

**Santa Barbara City College
College Planning Council
Tuesday, November 18, 2008
3:00 pm – 4:30 pm
A218C
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, L. Auchincloss, P. Bishop, S. Broderick, D. Cooper, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, K. Molloy, B. Partee, C. Ramirez, J. Sullivan

GUESTS: A. Scharper, L. Stark, L. Vasquez

ABSENT: C. Avendano, Associated Study Body President, S. Knotts, Student Trustee

Call to Order

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

1. Approval of the minutes of the November 4, 2008 CPC meeting

M/S/C [I Alarcon/P Bishop] to approve the minutes of the November 4, 2008 CPC meeting. Kathy Molloy abstained because she did not attend the last meeting.

Information Items

2. Update on Drama/Music remodel – Joe Sullivan, Tom Garey
 - a. Superintendent/President Serban provided a summary of the major milestones and status of tasks related to the Music Drama Modernization.
 - i. Faculty Member Tom Garey reported on the logistics of the Music and Drama departments moving out of the building. The moving will start on December 17th and run for 30 days including during the holiday break. In order to reduce the cost of moving, they have started moving some of their equipment and stage materials prior to the movers coming. Garey reported that the AV and IT components are being finalized, plus the anticipation of what may be needed in the future. He reported that any price overages had been taken into consideration and there has been contingency planning.
 - ii. VP Sullivan stressed that absolutely no general fund money will be used for the Drama Music Project.

- iii. Drama/Music will be in temporaries starting in Spring 2009 through May 2010.
 - iv. VP Sullivan reported on the remainder of the Drama/Music Progress Report. Several items are completed while due to some changes other items have been delayed up to 4 to 5 weeks. After the approvals from the DSA (Department of State Architects) of the Seismic and Soil Reports, they are then sent to the Chancellor's Office for approval. Because this is such a complex project, it can take a couple of weeks. The aim is to obtain approval to go to bid by Dec. 23rd, to start construction by February '09, to finish the Drama Music building by May 2010, and then to move back into the renovated building by the Summer of 2010. Further details regarding moving and storage were discussed. In December 09, the construction of SoMA will start. There was further discussion regarding the complex situation with swing space during time of construction of both the Drama/Music Building and SoMA. This situation points to how important it will be to have the Drama/Music Building finish on time, in order to vacate a lot of swing space that will be needed.
3. Update on selling of bonds – Superintendent/President Serban reported that the selling of the bonds is going really well and are actually over-booked. The interest rate is really good, saving the tax payer about \$1.5 million dollars. After a discussion of the interest rates, VP Sullivan stated that on December 11th, the college will receive a check for \$47 million dollars.

Discussion Items

4. Approach to expenditure reductions and revenue generation for Spring 2009 and preparation for 2009-10.
 - a. VP Sullivan reported from his handout which included the 08-09 Adopted budget, the Budget Adjustment and two scenarios of the 08-09 Revised Budget (Nov 11, 08). The Budget Adjustment column is the difference between our adopted budget and the revised budget Nov 11 (it is a projection based on the current revenue situation and some internal adjustments. These budgets are based on the Nov 6 Governor's proposal, not the legislative analyst's office response. The very right column shows the worst case scenario. The Budget Adjustment shows COLA @ 0% and Growth at 2.49% that was originally in the proposal. There is the 5% reduction in apportionment stated in the Nov 6 Governor's proposal. The last column is no growth and the 5% reduction. We have a two million deficit. The column to the right – what would it look like without growth is that it

increases the deficit to 3.6 million, and reduces ending balances. We do not know where the budget will end up, hopefully somewhere in the middle of these two scenarios.

- b. Superintendent/President Serban said that we have already assumed the cost savings submitted by VPs for Spring 2009, including a reduction of \$300,000 for credit instruction and \$300,000 in continuing education instruction, thus they need to materialize.
 - i. She spoke about a syndrome that has happened this year to date, which is that some departments have kept spending even though the difficult budget situation has been talked about repeatedly and the request to slow down spending has been also repeated many times. She reported that she has looked budget by budget and not only have some departments spent significantly, but they have spent their budget for the entire year already for some of the categories such as hourly classified. They took the numbers in the Simpler System Report as if it is real, even though we said over and over that this is not a real number.
 - ii. She stated that we need to affect reductions of \$2 million in this fiscal year. This includes \$200,000 for travel, \$300,000 for hourly instructors for credit and \$300,000 for Continuing Ed that is going to be physically removed from the respective departmental budgets by the beginning of January.
 - iii. Classified Hourly: from General Unrestricted Fund: this year we had budgeted \$2.2 million for the year in Classified hourly and we have already spent about \$700,000, not including the November payroll which leaves \$1.4 million available. Acknowledging that some areas still need hourlies for critical work we need to affect at least 70% cut of the 1.4 million which is going to be decided by each unit of the VP area down. The cut is to occur because there is not much else to cut. Regarding student workers: we had budgeted for this year \$1.2 million and we have already spent \$500,000, not including the November payrolls, leaving about \$650,000. We are not cutting student workers in Security and Student Services so 70% needs to be cut. This doesn't take us to \$2 million that needs to be cut this year.
 - iv. We are also looking at how we can increase some revenues that are unrestricted. Some ways to increase revenues are to increase the fees that we charge for the utilization of our facilities which are really low. After

some analysis of the fees for the fee based Continuing Ed class, we may need to increase fees for classes that are not paying for themselves. Basically with Continuing Education, we have subsidized from the General Fund of the entire college quite a bit of Continuing Education. We cannot afford to do that anymore. There has been an attempt to negotiate the charge for using our buildings with the Santa Barbara School District. This is still in the works. There are some tax rebates for products bought out of state available; however this will take months to work out. After some research into restrictions, departments with Auxiliary Accounts can use some of that money for the next year or two to backfill some expenses. In normal times, we have never done that and we have never asked the departments with Auxiliary Accts to do this, but given the situation we need to.

- v. When departments reduce hours of service as a result of these reductions, it needs to be announced campus wide and it needs to be understood why they did it. Clearly there will be reductions, there will be fewer hours in certain areas or there will be fewer one on one counseling appointments and there might be more group counseling. There needs to be a campus wide announcement. So everyone will understand what is happening.
 - vi. The record of the cuts made will be listed in two places: one as a journal entry in Banner and in a spreadsheet. CSEA President would like to have a record of all the changes. VP Ehrlich reiterated that it is good to have a record of the cuts and where they are coming from. At the same time, she said, as we emerge from the budget crisis, we will have a different form of planning in place that should really inform us as to how we can deal with the former cuts. The Budget Principles address this.
 - vii. Carlos Ramirez asked about the possibility of cutting some programs. Superintendent/President Serban said that cutting programs is something she does not want to do because it creates a long term negative impact from which it is very difficult to recover.
5. Proposed approach to dealing with Board policies – Superintendent/President Serban proposed that we have a new committee that will be dealing with Board Policies and Administrative Procedures.

- a. This new committee would serve as a mechanism, that will be sustainable over time, dealing with current board policies and procedures and changes plus new board policies and procedures, as needed.
 - b. Since most policies require a consultation process, the group will consist of the same constituencies that are represented in CPC: Academic Senate, Classified Staff, Faculty and Students. Superintendent/President Serban suggested that since VP Ehrlich is knowledgeable in the Policies and Procedures area, that she be the chair of this group.
 - c. This committee is to be in charge of scheduling the regular review and update of existing policies and procedures and development of new ones, as needed, which they will ensure will be in the correct format, will be going to the different constituencies of the college, to CPC, then to the Board Study Session, then to the Board for approval. Each policy should be reviewed by the Board at regular intervals, even if nothing has changed. Given that we have policies that have not been reviewed in 10 to 15 years, she expects that it will take several years for us to go through the first pass and meanwhile things do change with the ones we have reviewed. There has to be an ongoing effort. This committee should start operating in February 2009.
 - d. Policies and procedures. Only policies go to the Board for approval. The Committee will deal with the procedures as well. Will ensure that there is an established consultative group that looks at procedures which are separate from policies. Board policies are fairly broad level and the procedures are about implementation of policies. We want to separate the policies from the procedures.
 - e. We are working towards making sure all the policies are in a consistent format using the CCLC template and in one location on our web page
 - f. The committee will report to Superintendent/President Serban. The Board Policies will come to the President then to the Board Study Session if need be, then to the Board Meeting for approval. The Procedures will come to the President but not to the Board for approval.
6. Continued discussion on evaluation of governance structure and decision making processes – This was not discussed.

Superintendent/President Serban adjourned the meeting.

Next meeting Tuesday, December 2, 2008 3-4:30pm A218C