

**M/S/C [Alarcon/Auchincloss] to approve to fill a new position to maintain the existing number of international students. All were in favor.**

3. Cap on growth in international students that would require a new SPA position. Acting Executive VP Spaventa stated that if the International Students Program were to serve 1,400 students, another SPA, Special Program Advisor, would be hired. A cap has been put on the number of students so that another SPA position would not need to be hired. If the number got close to the enrollment cap, it would be reviewed in consultation to see if it would be in the college's best interest to lift the cap

- G. Proposal to increase number of out-of-state (non-resident) students (Att. 5) Estimated cost per student.

Dr. Friedlander stated that the last time we discussed this, we brought forth the proposal from the Admissions Outreach Service Coordinator Medel to increase the number of out-of-state students at the one-time cost of \$20,000. There was a question of what our cost is to serve out-of-state students and does this make sense to increase the number of students. The state determines what we are able to charge and that is \$22 extra per unit that becomes a net gain for the college which pays for the student support for more than just the out of state students. Since this is a one-time cost of \$20,000 and it will not be coming from the general fund, we will go ahead with it and do not need to vote on it.

- I. Information item

1. Proposed increases in parking violations fines so they are the same as those assessed by the City.

VP Sullivan reported that the fees for a parking citation on campus are going up from \$32 to \$40.

Dr. Friedlander asked for a motion to adjourn the meeting.

**M/S/C [Monda/Bishop] to adjourn the meeting. All in favor.**

**Next CPC Meeting: Tuesday, February 7, 3:00 p.m. – 4:30 p.m. – A218C**