

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**March 18, 2003
3:00 – 4:30 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, B. Fahnestock, L. Fairly, B. Hamre, A. Serban, L. Rose, T. Garey, P. Haslund, E. Frankel, G. Carroll, L. Auchincloss, J. Jackson, E. Salazar (student representative)

ABSENT: L. Rose

GUEST: L. Griffin

1.0 Call to Order

1.1 Approval of the minutes of the February 4th CPC meeting was postponed until next meeting.

1.2 Announcements

The faculty and staff retirement recognition will take place on May 22nd at 3:30 p.m. prior to the Board of Trustees meeting. It will be held in the Memorial Plaza. John Romo will host the reception.

1.3 Jack Friedlander announced that yesterday approximately 7,000 California community college students, faculty and staff marched on the Capital Building in Sacramento to protest cuts in the community college system budget. It was one of the largest rallies held in Sacramento. It was the first time community colleges had such a visible voice in Sacramento. Sue Ehrlich added that we owe a great deal of gratitude to our students who have taken an organized activist position. She suggested that we need to take some action to reinforce the fact that their participation demonstrates that they have been effectively educated in the community college system. Jack echoed Sue's comments and said he would talk to President Romo regarding an acknowledgement of the students' efforts.

1.4 Edgar Salazar was welcomed as the student representative to CPC.

Dr. Friedlander introduced Edgar to the Council and offered his appreciation of the students' efforts in Sacramento in which Edgar and several other students from SBCC participated. They met with Hanna Beth Jackson at which time they delivered approximately 2,000 postcards from SBCC students protesting the proposed per unit fee increase. Edgar did comment that Assemblywoman Jackson did not think the \$24 per-unit fee was excessive and was still lower than community colleges around the country.

- 1.5 Peter Haslund announced that on March 20th at 2:00 p.m. in PS130 a forum of faculty would take place to discuss their perspectives on the war in Iraq.

2.0 Information Items

- 2.1 Permanent classified positions that have been approved

President Romo approved filling the following vacant classified staff positions:

Account Clerk, Sr.
Custodian
Health Education SPA [*paid for out of student fees, not general fund dollars*]
STEP program [*categorically funded*]

Although the president has frozen hiring for 2002-03, if a vice president feels it is essential to the operation of the unit to fill a position, they can make an appeal to the President. These are four positions that the Executive Council and President Romo felt were critical to fill.

- 2.2 Reorganization of the Continuing Education Division:
Restructuring of Peg McQuade's position, **and**

- 2.3 Reassignment of Annika Sieler

Lynda Fairly reported that John Romo challenged credit and non-credit programs to create a seamless "Business Outreach" program. It was agreed to move the Business Outreach program from non-credit to the credit division. Two staff members, Annika Sieler, Director of the Business and Industries Associates (B&I), and Kathy Rowley, an hourly staff person who assists the B&I Associates, will move to the SBCC campus. The district pays about 50% of Annika's salary. The remaining 50% is from income generated from B&I luncheons, membership dues and donations. Both positions will be under the direction of assistant dean Diane Hollems.

Peg McQuade's new job title will be "Director of Continuing Education". She will continue with her current responsibilities of programming the Adult Education courses in business, law, finance, real estate, career and short-term job training. Her job assignment will include seeking and securing external sources of funding for key priorities and programs through such activities as writing proposals for grants, corporate underwriting and sponsorships and individual contributions. These efforts will be coordinated with the Foundation for SBCC. There are no financial impacts with the changes in these positions.

Dr. Friedlander indicated that one of the primary benefits of this change is to eliminate the overlap between the Credit and Continuing Education divisions of the college in the area of business outreach. Prior to this change in staff assignments, we had multiple people from the college, credit/non-credit, doing business outreach with overlapping missions. The benefit is to put the college's business outreach program in one place under Center for Management and Staff Development so that there is one voice for this program.

2.3 Update on the college's projections for achieving its 2002-2003 FTES cap

Andreea Serban reported that we have revised the FTES estimates for 2002-03. Credit will have a 4.5 percent growth. Non-credit will have a .6 percent growth for an overall growth rate of 3.79 percent that will ensure that the college receives all of the growth money to which it is entitled.

Jack said that we might not be able to generate enough FTES to receive all of the Basic Skills funding that the college is eligible to receive this year. Any amount we grow over our funded FTES cap, we receive a certain amount of Basic Skills funding, which is one-time dollars. Jack said that what hurt us this year in terms of receiving all of the Basic Skills dollars is that we had over 1,000 students who enrolled this spring, paid their fees, and withdrew from all of their classes by Census Week. We are working with Karen Sophiea and members of the Enrollment Management and Marketing cross-functional team to determine why this phenomenon happens each semester. These students represent the demographics of the college. There was nothing in the statistics that was an anomaly compared to the rest of the student population. This is also expensive for the college as they "take up" seats. In addition to these individuals not fulfilling the reasons they had for enrolling in the courses for which they registered, this group of potential students will become more and more important to the college in its efforts to meet its enrollment targets. We need to gain a more complete understanding of the reasons these individuals have for withdrawing from all of their classes so that strategies can be developed to increase the likelihood they would persist in meeting their educational objectives.

Student representative Edgar Salazar added that students are initially motivated when they are on campus but lose steam. He has noticed that students, especially who are in EOPS or are joining TAP, tend to have more personal contact with other students and college staff than students who are not in a special program. He went on to state how important it is that students feel connected and engaged with the college. Keith said he felt that group advising for incoming first-time students is not an effective process for retention and college success, yet we have been forced into it because of high volume and low staffing. We know that we are not making a good connection with groups of 30 to 60 new SBCC students. Those are the students that need the greatest service. Suggestions for a mentor program were offered. Jan Jackson said the Career Center has created a new program for retaining re-entry students and they do have counselors and peer advisors working with those students. Dr. Friedlander thanked the members of the Council for their suggestions on retaining more students and would take them into account in discussions on how best to address this serious matter.

2.4 Update on state budget

Dr. Friedlander informed the Council that the Legislature sent the mid-year budget reductions for 2002-2003 to the Governor. Although it is expected that the Governor will agree to the cuts approved by the Legislature, there is some speculation that the Governor is not satisfied with the limited amount of the budget cuts and that he may request additional cuts in this year's budget at some future time prior to June 30th. Brian Fahnestock indicated that the mid-year budget reduction of \$160 million is less

than the Governor's original proposed cuts of \$270 million. The reduction in the size of the mid-year budget cuts translates into over \$1 million less in budget reductions for the college than what would have occurred had the Governor's requested mid-year cuts been approved. However, our planning is still based on the worse case scenario because the year is not finished and they could cut our budget up until the last day of the year. Brian said it would be doubtful that we would have a budget for most of next year.

Jack noted that the Governor proposed for this year cutting categorical programs by an additional 10 percent, (EOPS, DSPS, CalWORKS). The mid-year budget that is on his desk does not include any additional cuts to these programs for this year. He did cut the amount of money we receive per FTES by 2 percent, which represents a substantial loss of income. All of the money for instructional equipment has been taken out as well as funds for instructional improvement (\$800,00), PFE (\$6.5m) and telecommunications and technology (\$6m).

Jack said the Chancellor's Office has formed two committees which will be pro-active to: (1) identify recommended budget cuts for next year that the system would be willing to make; and (2) address regulatory relief. Jack stated that the state will run out of money this year and will have to borrow \$8 to \$10 billion to pay its bills.

2.5 Title III grant proposal submitted to the U.S. Department of Education requesting \$1,637,276 over 5 years

Dr. Friedlander informed the Council that we are eligible to apply for Title III grants. Once we were notified of our qualification, we had four days to meet a deadline. Gayle Baker wrote the grant to request funds to assist the college in: (1) implementing the Oracle Student System; (2) providing web-based support services and instruction to students; and (3) offering training to faculty in the use of Campus Pipeline, WebCT and OSS.

2.6 Update on status of district budget reductions for 2002-2003 and 2003-2004

Dr. Friedlander said that members of the Accounting department were able to verify the availability of \$1.5 of the \$1.8 million in budget reductions for 2002-2003 that the president and the vice presidents identified for 2002-2003. Therefore, the \$1.5 million in reductions to this year's budget will be used to augment the college's 2003-2004 budget. For 2003-2004, the president and each of the vice -presidents has tried to identify budget cuts in their areas that totaled eight percent. Each of the vice president's and the president's proposed budget cuts for next year either has or is in the process of being scrutinized to make sure the money is there.

Budget Consultation Timelines

Brian indicated that we are preparing to make substantial one-time reductions for 2003-04. Over the next two CPC meetings we will discuss the impact of the proposed budget reductions for 2003-2004 and then create the budget from that information. The timeline for the budget consultation is:

April 8 CPC: 1st hearing

April 15: CPC: 2nd hearing
April 21: Fiscal
April 30: Deadline: info to Brian Fahnestock
May 15: Budget details finalized

2.7 Update on status of the Board of Governors' decision to consider request to allow districts to waive their full-time faculty obligation requirement for fall 2003

Dr. Friedlander reported that The Board of Governors heard arguments on the waiver of the AB1725 Full-time Faculty Obligation and directed it back to the consultation council to try to work out an agreement in time for the May Board of Governors' meeting. There is a divide between the administrative groups and the faculty groups as to whether they are going to support approval of the waiver. We are asking each college to let their representatives know what their feelings are at the campus level. The dissention is between the administrative groups and the statewide Senate, the faculty unions (e.g., AFT) and the Student Senate who are not in favor of waiving the obligation. If our request for a waiver is not approved, we will be fined, one-time \$60,000 per faculty member. Jack's sense is that they will come up with some sort of modified deferral of the time to meet the obligation and the time when the fine for not doing so will be imposed. He said that at the Chief Student Services Officers meeting he attended last week he and others asked that each local student senate, faculty senate and the equivalent of our IA inform their representatives of what the consequences are to their colleges if the request for the waiver for meeting the AB1725 Full-time Faculty Obligation is not approved. Liz inquired that if by paying the one-time fine of \$60k per faculty member, are we permanently reducing the number of faculty we need. Jack responded that for the first year, along with paying the \$60k per faculty position fine, there would be an additional cost of \$30k-plus to hire adjunct instructors to teach the classes that would otherwise been taught by the full-time faculty member.

Peter Haslund commented that because of the financial crunch, faculty are willing to support a waiver for one year, but he is hearing that if that doesn't seem persuasive, this college will go ahead and do this anyway and thereby reduce in a permanent sense the need for full-time faculty. Jack said, no, we have not had that discussion and we are aggressively fighting at this point to have the deferral for this obligation until such time as adequate funding is available to hire additional full-time faculty. Dr. Friedlander referred the Council to the preamble to the college's request for the waiver that confirmed the college's commitment to hire full-time faculty members.

Liz Auchincloss asked if there has been a model done of the impact to classified staff if we do not get the waiver. She said that it would be more effective when attempting to get legislation passed if a model of the impacts of not having it pass was submitted. Jack said that this was a good point.

3.0 Discussion Items

Status of reserve accounts for equipment and construction funds

Dr. Friedlander said that after this year we would have enough money in the Equipment Reserve Account to get us through about 1.3 years. He said we are not putting new money in to refresh either the Equipment or the Construction accounts. Nor does he see us having the capacity to do that next year or the following year. What we are looking at now is a strategy to have the 1.3 years of reserve accounts get us through the next 2 or 3 years if we slow down our purchasing of new and replacement equipment to items that are essential to continue providing core instruction and services. Instead of spending 100% of the amount we usually allocate in each of those accounts, it might be 50% each year. In other words, we need to do all we can to stretch out the spending of funds in each of these reserve accounts until they can be replenished. Jack said that he has asked the deans to go back to each of their respective departments to let them know they will need to be frugal in their requests for equipment replacement and any requests for equipment will have a different level of scrutiny.

Liz asked if the money set aside for the parking garage could be used. Brian said that we are moving forward to study the construction of the parking garage and at the Board meeting next week he said he hopes to get approval for a contract for an architect to do a feasibility study for a parking structure under the bridge. The hope is our architect will give us the number of spaces that is possible and some very rough cost estimates.

4.0 Action Items

4.1 Budget reduction assumptions

The recommended changes to the budget assumptions by the Academic Senate were not available. The Council made the following recommendations as well as the recommendations that the budget assumptions be numbered in consecutive order throughout the document.

BCC Budget Assumptions

3. When necessary and prudent, use of reserves will be used on a short-term basis ~~will be considered~~.

Staffing Assumptions

2. Of the 26 03-04 new and replacement positions, 8 essential critical full-time faculty positions will be filled.
4. ~~Unless there is enabling legislation, golden handshakes cannot be considered~~. Retirement benefits will be considered if/when there is a clear and necessary benefit for the college.

Changes made by the Academic Senate and CPC will be compiled and the document presented as an action item at the April 8th CPC meeting. Jack indicated that the assumptions are internal guidelines in evaluating different budget proposals and

decisions. This is not an official document of the district, per se, but rather an internal working document.

Jan Jackson asked in regard to items 5 and 6 of the assumptions, which categoricals are considered "core" services and how is that determined? Jack responded that the college has determined that the following categorical programs are core services and, as such, would be considered in the same manner as other programs when considering budget reductions: CalWORKS, EOPS, DSPS and PFE.

Dr. Friedlander reported that in President Bush's budget for 2004-2005, he is proposing to make substantial cuts and changes in the way the remaining funds are allocated for the federally funded Vocational and Technical Education Act (VTEA). This program provides community colleges and high schools with a substantial amount of funds to support their vocational education programs. The college has a number of staff positions that are funded with VTEA funds and we have programs that depend on VTEA funds. If approved, the proposed cuts and changes to the VTEA funding will not take place until the 2004-2005 academic year. Jan Jackson asked if President Bush's proposed cuts in VTEA funding were approved, would the positions and programs supported by this source of dollars be treated the same way as the other categorical programs. Dr. Friedlander said that he believes that they would be treated in the same fashion as the other categorical funded programs but would discuss this question with President Romo. Keith said it is important that we communicate to all categorical program managers that categorical is not synonymous with "core". Within categorical programs, there may be some functions that are more core than others. Within some categorical programs they may be developmental work, experimental or one-time interest work that we do because we have the funds, but had we not had the money, we would not be supporting some of these activities. Keith recommended that we begin the process of defining what is meant by the term "core". Jack responded that categorical programs should be treated like every other program in our analysis of what is an essential or not an essential program or service.

5.0 Other Items

5.1 Master Calendar for Planning and Budgeting

Jack Friedlander indicated that the master calendar developed by the Council will have to be revised in light of the budget considerations.

6.0 Adjournment

Upon motion, Dr. Friedlander adjourned the meeting