

**Santa Barbara City College
College Planning Council
Tuesday, February 18, 2014
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, President
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment,
Research & Planning (non-voting)
P. English, VP, Human Resources
E. Katzenson, ASB President (non-voting)
J. McPheter, Classified Staff Representative
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, VP, Academic Senate
J. Walker, Supervisor Bargaining Unit
D. Watkins, Managers Group Representative

GUESTS:

J. Clark, Dir., IT User Services
L. Maas, Controller
I. Sakelarieva, Continuing Education
A. Scharper, Educational Programs
K. Sophiea, Dir., Marketing &
Publications
L. Stark, Instructors' Association
J. Zavvas, Asst. Controller

1.0 CALL TO ORDER

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English

a) Technical Services Specialist III – J. Clark (Att. 3.1 a)

Jim Clark requested that the position of Sr. Instructional Computer Lab Coordinator (ICLC) be modified to that of Technical Services Specialist III. Greg Grunt, who currently holds the position of Sr. ICLC is due to retire in March 2014. The replacement position of Technical Services Specialist III would function at a higher level of independence, as well as meet the expanding technical needs of the position which supports three campuses (Wake, Schott, Main). The position of Technical Services Specialist III would require an additional \$14,730.

M/S/C (Monda/O'Connor) to move item 3.1a, Technical Services Specialist III, to discussion and action. All were in favor.

The action item was then taken out of order and put to a vote to approve the replacement position of Technical Services Specialist III. 14 were in favor; Liz Auchincloss abstained.

- b) Dean of Education Programs: Career Technologies – J. Friedlander (3.1b)
Replaces Betty Pazich, retired.
- c) Dean of Educational programs: Languages, Physical Education and Technologies – J. Friedlander (3.1c)
Replaces Doug Hersch, resigned.
- d) Dean of Educational Programs: Business (3.1d)
Replaces Diane Hollems, soon to be retired.

3.2 Air Conditioning for Professional Development Center – J. Sullivan (Att. 3.2)

Mr. Sullivan informed the council that the air conditioning for the Professional Development Center was included in the Program Review process and was a project that Facilities was asked to research. The bid used to complete the project was \$18,516.

4.0 DISCUSSION ITEMS

4.1 Accreditation Interviews – R. Else (Att. 4.1)

Mr. Else explained that each of the college's governing bodies and committees is being presented with questions relating to various accreditation standards in anticipation of the upcoming fall 2015 accreditation team visit. He referred to Attachment 4.1, Accreditation Self-Evaluation Questions for the College Planning Council. Following are the accreditation standard questions that were posed and the feedback provided by CPC:

Standard I: Institutional Mission and Effectiveness

Standard I.A.1: *The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.*

Question 1: How does CPC know that it is addressing the needs of its student population?

- CPC has a student representative (President of Associated Student Government).
- Faculty members on CPC represent other consultation and constituent groups that have direct links to classroom instruction, student input and research data.
- The college has experienced increased student success rates.
- CPC, in its planning capacity, analyzes research, student data and reports.
- The Educational Master Plan emanating from the college's Mission Statement guides the college in aligning CPC's actions with the student population.
- The college has a diverse curriculum; new courses and program modifications reflect students' needs.

Standard I.A.4: *The institution's mission is central to institutional planning and decision making.*

Question 2: How effectively is the mission statement reflected in the actions of CPC?

- CPC and the Integrated Planning Workgroup were instrumental in the establishment and production of the college's Educational Master Plan.

- CPC established the Program Evaluation Committee.

Standard I.B.1: *The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.*

Question 3: Does CPC maintain an ongoing, collegial, and self-reflective dialogue about the continuous improvement of student learning and institutional processes?

- CPC regularly evaluates data including the Accountability Reporting to the Community Colleges, the Institutional Effectiveness Report, the Scorecard measures, and Student Learning Outcomes.
- The Planning and Resources committee conducts a yearly self-evaluation process prompting modifications and improvements to its processes.
- CPC's involvement in the production of the Mission Statement and the Educational Master Plan, as well as Zero Based Budgeting practices has created a dynamic culture on campus that affirms the priority of students and their needs.

Standard III: Resources

Standard III.A.6: *Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.*

Question 4: As the College's planning and governance body, is CPC effectively fulfilling its role in integrating human resource planning with institutional planning?

- CPC has established a process for classified position replacement.
- CPC has brought a purposeful and deliberate structure to the notion of Human Resource planning, thus providing a context in times of fiscal exigency and in times of fiscal stability.

...in integrating physical resource planning with institutional planning?

- Staff and faculty requests are submitted through the Program Review process.
- CPC has an open agenda policy in which requests for improvement can come to council.
- At CPC's request, the Director of Facilities and Campus Development now provides regular reports on building and maintenance projects and requests.

...in integrating technology infrastructure and equipment planning with institutional planning?

- The college's technology plan and financial processes are linked to the Educational Master Plan, the District Technology Plan and to Program Review.

...in integrating financial resource planning with institutional planning?

- CPC established and implemented Zero Based Budgeting.

Standard IV: Leadership and Governance

Standard IV.A.1

Question 5: Please provide your thoughts on the following standards regarding Leadership and Governance:

SBCC leaders create an environment for empowerment, innovation, and institutional excellence.

- The Supervisors Bargaining group was welcomed by all committees.
- The college demonstrates an ability and willingness to change a process or policy based on constituent concerns and ideas.
- Open dialogue exists in committees.
- Policies and programs established in the last few years are evidence that the college is always looking for new ideas and willing to support them.
- The work that CPC does is clearly communicated back to faculty governance groups through Planning & Resources, Academic Senate, and the Instructional Technology Committee.
- College leaders have the ability to communicate and bring things forward through their committee agendas.
- SBCC has received numerous awards for various programs, evidence that the college fosters a climate of innovation and opportunity.

Staff, faculty, administrators, and students are encouraged to take the initiative to improve practices, programs, and services in which you are involved.

- Student Senate was the force behind the creation of the Cyber Center (STEM Center), the electronic marquee on the Campus Center building, and Farmers Market.

Participative processes are used when considering ideas for significant institution-wide or policy improvement.

- Agreed.

Standard IV.A.3

Through our governance structures, processes and practices, the board, administrators, faculty, staff and students work together for the good of SBCC.

- Agreed.

These governance processes facilitate discussion and effective communication among the college's constituencies.

- Agreed.

Standard IV.A.5

Your body's role in the college's governance and decision-making processes is regularly evaluated and the results are used as a basis for improvement.

- Evaluations, both formal and informal, have produced changes in CPC processes.
- The college sustains a culture which encourages evaluation and improvement.

4.2 SIG Consultant Agreement for Banner Upgrade and Implementation: First Reading – D. Watkins (Att. 4.2)

Dr. Friedlander gave a brief introduction. Dan Watkins explained that the Banner upgrade and implementation will consolidate the college's credit and non-credit business systems under one domain. The request to allocate \$344,780 covers consulting

fees over the course of three years. \$26,000 of the allocation will be used to backfill Admissions and Scheduling classified staff assigned to assist in the conversion process. The increased staffing costs are for one (1) year. The funds will also be used to implement the launching of two consecutive summer sessions in 2015 (if approved), and streamline two Learning Communities programs (Express to Success and Ipath). Joe Sullivan explained that the fiscal independence portion of the upgrade refers to the college's separation from Santa Barbara County Education's payroll system. He noted that one of the requirements for on-going fiscal independence is that the college employs an in-house auditor.

Other funding sources (\$50,000 One College Project allocation, Title 5 grant, CE Reserve Fund and 2013-14 Administrative Systems Consultant Budget) will be used to offset the total amount needed to implement the project. \$122,140 is the net amount required.

It was requested that the supervisors of the projects' hourly employees provide a job timeline and description.

5.0 ACTION ITEMS

- 5.1 Completion of the Reorganization of the Continuing Education Division into the Educational Programs Division: Second Reading -- J. Friedlander (Att. 5.1)
Dr. Friedlander briefly reviewed the reasons for establishing a new 12-month full-time Continuing Education (CE) Program Coordinator position. He clarified that the CE Program Coordinator position will not be responsible for faculty hiring or evaluations. These tasks will be conducted by ESL faculty, CE GED faculty, and short-term vocational faculty.

M/S/C (Neufeld/O'Connor) to approve the establishment of a Continuing Education Program Coordinator position and the additional funding needed (\$21,043) to support the position. All were in favor.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be held on Tuesday, March 4, 2014 in Room 218C, 3:00-4:30 p.m.

**Santa Barbara City College
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Minutes

PRESENT:

L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
P. English, VP, Human Resources
E. Katzenson, ASB President (non-voting)
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J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, Supervisor Bargaining Unit
D. Watkins, Managers Group Representative

GUESTS:

D. Hollems, Educational Programs
L. Maas, Controller
D. Nevins, Educational Programs
J. Zavas, Asst. Controller

ABSENT:

L. Gaskin, Chair, President
R. Else, Sr. Dir., Institutional Assessment,
Research & Planning

1.0 CALL TO ORDER

Liz Auchincloss chaired the meeting in Dr. Gaskin's absence.

1.1 Approval of 2/4/14 CPC minutes (Att. 1.1)

M/S/C (Vasquez/Watkins) to approve the 2/4/14 CPC minutes with one correction:

5.1 "ESL has requested that curriculum and evaluation for CE ESL be stipended to credit ESL faculty." 13 approved; Jason Walker abstained.

2.0 ANNOUNCEMENTS

3.0 INFORMATION ITEMS

**3.1 Replacement of Budgeted Positions – P. English
None to report.**

3.2 Proposed Hourly Staff and Student Pay Rate Changes – P. English (Att. 3.2)

Pat English informed council that pay rates for hourly staff and students have not changed since 2009. The U.S. minimum hourly wage is going up to \$9.00 on July 1, 2014 and \$10.00 on January 1, 2016. The college's proposed pay rate changes are due to take place on June 11, 2014 and December 10, 2015 in conformance with payroll's pay periods. The proposed pay rate will increase the present rate by 5.88%; this percentage increase will be applied to all six pay rate levels as exemplified in Att. 3.2.

The proposed hourly staff and student pay rate changes will go to the Board of Trustees for a vote.

Because it is a budget issue, it was suggested and agreed that this information item be treated as a first reading and return to CPC as a second reading action item on the March 18, 2014 agenda.

A brief discussion took place regarding the classified staff hiring process. The deadline for submissions is April 1, 2014. It was agreed that the issue will be brought to CPC after the deadline.

3.3 Facility Needs – L. Gaskin

Postponed until March 18, 2014 CPC meeting due to Dr. Gaskin's absence.

4.0 DISCUSSION ITEMS

4.1 Request for \$49,410 from the General Fund to Offset the Reduction in the College's Perkins Grant Allocation that can be used to Support High School Outreach Activities:
First Reading – J. Friedlander

Dr. Friedlander invited Diane Hollems, Dean of Educational Programs, to speak to council about the Perkins Grant, a federal grant designed to strengthen career technology in education programs. Dean Hollems noted that a specific amount of the grant money was reserved for tech prep; she has held the position of tech prep director, funded by the Perkins Grant, since 1999. She reported that the tech prep portion of the grant also funded the position of the Director of Dual Enrollment, later supported by the college's general fund, and a permanent classified Student Program Advisor (SPA). Eventually the term "tech prep" was replaced by CTE Transitions. Over the last several years, the funding has diminished and part of the Dual Enrollment's SPA salary has been subsidized by the college's general fund. In addition, two hourly positions previously funded by the college before recent budget cuts are now being funded by SB70, another high school outreach grant. However, Dean Hollems noted that SB70 grant funding will end in November 2014, and that the CTE Transitions funding is not enough to cover a significant portion of the SPA's and the hourly employees' salaries.

The request for \$49,410 from the 2014-15 general fund is to continue to support the Dual Enrollment's permanent SPA position and two hourly staff positions.

Discussion ensued. It was suggested that hourly staffing needs be assessed and that budget funds be reallocated accordingly. Concern was expressed with regard to the use of

hourly staff in programs with on-going staffing needs, as well as the implications of accepting a grant with potential staffing needs that may require college support.

Dr. Friedlander remarked that it would be difficult to maintain the size of the Dual Enrollment program, which supports 3000 students in four local high schools, without the hourly assistance.

4.2 Campus Center Replacement Project – J. Sullivan (Att. 4.2)

Joe Sullivan reported that the Campus Center Replacement project, categorized as an A-3 (safety) project due to the building's deteriorated condition was submitted to the Chancellor's office in July 2013, and that funding for the project in the amount of \$20,432,000 has been included in the state's 2014-15 proposed budget. Mr. Sullivan noted that the state will only fund programmatic related costs, and will not support any expansion or enhancements to the building. Furthermore, the state funding requires that the building's replacement retain the original building's footprint. He explained that there can be no change in the ratio of programmatic areas to non-programmatic areas. The college would be responsible for \$9,377,000 of the building project cost which would include the replacement of non-programmatic building areas such as the cafeteria and Student Life. Additional costs to the college will include swing space, site work, equipment and furniture.

He clarified that if the college were to completely fund the building replacement project, the building's internal configuration could be altered. However, due to Coastal Commission restrictions, the building would still be limited to the original building's footprint.

Mr. Sullivan informed council that the \$20,432,000 in state funding is dependent upon the passage of the proposed 2014-15 state budget and that there is growth factor included in the state's funding. If approved, the college will need to commit to the state funding after July 1, 2014.

It was agreed to bring the agenda item back to CPC for a second reading after July 1, 2014, and to include an estimate of the college's additional costs pertaining to swing space, site work, equipment and furniture.

5.0 ACTION ITEMS

5.1 SIG Consultant Agreement for Banner Upgrade and Implementation: Second Reading – D. Watkins (Att. 5.1)

An updated spreadsheet (Att. 5.1) was provided. The total cost of the SIG project is estimated at \$371,380 and includes the One College Project (combining credit and non-credit business systems), Learning Communities (Express to Success and Ipath), and Summer Session II (two consecutive 2015 summer sessions). The Banner upgrade and implementation would also provide fiscal independence from Santa Barbara County Education Office. Mr. Watkins stated that the costs of the project may be reduced by relying on in-house staff as much as possible.

Dr. Friedlander agreed to bring forth more information to CPC's March 18, 2014 meeting regarding the proposal to hold two summer sessions in 2015. Some of the SIG related consulting costs will be determined by whether or not the proposal for two summer sessions moves forward.

M/S/C (Sullivan/Friedlander) to approve the request for \$371,380 out of ending balances to fund the SIG Consultant Agreement for the Banner Upgrade and Implementation project. The motion was unanimously approved.

6.0 ADJOURNMENT

6.1 The next regularly scheduled CPC meeting will be held on Tuesday, March 18, 2014 in Room 218C, 3:00-4:30 p.m.



SANTA BARBARA CITY COLLEGE

ASSUMPTIONS USED TO DEVELOP THE 2014-15 TENTATIVE BUDGET

As of March 10, 2014

The revenue assumptions are from the January 9, 2014 Governor's Proposal for the State Budget presented by the California Community College Chancellor's Office at the Annual Statewide Budget Workshop on January 17, 2014.

The 2014-15 Tentative Budget includes the following assumptions:

REVENUES

1. Increase in the state allocation for the Unrestricted General Fund:
 - a. COLA of 0.86% or \$630,500.
 - b. Growth/restoration of 3% or \$1.5 million. ***Growth is not projected for the 2014-15 Tentative Budget.***
2. Enrollment fee is \$46.00.
3. There is a deficit factor of 1%.
4. Increase Education Protection Act funds to eliminate shortfall of \$100 per FTES requirement. This does not increase the state allocation, but does guarantee backfill of the shortfall up to this amount.
5. International and out-of-state student revenues are expected to remain flat at \$13,825,000. (Includes reduction in enrollment offset by increase in enrollment fee rate.)
6. Interest revenue remains flat at \$150,000.
7. Lottery revenue remains flat at \$1,979,900.
8. State Mandated reimbursement remains the same at \$28 per FTES or \$406,659.
9. The College will continue to borrow FTES from summer for any shortfall in FTES generated.

EXPENDITURES

1. Minimum wage increase from \$8.50 to \$9.00, effective June 11. The district will increase hourly wages by 5.88% at each level, resulting in an increase of approximately \$125,000.
2. Classified staff who are also employed as adjunct instructors will be paid at a blended overtime rate, increasing instructional salary expenses by approximately \$100,000.
3. Three instructors to be hired, increasing instructional salary expenses by approximately \$180,000 (the net increase from converting adjunct faculty to full-time faculty).
4. COLA increase of 0.86% applied to all salaries, approximately \$500,000.
5. Instructor salary tables may be adjusted as a result of Ewing Study. *Dollar amount TBD.*
6. Classified staff salary expense increase included in Program Review. *Dollar amount TBD.*
7. Hourly salary expense increase included in Program Review. *Dollar amount TBD.*

8. Opportunity to convert 10 or 11 month employees to 12 month employees will result in an increase of classified salaries and benefits. *Dollar amount TBD.*
9. The supplies and operating expense budgets will have adjustments. *Dollar amount TBD.*
10. Employer contributions toward health benefits are expected to increase. *Dollar amount TBD.*
11. The State Unemployment Contribution Rate remains flat at 0.05%.
12. The State Workers Compensation insurance rate will change. *Dollar amount TBD.*
13. The CalPERS employer contribution rate is expected to increase. *Dollar amount TBD.*
14. The CalSTRS employer contribution rate is expected to increase. *Dollar amount TBD.*
15. To-be-purchased Program Review items from prior years of 2012-13 and 2013-14 were rolled into 2014-15. *Dollar amount TBD.*
16. Program Review items approved for Budget 2014-15 will be included. *Dollar amount TBD.*
17. The fixed and mandated expenses are expected to increase based on actual or trends. Fixed and mandated expenses consist of increases in maintenance agreements, utilities, postage, rent etc. *Dollar amount TBD.*

TRANSFERS

These are the transfer of funds to and from the Unrestricted General Fund Ending Balance.

1. Transfer to Categorical programs (EOPS, DSPS, and SSSP) remains flat, in the amount of \$425,000.
2. Transfer to the Children's Center Fund is \$209,000.
3. Transfer to the Construction Fund for ongoing campus maintenance of \$2.0 million.
4. Transfer to the Construction Fund for loan payments to the California Energy Commission for the photovoltaic system loan is \$191,846 for 2013-14 and for the light program loan is \$91,940. These amounts will continue for the life of the loans (ending in 2024 and 2021).
5. Transfer to the Equipment Fund is \$1.5 million for equipment replacement and \$155,000 for copier replacement.
6. Transfer in from the "I Can Afford College" State Financial Aid Media campaign grant. This is a pass through of funds that the College manages for the chancellor's office.

CASH FLOW

1. The backfilling of any RDA shortage will be moved to April 15, to minimize any impact to local apportionments.
2. Deferrals reduced from \$8.4 million in 2013-14 to \$0.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
2014-15 Tentative Budget
General Fund - Unrestricted

REVENUES	2011-2012 Actual	2012-2013 Actual	2013-14 Adjusted Budget	2014-15 Tentative Budget	Variance B13-14 vs B14-15 \$	Variance %
Federal	\$250	\$290	\$0	\$0	\$0	0%
State	\$42,865,790	\$37,322,826	\$36,146,105	\$38,430,345	\$2,284,240	6%
Local	\$50,648,165	\$49,621,988	\$50,832,372	\$50,386,005	(\$446,367)	(1%)
Total Revenues	\$93,514,205	\$86,945,104	\$86,978,477	\$88,816,350	\$1,837,873	2%

Details of Variance:

COLA increase	0.86%	\$630,500
Apportionment increase: lower deficit factor in 14-15 compared to 13-14		\$1,653,740
Enrollment Fees decrease: budget in 13-14 higher than 13-14 projected revenues		(\$446,717)
Miscellaneous adjustments		\$350
Total Variance		\$1,837,873

Proposed changes to hourly staff & student rates

	Level I	Level II	Level III	Level IV	Level V	Level VI
Current hourly staff & student rates Effective July 1, 2009	\$8.50	\$9.50	\$10.50	\$11.50	\$13.50	\$14.50
Proposed rates 6/11/14 -12/10/15 % increase	\$9.00 5.88%	\$10.06 5.88%	\$11.12 5.88%	\$12.18 5.88%	\$14.29 5.88%	\$15.35 5.88%
Proposed rates 12/11/15 % increase	\$10.00 11.11%	\$11.18 11.11%	\$12.35 11.11%	\$13.53 11.11%	\$15.88 11.11%	\$17.06 11.11%

Notes:

Minimum wage \$9/hr July 1, 2014

Minimum wage \$10/hr January 1, 2016

Exceptions due to licensing requirements:	Current	Proposed	% increase	Origin of pay rate
LTA (Allied Health/EMT Program)	\$19.33	\$24.35	25.96%	Level 32, step 1, from schedule effective 1/1/08
NREMT Rater	\$20.31	\$34.40	69.37%	Level 46, step 1, from schedule effective 1/1/08
Athletic Trainer	\$21.35	\$26.22	22.80%	Level 35, step 1, from schedule effective 1/1/08
Nurse Associate (became effective 10/1/13)	\$29.67	\$29.67	none	Level 40, step 1, from schedule effective 1/1/08
RN Evaluator/Nursing Lab Specialist (became effective 10/1/13)	\$29.67	\$29.67	none	Level 40, step 1, from schedule effective 1/1/08
Nurse Practitioner (became effective 10/1/13)	\$41.93	\$41.93	none	Level 54, step 1, from schedule effective 1/1/08

Note re exceptions:

Current hourly rates are based on first step of the appropriate pay range in effect in 2006. Proposed rate brought up to 7/1/13 Ewing recommended classification level but dollar amount is at 1/1/08 hourly wage level. This honors our commitment to CSEA to not pay hourly the same amount as we pay their unit members for similar work.