

**Santa Barbara City College
College Planning Council
Tuesday, September 2, 2014
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
M. Broomfield, Facilities & Operations
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment,
Research & Planning (non-voting)
P. English, VP, Human Resources
G. Maynetto, President, Associated Student Government (non-
J. McPheter, Classified Staff Representative
K. Monda, President, Academic Senate
D. Nevins, Academic Senate Representative
C. Salazar, Classified Staff Representative
P. Stark, Academic Senate Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate

GUESTS:

Y. Chou, Mathematics
L. Maas, Controller
D. Ridings, The Channels

ABSENT:

P. Bishop, VP, Information Technology
J. Walker, Advancing Leadership Committee Representative
D. Watkins, Advancing Leadership Committee Representative

1.0 CALL TO ORDER

Guests introduced themselves to council members.

1.1 Approval of 7/22/14 CPC minutes (Att. 1.1).

**M/S/C (Butler/McPheter) to approve the 7/22/14 CPC minutes. Twelve approved;
one abstained.**

2.0 ANNOUNCEMENTS

The following agenda item was taken out of order.

2.1 Patricia Stark replacing Kathy O'Connor as Academic Senate Representative – K. Monda
Kim Monda introduced Patricia Stark, liaison to the Academic Senate, as the newest council
member. Dr. Monda recognized Kathy O'Connor for her contributions to the college.

Council members proceeded to introduce themselves.

2.2 PLLUMP CPC+ Retreat scheduled November 21, 2014, 8:30 a.m.-1:00 p.m. – L. Gaskin.

Dr. Gaskin announced that the date of November 21, 2014 has been held for a retreat to discuss the Program Location and Land Use Master Plan (PLLUMP). Council members are charged with inviting two representatives from their individual constituencies (President's Cabinet, Advancing Leadership Committee, Classified Consultation Group, Academic Senate, and the Student Senate) to participate in the retreat.

2.3 Adopted State Budget 2014-15 and Campus Center Project – L. Gaskin

Dr. Gaskin announced that in January 2014, Gov. Brown proposed the 2014-15 state budget which included a smaller number of high priority community college facility projects. The Campus Center project, a \$30 million replacement project, was included in the May state budget revise and subsequently the state's adopted budget which was approved in June. The state will contribute \$20 million toward the Campus Center project and SBCC is responsible for the remaining \$10 million. Dr. Gaskin noted that the \$10 million needed for the Campus Center replacement project is one of many reasons that the Measure S bond is important to the college. She informed council that the \$20 million in state funding for the Campus Center project will allow the college more leeway in addressing other infrastructure needs, most notably the issues of parking, transit, circulation (ingress and egress) and student housing.

3.0 INFORMATION ITEMS

3.1 Receipt of a new U.S. Department of Education Strengthening Hispanic Serving Institutions Title V Grant for \$2,969,508 – J. Friedlander

Dr. Friedlander informed council that the college has been awarded a five year Title V grant in the amount of \$2,969,508. The grant will be used to strengthen our transfer program and associated student support services through the development of curriculum pathways leading to an associate degree and/or transfer to a four year university by 2019. The grant is designed to significantly increase the number of Hispanic and low income students who complete an associate degree and/or transfer to a four-year university. However, it will be available to all students. The grant goes into effect October 1, 2014. Dr. Friedlander noted that the grant proposal purposely does not commit to on-going new positions. Faculty members who teach general education courses will be invited to participate in the program. Alice Scharper, Dean of Educational Programs, will be the primary dean for the grant, and a faculty member will be hired as the grant's director.

3.2 2014-15 Adopted Budget – J. Sullivan (Att. 3.2a, 3.2b)

Dr. Gaskin informed council that the adopted budget requires two hearings; the first hearing was conducted at the Board of Trustees meeting on August 28, 2014 and the second hearing will take place at the next Board meeting on September 25, 2014.

Joe Sullivan reviewed the 2014-15 Adopted Budget as outlined in attachment 3.2a. He began his presentation with the unrestricted general fund revenue assumptions and proceeded to review the unrestricted expenditure and revenue changes from the tentative to adopted budget. He noted that the college received a one-time, unanticipated state apportionment to the 2013-14 actual budget, thereby reducing the 2013-14 deficit factor by 1%. Dr. Gaskin informed council that in increasing our 2014-15 expenditures by 5%, primarily by hiring three new faculty and

three new classified staff members, doing ZBB adjustments, and the like, we will begin the 2014-15 term with a budget deficit of approximately \$2.6 million.

Mr. Sullivan noted the newly adopted budget principle requiring a 15% reserve fund. He concluded his presentation by reviewing the restricted general fund, including Special Revenue Funds, Fiduciary Funds, Bookstore, Food Service, Children's Center Fund, Center for Lifelong Learning, Measure V Bond, Construction District Projects, and Equipment Replacement. A brief discussion took place regarding Bookstore transfers out and the resulting net loss. Dr. Gaskin added that the Bookstore has traditionally provided support to extracurricular activities.

Dr. Gaskin addressed the Measure V bond and informed council that, by removing some of the portables, we are honoring the Coastal Commission's requirements. She emphasized that a conservative approach to budgeting has sustained the college through fiscal fluctuations and has allowed the college to accrue \$29 million in its reserve fund.

4.0 DISCUSSION ITEMS

4.1 2011-2014 College Plan: First Reading – R. Else (Att. 4.1a, 4.1b)

Robert Else explained that the college has reached the end of the 2011-14 College Plan and that we are transitioning to a new model that takes a more integrated approach represented by the Educational Master Plan (EMP). He noted that the College Plan focuses on a set of goals and objectives approved by CPC (March 2012), has been assessed and measured yearly, and presented at CPC for review. Instead of bringing the College Plan to CPC, Mr. Else suggested that the Institutional Effectiveness Committee assess the plan and bring recommendations to CPC as part of an informative process of transitioning from the 2011-2014 College Plan to the EMP.

At Dr. Gaskin's request, Mr. Else provided the graphic visual for Integrated Planning. Upon examination of the Strategic Plans, it was agreed to revise the visual per council's corrections, as well as add the Student Equity Plan and the Student Support and Success Plan. Once the revisions have been made and approved, the visual will be included as a link on the Institutional Research website as well as in CPC's website documents.

5.0 ACTION ITEMS

None.

6.0 ADJOURNMENT

6.1 The next scheduled CPC meeting will be held on Tuesday, September 16, 2014 in Room 218C, 3:00-4:30 p.m.

3.2 Linkage Between Strategic Plans and Program-Level Activities

It is critical that there be a meaningful and bidirectional connection between high-level strategic planning and program-level activities either in progress or planned. Without this connection, the strategic plan sits on the shelf, and the program-level plans and activities proceed without sufficient high-level integration. The connection needs to be bi-directional, to allow for planning guidance to flow from the strategic to program level, and to allow feedback from the evaluation of program outcomes to inform and influence the next planning cycle.

To facilitate that connection, in the Program Review process, every program will link at least one of its improvement goals, as applicable, to at least one Strategic Goal, and report each year on its progress in supporting that Strategic Goal. (The linkage is optional in 2013-14, and will become required in 2014-15.) The Program Evaluation Committee (PEC) will produce an annual report summarizing all these program contributions to the pursuit of the Strategic Goals.

In addition, four major governance groups (Academic Senate, Deans' Council, College Planning Council, and the District Technology Committee) will take responsibility for further facilitating the EMP-program connection. Each year, each group will ask at least one program, committee, or department to focus on making institutional progress toward each Strategic Goal, and to report back at the end of the year to a coordinating body designated by the College Planning Council (CPC). This coordinating body will analyze all these reports, along with the Program Evaluation Committee's annual report and the results of the direct measures specified for each Strategic Goal, and submit an annual assessment of SBCC's overall progress in the Educational Master Plan to the College Planning Council.

	Annual Progress Reports*	Annual Program Review**	Academic Senate	Deans' Council	College Planning Council	District Technology Committee
Strategic Direction 1: Foster student success through exceptional programs and services.	✓	✓	✓	✓		
Strategic Direction 2: Provide facilities and institute practices that optimally serve College needs.	✓	✓			✓	
Strategic Direction 3: Use technology to improve college processes.	✓	✓				✓
Strategic Direction 4: Involve the College community in effective planning and governing.	✓	✓			✓	

*Annual collection and analysis of progress reports by a coordinating body designated by CPC

** Annual Summary Report produced by the Program Evaluation Committee