

**SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL**

February 20, 2007

3:00 p.m.

A218C

**MINUTES**

PRESENT: J. Friedlander, J. Sullivan, B. Partee, D. Cooper, I. Alarcon,  
S. Broderick, T. Garey, K. Molloy, G. Thielst, L. Auchincloss, M. Guillen,  
C. Ramirez, E. Borlaug

ABSENT: P. Bishop, P. Buckelew, S. Ehrlich

GUEST: George Konstantinow [for P. Bishop] & James Ayre (*Channels*)

**1.0 Call to Order**

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the January 24th CPC meeting.

**M/S/C [Ramirez/ Molloy] to approve the minutes of the January 24<sup>th</sup> CPC meeting. George Konstantinow abstained.**

**2.0 Announcements**

There were no announcements.

**3.0 Information Items**

3.1 P1 Attendance Report Update

Jack Friedlander asked, based on California resident enrollments being up over 3% in units as of spring census, could we conservatively use a 3% increase in positive attendance? He said that Diane Hollems reported a conservative estimate that the spring to spring Dual Enrollment and PDC classes will be up 54-58 FTES. If in the unlikely event the system doesn't grow, the maximum amount of funded growth we could possibly receive would be two percent. He said it will probably be somewhere between 1.33 and less than two percent in terms of the amount the state will provide the college to fund growth. If so, could we pay back the 127 FTES we advanced from the summer? Darla Cooper said based on the last information we had, we are definitely on target to meet the 1.33 but not the two percent. She said that if she adds the borrowed FTES, then we are not on target. Ms. Cooper said that P1 is based on what we did in fall 2006 and we then project spring based on fall. In the scenario presented, we are projecting spring based on last spring and last spring was smaller than this fall. Dr. Friedlander said he would clarify the information he is seeking with

Ms. Cooper and report back to CPC. Pablo Buckelew will need to know if he should or should not be growing in Continuing Education.

### 3.2 SBCC 2007-08 Budget Building Process and Timeline

Joe Sullivan said there were no changes to the budget timeline from when it was distributed at the January 24<sup>th</sup> CPC meeting. Any updates will be presented at the next meeting.

### 3.3 Discussion with the Consultant and SISC Related to Health Benefits

Joe Sullivan informed the Council that SBCC is now a member of the Santa Barbara County Pool within the Statewide Pool for Health Benefits with the JPA: Self Insured Schools of California (SISC). He discussed this membership outlined in the handout provided to the Council in how we are currently working with SISC. Jack Friedlander added that it is important we receive the information on the costs of health care as it is a large budget item for the college. Joe Sullivan said discussions on health benefits plans for the college are evaluated by the Benefits Committee and it is the responsibility of the members of that committee to talk to their constituents about the options being considered. Members of the IA and CSEA are on this committee. Joe Sullivan said that the committee is discussing putting together a campus-wide survey to identify faculty, staff and managers preference for having a range of features in their health plan and the costs/savings associated with each of these elements.

## 4.0 Discussion Items

### 4.1 Application of Governor's 2007-2008 Budget Proposal to SBCC

Joe Sullivan went through the spreadsheets provided to the Council itemizing the components of the college's 2006-07 P1 data that shows what was reported for credit/non credit FTES. He also discussed the *2007-08 Budget Estimate* as itemized on the spreadsheet provided.

### 4.2 2007-08 Budget Development Process

#### 1. Status of CPC resource rankings

The spreadsheet of the final ranking of resource requests submitted last year (2006-07) was provided and discussed as to which resource requests have been funded; which have been funded for one year from the Banner budget; which ones no longer need funding; and which ones are waiting funding. The items funded from the Banner budget will roll into the college's General Fund budget 2007-08. The funding for one of the two Continuing Education positions (Outreach & Coordinator for Credit/NC Outreach Hispanic Population & AB540) is being met with other funding and can be excluded from the unfunded category. The other Continuing Education position (Transition Coordinator

(Non-Credit to Credit) is not a top priority for funding this year or next year if dollars are not available to do so. However, Pablo Buckelew has requested that this position remain on the list of priorities for future funding. Jack Friedlander said the Dual Enrollment Coordinator position was funded this fiscal year through funds identified in his budgets because he felt it was a critical institutional need. When funds are identified, he is requesting that his budgets for these funds be restored to meet critical needs in his areas that are going unfunded. The Dual Enrollment Program Specialist position is currently being funded from the Tech Prep grants and the intent for this request was to remove it from unstable federal funding into the college's General Fund.

## 2. Process for identifying additional critical/urgent resource requests

Jack Friedlander said he will distribute the request for proposals to request urgent/critical needs (that meet the criteria below) that would come to CPC as we build our budget for 2007-08. As we consider these critical requests, as well as reassessing those on the current prioritized list, we would identify what resources would be available to allocate to these requests. Joe Sullivan added that for those positions that are being paid this year from the Banner backfill dollars, they will be funded as part of the college's General Fund budget starting in July 2007 as we can't go forward with Banner without them. We would be ranking all of the remaining unfunded positions plus proposals that are submitted this spring that meet the criteria established by the college for being considered for support.

### *Draft of Criteria:*

1. Request addresses serious health and/or safety issues;
2. Without the additional resources, the program/services would not be able to operate at an acceptable level;
3. Funds needed to support "Year 2" of the Partnership for Student Success initiative; and
4. Additional resources needed to meet a state or federal regulation/mandate.

The question arose as to whether requests for sabbatical leave funding and new faculty positions are appropriate in this process. Jack Friedlander said that a request for a faculty position would go through the same process currently in place for requesting faculty positions and would not be part of this process. Joe Sullivan added that the amount of funding allocated to sabbatical leaves is provided for in the District Policy and is a negotiated item. The 2<sup>nd</sup> year request for the Student Success Initiative will be submitted for ranking as well if additional money is needed to augment that initiative. The Information Technology/DTC Wireless Access request of \$25k in one-time funds has been funded. It was asked that DTC confirm its estimated cost proposal of \$300,000 ongoing. Joe Sullivan said there may be some duplication of what is funded from the equipment fund that is being requested in the DTC initiative.

Dr. Friedlander will present a draft of the procedures and forms for requesting new critical resource proposals at the next CPC meeting.

### 3. Review of Budget Principles

Joe Sullivan distributed the Principles of Budget Development and asked that the Council be prepared to discuss and affirm these principles at the next meeting.

### 4.3 Distribution of \$69,400 in One-Time Professional Development Funds

The distribution of these funds is as follows:

- \$9,000 for training for all college employees, faculty and staff in discrimination/sexual harassment prevention
- \$10,000 for training for Campus Security
- \$5,000 for training for faculty and staff in dealing with difficult students.

This deducted total amount of \$24,000 leaves approximately \$45,400 for distribution (\$69,400-\$24,000) to the following units of the college:

<b>Educational Programs</b>	73%	\$33,141
262 full time faculty		
184 regular staff		
12 certificated administrators		
<b>Continuing Education</b>	5.8%	\$ 2,632
6 certificated administrators		
1 classified administrator		
28 regular staff		
<b>Information Resources</b>	4.9%	\$ 2,224
Classified management and regular staff		
<b>Business Services</b>	14.6%	\$ 6,627
Classified management and regular staff		
<b>President's Office and HRLA</b>		
10 (President's Office) 11 (HR/LA)	1.8%	\$ 816
Management and regular staff		
(incl. Institutional Advancement, Research and Planning)		

### 5.0 Other Items

5.1 The next CPC meeting will be March 6<sup>th</sup>.

### 6.0 Adjournment

Upon motion, the meeting was adjourned.