

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

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

GUESTS: S. Coffield, M. Lin (for C. Avendano), A. Scharper, L. Stark,

ABSENT: C. Avendano, S. Ehrlich, S. Knotts

Call to Order

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

1. Approval of the minutes of the February 17, 2009 CPC meeting.

M/S/C [Guillen/Bishop] to approve the February 17, 2009 CPC meeting minutes.

Superintendent/President Dr. Serban introduced Mike Lin, VP of External Affairs for the Student Senate sitting in for Camila Avendano, President of the Student Senate.

Information Items

2. Superintendent/President Dr. Serban pointed out the changes on the revised Timeline for Review, Discussion and Ranking of Resource Requests Identified In Program Reviews per discussion at the Feb 17, 2009 CPC meeting and asked if the council is in agreement with this update. A few corrections were made and everyone was in agreement.

Superintendent/President Dr. Serban handed out the *California Community Colleges' 08-09 First Principal Apportionment – Santa Barbara Community College District - Exhibit C Report* and explained it item by item. She said this is a key component in our funding and that she would like everyone to understand this report.

Action Items

3. Approval of Institutional Code of Professional Ethics (discussed at CPC on Oct 6, 2008, Nov 18, 2008, Dec 9, 2008)
 - a. Senate version – December 9, 2008
 - b. CPC version – February 19, 2009

Superintendent/President Dr. Serban reviewed the difference between the two versions of the Professional Code of Ethics listed above, stating that the fundamental difference between them is one of tense. After a short discussion Superintendent/President Dr. Serban called for a vote on the previous motion to approve the Academic Senate's December 9th version of the Code of Ethics.

M/S/C [Molloy/Broderick] to approve the Academic Senate's December 9th version of the Code of Ethics. (8 Yes; 2 Opposed; 2 Abstained)

Discussion Items

4. Approach and funding sources by category of resources requested:
 - a. 2009-10
 - b. 2010-11 and beyond
 - c. **Separate one time from on-going**
 - i. Equipment, non-technology
 - ii. Technology, includes hardware and software
 - iii. Positions
 - iv. Other resources

Superintendent/President Dr. Serban clarified that the primary purpose of the March 11th Joint Meeting of CPC/Academic Senate/Classified Consultation Group/Instructors' Association Board/Management is to facilitate discussion across all campus constituencies and common understanding regarding the proposed process to link program reviews to planning and budgeting and possible funding sources that are available or need to be secured for the various categories of resource requests identified in program reviews.

- 1) Growth Funding: New permanent employee positions, not hourly positions, but faculty, classified staff, managers, and administrators can only be funded from Growth Funding. Growth funding becomes an ongoing source of funding, part of the base in the next year – assuming that we don't decline in FTES. We cannot hire permanent positions from any other source other than Growth, because by hiring such positions we make a commitment that needs to be supported by ongoing funding.
 - a. Full Time Faculty Obligation: The new full time faculty positions the College is required to hire in order to meet the Full Time Faculty Obligation come off the top of Growth funding. After the monies are used to fill the new Full Time Faculty Positions, the remaining amount needs to be set aside to enable the College to add new classified staff and new management/administrative positions identified as essential for the College. The College needs to make a concerted effort to set aside money from Growth in order to commit to hiring permanent positions. This is to be discussed further on March 11.
- 2) Restricted Funding: Restricted funding sources are available for specific items that have been identified.
- 3) 2009-10 funding versus 2010-11:
 - a. For the remainder of this fiscal year, 2008 – 09, and 2009-10 for non-computer related equipment, i.e. furniture, "grand pianos," trucks, etc, the money in Fund 41, if there is money in Fund 41 for Departments, can be used.
 - b. For 2010-11 and beyond, the College needs to understand the needs in all areas, including the equipment area.
 - c. Beginning in the remainder of this year and Fall of 09 , the Superintendent/President Dr. Serban is asking the Departments to do the following:
 - i. Develop an Inventory of Departmental needs in terms of routine/ongoing annual needs and non-routine equipment that needs to be replaced at regular time intervals. For routine needs, for example, the departments can use the average of the last 3 years in terms of expenditure. These will be the routine equipment needs for the year and this would become part of the annual

- operational budget rather than being funded through the old method that did not ensure ongoing budgeting for routine expenses. Routine equipment needed will not be ranked by CPC; again, it becomes part of the annual operational budget.
- ii. Non-routine equipment that needs to be replaced at regular intervals will be funded through the institutional equipment fund, the same as we do with the regular refresh for desktops, servers and laptops. In the inventory that needs to be developed, we need to include when the equipment was bought, at what cost, when was it last replaced and at what cost, and when the next replacement is needed. Replacement of planned non-routine equipment will not be ranked by CPC the same way we do not rank regular refresh of computers. It becomes part of the planned institutional budgeting.
 - iii. Contingency Funding: This fund will be for equipment that breaks and is non-routine. Every year we will need to set aside a certain amount into the contingency fund. Each VP will have an amount for contingencies within their areas that they can distribute as need arise.
 - iv. New Equipment: Requests for new equipment that cannot be funded from the routine budget or planned replacement budget will be reviewed and ranked by CPC.
 - v. One time costs/ongoing costs
 1. Ongoing Costs are for Permanent positions, annual software licenses, fixed costs such as liability insurance, utilities, etc.
 2. One time Costs include equipment (although funds need to be budgeted ongoing for regular replacement and maintenance), initial cost of buying software, some pilot projects to test new ideas.

Superintendent/President Dr. Serban stated that if we follow the above proposed approach and structure, then we have achieved linking Program Reviews to Planning and Budgeting. It is budgeting in a way that the College knows what it truly needs.

Questions: Dean Scharper asked if the funding for the ongoing routine needs will be guaranteed.

Superintendent/President Dr. Serban stated that it is a guarantee during “normal” times, but with State budget cuts and the situation as it is, it is not guaranteed. CPC would need to have a discussion of how the cuts would be implemented if our funding is reduced.

CSEA President stated that she thought CPC should consider the possibility of looking at all the money we use for longtime ongoing hourly, who have been here 10 years in the same jobs, and maybe think about converting some of those to permanent positions. Permanent positions would be funded out of ongoing monies. Superintendent/President Dr. Serban said that every area would be looked at.

5. Master Planning Calendar - Superintendent/President Dr. Serban handed out a draft of the Master Calendar for Planning and Budgeting 2009-10 and beyond for review. She stated that this is re-visiting a plan we had put in place originally in 2001-02 of when and what information relevant for budgeting and planning will CPC discuss throughout the year such that planning for various areas is integrated, linked to budgeting and evaluated on a regular basis.

6. Discussion of program reviews

- a. Business Services – Vice President Sullivan presented the Business Services Resource Requests from his hand-out and answered questions.
- b. Human Resources and Legal Affairs – Vice President Ehrlich was out sick and unable to present.
- c. Information Technology – Vice President Bishop handed out IT Resource Requests for 09-10 for the Council Members to review for the next regular CPC March 17th Meeting.

M/S/C [Guillen/Serban] to adjourn the meeting.

Superintendent/President Serban adjourned the meeting.

Next meeting: Special joint meeting on Wednesday, March 11, 2009 3:00-4:30pm Room H 111

Master Calendar for Planning and Budgeting 2009-10 and Beyond - Detail by Area and Month
Draft March 3, 2009

Area	Month to be brought to CPC	Item/Person(s)
Business Services	October	Annual financial and budget report (information item) (VP BS, Controller)
	December	Long-range development plan - only when revisions are made (information item) (VP BS)
		Schedule maintenance, annual and five-year plan (information item) (VP BS)
	January	Space inventory - changes from prior year (information item) (VP BS)
	May	Five-year construction plan with detail (discussion item) (VP BS)
College-wide - budgeting	July	Update state budget, implications for the college, response as needed (discussion item) (Superintendent/President, VP Business Services)
	September	Review of budget principles and propose changes, if needed - normally every three years in conjunction with the development of the College Plan; more frequently, if needed (discussion item) (Superintendent/President, CPC)
	October	Current year's growth and implications for faculty positions (information item) (EVP EP, VP BS, Dir IARP)
		Fall FY FTES estimate and implications for current and next fiscal year budget (information item) (VP BS, Dir IARP)
		Review of prior's year growth (if any) and implications for budget adjustments (VP BS, Dir. IARP)
	November	Discussion of program reviews and resource requests for next fiscal year (discussion item) (CPC)
	December	Discussion of program reviews and resource requests for next fiscal year (discussion item) (CPC)
	February	Ranking of resource requests identified in the program reviews (discussion item) (CPC)
		Governor's budget for following year and implications for college funding (discussion item) (VP BS)
		P1 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Dir IARP)
		Prior fiscal year actual final FTES allocation and implications for current year funding, if any (information item) (VP BS, Dir. IARP)
	March, April	Establish budget assumptions for next fiscal year incorporating the rankings of resource allocations identified through program reviews (CPC)
	May	May revise of Governor's budget for following year and implications for college funding (information item) (CPC)
		Tentative budget review and recommendation (CPC)
		P2 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Dir IARP)
College-wide - planning	October	Annual program reviews and resource requests for next fiscal year completed
	October	Annual Assessment of Institutional Effectiveness (information item) (Dir. IARP)
	November, December	Discussion of program reviews, evaluation of results for prior year and objectives for next year (discussion item) (CPC)
	May	Annual review of College Plan 2008-11 and annual tactical plans (discussion item) (VPs, Dir. IARP)
Educational Programs/Cont. Ed.	December	Faculty hiring process and rankings (information item) (EVP EP)
	May	Basic skills initiative expenditure plan (information item) (EVP EP, VP CE)
	May	Annual review, evaluation and discussion of the Educational Master Plan (information item) (EVP EP)
	October	Annual review of student progress towards achieving course, program and institutional student learning outcomes (EVP EP, VP CE)
Human Resources	When needed	Updates on staffing (information item) (VP HR&LA)
Technology	September	Update on the technology component of the college plan/District Technology Plan (information item) (VP IT)
	May	Update on the technology component of the college plan/District Technology Plan (information item) (VP IT)