

**Santa Barbara City College  
College Planning Council  
Tuesday, October 11, 2011  
2:30 p.m. – 5:00 p.m.  
A218C  
Minutes**

**PRESENT:**

J. Friedlander, (Chair), Acting Superintendent/President	K. Neufeld, VP, Academic Senate Rep;
I. Alarcón, Past-Pres., Academic Senate;	D. Nevins, Academic Senate President;
O. Arellano, VP, Continuing Education;	K. O'Connor, Academic Senate Representative;
L. Auchincloss, Pres., CSEA;	C. Salazar, Classified Staff Representative
P. Bishop, VP Information Technology;	M. Spaventa, Executive VP Ed Programs;
S. Ehrlich, VP HR &LA	J. Sullivan, VP Business Service
M. Guillen, Classified Staff Rep;	
K. Monda, Academic Senate Representative, Chair Planning and Resources Committee;	

**ABSENT:**

R. Else, Sr. Dir. Inst. Assessment, Research & Planning;	J. Englert, ASB President;
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**GUESTS:**

C. Alsheimer, Instructors' Association;	P. Butler, P&R, Academic Senate,
L. Bramlett-Smith, P&R, Academic Senate,	S. Coffield, Ass't. Controller
R. Byrne, Dir. Athletics	L. Vasquez, ITC, Committee Chair

**Budget**

1. Identification of items in the college budget that if reduced or eliminated could result in significant cost savings.

VP Sullivan introduced Sharon Coffield, Assistant Controller of the College, who assisted in answering questions about the Expenditure and Revenue items. Mr. Sullivan reviewed provided an overview of the General Fund Unrestricted Accounts Report and described each revenue and expenditure account line by line to identify what could be reduced or eliminated that would result in significant cost savings.

Discussion ensued regarding the different account expenditures with the intent to see if any expenditure could potentially be reduced. Question was where do we start and it was determined that criteria are needed to guide the process for identifying budget reductions.

On the revenue side, Dr. Friedlander stated that we need to discuss increasing the number of out-of-state and international students that attend the college since it keeps their enrollment fees. Dr. Friedlander stated that in each case there is an expense, but the revenue far exceeds the expense. He will work with appropriate staff to develop proposals for increasing the number of out-of-state and the number of international students that can be reviewed by CPC at its December meeting. He also said that another potential source of revenue is to the amount of money generated from facilities rental fees by increasing the number of events on campus.

On the expense side, Dr. Friedlander stated that a way to achieve major budget savings is through not replacing positions that become vacant. The challenge is that usually there is no advance notice given by managers and classified staff when they decide to resign or retire. This makes it hard to plan strategically for any conscious decision making process that specifies the amount of money to be cut from the budget through attrition. With respect to non-faculty positions, when a position becomes available, it will be looked at closely to see if it will be replaced or if the work performed by the person in that job could be covered through some other arrangement.

Because there is a deadline for faculty to give notice of their retirement or resignation, we have that information in enough time to use it in our planning.

Dr. Friedlander stated that we will be cutting either way, either through not replacing positions and/or looking at cutting hourly positions. On the instructional side we have taken into account the reduction in sections and we already know we will not be replacing 10 full time faculty members.

He stated that now we need to find a process to identify the reductions needed to achieve the budget targets for 2012-13 and 2013-14, that are in addition to those made for this year 2011-12.

Discussion around these ideas took place and all were in agreement that it will be extremely difficult to reduce \$4M in costs through reducing the operating expenses, so it leaves the area of salaries that need to be reduced as well as ways to increase revenues.

Further discussion took place on the Full Time Faculty Obligation and Dr. Friedlander reminded the group that the Chancellor's Office has waived the Full-Time Faculty Obligation in each of the past three years and is likely to do so this year given the magnitude of the reduction in state funding for community colleges. He does not believe the FTFO will be reinstated until there is an increase in state funding for community colleges.

A discussion took place on the potential cost savings from reducing or eliminating hourly positions and the implications of doing so. Hourly staff reductions would need to take place prior to laying off permanent classified staff. VP Sullivan stated that as positions open up through attrition, we are going to have to be more aggressive in not filling them. And he said that means that as these positions become open, we have to

look to see if there is another way of covering that activity. If that is not possible, we may have to give up a service. In any case, we will have to compromise.

Acting EVP Spaventa, pointed out that there is great competition to attract the out-of-state and International students amongst the California Community Colleges because they are all in the same situation looking for increased revenue. SBCC has a great reputation on one hand yet is a very expensive area to live on the other hand. Ms. Spaventa stated that with International Students we have been very successful because of the years we have spent building up the relationships and our reputation. She also stated that there are more responsibilities with International Students than in serving out-of-state students because we have to monitor them in terms of their enrollment for Homeland Security.

2. Identification of proposed process for identifying reductions for achieving college budget target by the end of 2013-14.

Dr. Friedlander summarized this discussion stating that what we did today is look at where the money is and where it is being spent, then concluded with stating the next steps:

1. Review the Budget Principles and look at them in light of how we can reduce \$4M additional dollars beyond this year.
2. Come back to CPC with proposals and analysis of increasing Out-of-State and International Students as a longer term strategy.
3. Look at the hourly budgets since they have increased significantly over the last 3 years in Ed Programs. Can we sustain this? Create a plan for reducing non-instructional hourly budgets?
4. Look at the larger expenditures and analyze what is critical and what is not.
5. Need to look at the consequences of the reductions, taking into consideration the core purpose of the college which is to provide students access to a high quality education. Are we willing to live with those consequences?
6. Next week look at what has to get done on our list.
7. We need to have a combination of targeted across the board cuts that each major unit of the college needs to achieve within a pre-determined range and to identify potential reductions to large ticket expense items needed to achieve the budget reduction targets by 2013-14.

Dr. Friedlander acknowledged that he has enough now, from the guidance of the Council Members and the P&R guests, to at least know how to structure a proposed plan and process for achieving the needed budget reductions. We now have an approach to discuss at the next CPC meeting which is more than we had walking at the start of today's meeting.

## Information

1. ACCJC has decided to conduct a site visit to the college on November 10 and 11<sup>th</sup> to evaluate the validity of the allegations it received regarding the Board of Trustees adherence to accreditation standards. Since November 11<sup>th</sup> is a holiday, Dr. Friedlander will inform ACCJC that it needs to decide if its site visit will be on November 9<sup>th</sup> and 10<sup>th</sup> or on November 10<sup>th</sup>. We will know more exact dates prior to the next CPC meeting.

2. Legislation signed by governor that pertains to the college (Att. 1)

## Discussion

1. Review of revised timeline for completing the College Plan: 2012 – 15 (Att. 2)  
Dr. Friedlander reported that in his meeting with Academic President Nevins, they made sure that the timelines conformed to the Senate Meetings. We are still on schedule and will have our next discussion at the November 15<sup>th</sup> CPC Meeting.
2. Review of proposed college mailing lists.
  - A. VP Bishop handed out the *Draft List Structure for SBCC as of October 11* and this list supersedes the list that was on the agenda and is copied below. Dr. Bishop stated that the intent of these lists is to be able to disseminate college information to the groups who need it.

“New lists for SBCC: These lists will replace the following GroupWise email groups: Faculty Permanent Employees, Classified Permanent Employees, Faculty, SBCC Campus Wide and SBCC Retirees. These will not replace specialty lists maintained by individual departments or groups.

All [Campus@lists.sbccc.edu](mailto:Campus@lists.sbccc.edu): This list will include all persons currently employed at SBCC, credit and non-credit, and retirees. Posting will be restricted to members of the list.

All [Faculty@lists.sbccc.edu](mailto:Faculty@lists.sbccc.edu) : This list will include all credit faculty, full-time and adjunct, and managers. Posting will be restricted to members of the list.

CE [Faculty@lists.sbccc.edu](mailto:Faculty@lists.sbccc.edu): This list will include all CE faculty, full-time and adjunct, and CE managers.

[Managers@lists.sbccc.edu](mailto:Managers@lists.sbccc.edu): This list includes all credit and non-credit managers. Posting is restricted to members of the list.

[Students@lists.sbccc.edu](mailto:Students@lists.sbccc.edu): This list includes all current students and managers. Posting is restricted to managers.

The intent is to have these lists operational by November 1, 2011. All Campus will be aliased to the existing SBCC Campus- Wide GroupWise list to make the transition easier. Managers and Student lists already exist and will not be modified.

VP Bishop reiterated that the lists above will NOT replace specialty lists, for example, the CSEA list, which are and will continue to be maintained by individual departments or groups rather than IT.

Academic Senate member Butler requested that the All Faculty List be changed to reflect that there are managers on the list. Academic Senate and CPC member

Neufeld stated that this list has always included the managers. VP Bishop said if the Faculty want to maintain their own list for discussion purposes, he is happy to set that up and the Faculty would maintain the list. There was no decision made as to whether the Faculty list would be changed to Faculty/Mgr. list or not. There was further discussion of this item.

- B. Proposed target date to move from GroupWise to G-mail: Start of Fall 2012 semester.
  - 1. Dr. Friedlander stated that he and VP Bishop have discussed this at length and decided look into G-Mail further by garnering feedback from other colleges that use G-Mail. Dr. Friedlander stated that before a final decision is made, there will be a demonstration as to how it will work. The demonstration will include responses to the concerns and questions identified by faculty, staff, managers and students about the capabilities of G-mail, one of which pertains to the calendaring items that have been called to VP Bishop's attention.
  - 2. GroupWise will still exist, but IT will not be keeping it current.

### **Other Items**

- 3. CPC Meeting dates. PLEASE BRING YOUR CALENDARS!
  - a. Need to schedule additional meeting(s) to complete CPC priorities on schedule.

**Next CPC Meeting: Tuesday, October 18**