

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

March 6, 2007

3:00 p.m.

A218C

MINUTES

PRESENT: J. Romo, J. Friedlander, S. Ehrlich, J. Sullivan, P. Buckelew, I. Alarcon, S. Broderick, T. Garey, K. Molloy, B. Partee, G. Thielst, L. Auchincloss, M. Guillen, C. Ramirez

ABSENT: P. Bishop, D. Cooper

GUEST: H. Arrington, P. English, J. Ayre (*Channels*)

1.0 Call to Order

1.1 Approval of the minutes of the February 20th CPC meeting.

M/S/C [Guillen/Molloy] to approve the minutes with the following correction to item 4.2:

The funding for one of the two Continuing Education positions (~~Outreach & Coordinator for Credit/NC Outreach Hispanic Population & AB540~~) (Transition Coordinator (Non-Credit to Credit)) is being met with other funding and can be excluded from the unfunded category. The other Continuing Education position (~~Transition Coordinator (Non Credit to Credit)~~) (Outreach & Coordinator for Credit/NC Outreach Hispanic Population & AB540) is not a top priority for funding this year or next year if dollars are not available to do so.

2.0 Announcements

Tom Garey announced that *Ambition Facing West*, the next SBCC Theatre Group presentation, previews this Wednesday and Thursday, March 7 and 8, and continues through March 24 in the Garvin Theatre.

3.0 Information Items

3.1 Reorganization of International Students and Student Life programs that resulted in the reallocation of funds from the Director of International Students (Derrick Banks' position) to support a new Multi-Cultural/Student Services Officer position: *John Romo*

President John Romo joined the meeting to discuss the change in the job description for the Multi-Cultural/Student Services Officer position. He would like to see that position provide through the Student Life Program more multi-cultural activities on campus for the engagement of all students. The goal is to create a campus atmosphere that encourages thinking, activity and involvement outside of the classroom. After Derrick Banks vacated that position the discussion began as to where

classroom. After Derrick Banks vacated that position the discussion began as to where we want to go to strengthen this position within existing dollars to reorganize the duties of this position. The following changes/additions would take place for this position:

- Title: Director of Campus Diversity;
- Minimum requirement: a Master's Degree level of preparation and focus;
- Primary change in responsibility would be more emphasis on diversity issues college-wide;
- Critical juncture of needing more expertise because of changing demographics in our area and the impact to the student population in credit and non-credit as a result of the middle income strata of the South Coast becoming less present.
- Impacts on the credit program because of the transition of more Adult Ed students from its large ESL and basic skills programs into the credit program.
- Primary responsibilities working with HRLA to help us in our continuing efforts to attract high quality diverse candidates into hiring pools and to assure that we have good college representation that reflects the diversity in our overall population.

John Romo summarized that this position would report to the President and would be the primary contact person on all issues relating to diversity. One of the first responsibilities would be to develop a SBCC diversity strategic plan. He said the intent is to be strategic in our thinking with regard to diversity issues. This person will work with campus climate issues, working through our consultation process. This person does not have a lot of supervision responsibility; the job is coordination, communication and working cooperatively with other unit heads, faculty and students. President Romo said he is concerned that there are areas of compliance that do need attention and need to have ongoing monitoring. He also feels we should do more in the area of retention and promotion of college staff from diverse backgrounds. For all of the above reasons, President Romo revised the job description of this existing position to give it broader responsibilities.

John Romo said that Ben Partee is currently the head of the Diversity Committee and has done a great job with that committee. The Director of Campus Diversity will be an expert resource to Dr. Partee in the continuing effort to expand the committee's role. He said he would entertain any thoughts or suggestions on the revisions to the responsibilities for this position.

3.2 FTES projections for 2006-07: Jack Friedlander

Dr. Friedlander said the college is scheduled to receive state funding to support 1.335 growth. However, if the system doesn't reach its cap, then we can get up to 2%. He anticipates receiving state funding to pay for FTES growth somewhere between 1.33% and 1.5% and perhaps as much as 1.7%. If the college is funded for 1.7% in growth it would have generated a sufficient number of California resident FTES to meet this growth target and to repay the 128 FTES borrowed from the prior summer. He said if we are less than 1.7 percent funded, then we will do the opposite of what we did last summer which is to claim as much FTES as possible into the following fiscal year..

4.0 Discussion Items

4.1 Foundation fund-raising priorities: *John Romo*

John Romo discussed the draft of Foundation fund-raising priorities that have been proposed by Jack Friedlander, Pablo Buckelew, Barbara Ben-Horin and him for fund-raising through the Foundation for the next three years. He said he is trying to achieve clarity in the presentation to the Foundation of the college's fund-raising priorities. He said three years ago we developed a brochure called *Campaign for Student Success* which articulated to the Foundation the items on which it should focus. President Romo said what he would now like to do with CPC's input is to go beyond that and involve the consultative process more. The Foundation Board, as part of its strategic planning process, has asked the college to provide it with the college's priorities. We would then discuss with the Foundation its capacity to raise the money desired in each of the priority areas. From that point forward, the Foundation will primarily focus its energies on those items. That does not exclude the kinds of opportunities that present themselves that are important to the college. In addition to the identified college priorities, the Foundation has a capital campaign to raise money for SoMA. This will be set up as a separate initiative within the Foundation. President Romo discussed each of the items in the draft with the Council. He will make some revisions to the draft and forward it to the Council for its discussion with their consultative bodies. He said a consideration in these priorities is whether it will resonate with potential donors' interest in this community. There are other needs but they do not resonate with the community. He said the primary emphasis for fund raising will be the Partnership for Student Success, student support, and innovative projects.

John Romo indicated that this was a realistic set of items for which the Foundation can raise funds. Student support will always be the highest priority with Partnership for Student Success the highest priority from a programmatic perspective. He would include in that all of the transition efforts from Adult Education to credit. For the Adult Education items, he feels we need to respect what Pablo Buckelew and his staff feel are the needs are in that area and where there is potential for funding.

Jack Friedlander asked what the financial criteria and/or restrictions might be in items of the amount of money the college is asking the foundation to raise. John Romo responded that in our college plan we had an objective of increasing the Foundation's fundraising goal from \$5M to \$8M dollars. There are discussions taking place among the Foundation staff and members of its Board on the feasibility of raising \$15M for SoMA within such a short period of time. The \$32M funding for SoMA comes from Prop. 1B. We have approximately an 18-month window to raise \$15M dollars for the college's match from now to breaking ground for this project.

4.2 Review of procedures and forms inviting departments/units to request new resources

A draft of the procedures and forms for inviting critical new request for new resources were provided to the Council and discussed. Some changes were requested to be

made to the forms and to the timeline for return and review by CPC at the next meeting.

There was discussion on the list of ranked items from last year's process that have yet to be funded. Jack Friedlander reminded the Council that it verified its ranking of those items. Dr. Friedlander discussed the rationale used for the new requests and indicated that the actual costs for positions (*Budget Form*) will be updated with a best estimate of the price of benefits.

There was further discussion as to whether CPC would re-rank last year's resource requests that wait funding along with the new requests to be submitted. There was a discussion at a previous meeting that faculty positions would be requested in the established process. Jack Friedlander said he would not like to put a parameter on any other items that may be submitted. Pablo Buckelew felt we should be clear about what is and what is not appropriate to be requested in this process. Dr. Friedlander said that it is an opportunity for the college community to let us know what their critical and essential needs are and why. It's an opportunity to "sunshine" needs and see where they might rank. Ben Partee made the point that since we are asking for proposals with two separate criteria standards (last year's and this year's) would it be appropriate to be merged for ranking? This prompted the discussion of whether past proposals should be rewritten and resubmitted, or at least the opportunity afforded to do so if the past year's and the new proposals would be merged and re-ranked. Tom Garey felt that proposer's or unfunded proposals that are ranked for funding last year should be afforded the opportunity to review their proposal in the context of the current criteria. Dr. Friedlander said he is concerned that we are changing the rules on proposals that were submitted under a certain spirit. Ben Partee offered a concern if one of the new proposals would override one of the former proposals based on different criteria. Jack Friedlander said the justification would need to be strong enough as to why it would override one. Kathy Molloy said she didn't think it was fair to ask to have last year's proposals rewritten because we have narrowed the rules for these proposals and they are much more specific. Dr. Friedlander said a case would have to be very strong to bump a ranked proposal. Pablo Buckelew asked if proposers of projects that address health and safety issues that are on the District's list of maintenance projects need to be identified as "needing funding" need to submit a request to CPC to include these items as part of the 2007-08 budget development process. Liz Auchincloss commented that if we have a critical health and safety issue why isn't it being corrected? The Council shouldn't have to decide whether we will fund a critical health and safety item. She said maybe we want to augment the funds used to correct these issues because if we are not able to take care of our critical needs in maintenance then we need to look at that.

Jack Friedlander said on the issue of facilities and construction before we send out the request for proposals that he discuss the issue with Joe Sullivan and John Romo to get some guidance as well as on the other issues discussed today. He said when he has resolution on this he will present EC's recommendation to CPC.

4.3 Principles of Budget Development

This item was postponed.

4.4 Budget timeline update: *Joe Sullivan*

This item was postponed.

4.5 Deferred maintenance items: *Joe Sullivan*

This item was postponed.

5.0 Other Items

5.1 The next CPC meeting will be March 20th.

6.0 Adjournment

Upon motion [Guillen/Auchincloss] the meeting was adjourned.

Procedure for Submitting Proposals for Critical Resource Requests to be Ranked for Possible Funding in the 2007-2008 Budget

We need to identify **emergency** items that have been identified since last years CPC's resource ranking process. Since funds have yet to be allocated to support many of the resource requests prioritized and ranked by CPC as part of the 2006-2007 budget development process, new requests for additional resources will be limited to those that meet one or more of the following criteria:

1. Request addresses serious health and/or safety issues (facilities and deferred maintenance requests are not to be submitted through this process. These requests are to be submitted through the college's establish process for evaluation, prioritizing and funding.
2. Funds to support "Year 2" of the Partnership for Student Success initiative.
3. Additional resources needed to meet a state or federal regulation/mandate.

The procedure for submitting requests for additional resources is as follows:

1. Complete the attached Request for Additional Resources Form and the Budget Form. Submit separate forms for each major resource item requested.
2. Submit the completed forms to Jack Friedlander **and** to your division dean or vice president by Tuesday, April 10, 2007 no later than 4:00 p.m. The vice president or dean for your unit may establish his/her own deadlines for receiving new requests from members of the areas for which he/she are responsible. This will provide the vice presidents and deans ample time to review department/program requests for new resources prior to their submittal to Dr. Jack Friedlander.
3. The timeline for reviewing and prioritizing the requests for new resources is as follows:

Proposals due: April 10th
CPC 1st hearing: April: 17th
CPC action: May 1st

Contact your CPC representative, area dean or vice president if you have any questions about the resource requests you are considering submitting and/or the procedure for doing so.

The deadline for submitting proposals for additional resources to Dr. Friedlander, Chair of CPC, is Tuesday, April 12, 2007.

**FORM FOR SUBMITTING PROPOSALS FOR RESOURCES
FOR THE 2007-2008 BUDGET**

Instructions: Please use one resource request form per request. Each request must contain the following information:

Department/Unit:

Person Submitting Request:

Description of Funds Requested (e.g., title of position, full-time or hourly; printing & duplicating; facility repairs):

Rationale for Request: Address one or more of the following criteria that pertains to your request.

1. Request addresses serious health and/or safety issues (facilities and deferred maintenance requests are not to be submitted through this process. These requests are to be submitted through the college's establish process for evaluation, prioritizing and funding).
2. Funds to support "Year 2" of the Partnership for Student Success initiative.
3. Additional resources needed to meet a state or federal regulation/mandate.

Amount Requested. **Note if one-time or ongoing:**

One-Time \$: _____

Ongoing \$:

Total \$:

Please complete the attached Budget Form.

DEADLINE FOR SUBMITTING RESOURCE REQUESTS: Tuesday, April 10, 2007

BUDGET FORM

Complete a separate budget form for each proposed project/request

FUNDS REQUESTED TO ACHIEVE OBJECTIVES

Object of Expenditure	Identification of Costs	One-Time Funds	Ongoing Funds
1000: Certificated Salaries Use top salary scale*			
2000: Classified Salaries Use top salary scale*			
3000 Payroll & Benefit Costs*			
4000 Materials and Supplies			
5000 Other Operating Costs Travel, Consultants			
6000 Capital Equipment Computers, Furniture			
Full-time Positions: Add \$5,000 for ongoing Support for these positions			
ONE-TIME & ONGOING FUNDS REQUESTED \$:			
TOTAL FUNDS REQUESTED:			

***Note:** Use the following figures in calculating personnel costs in the 1000 and 2000 objects of expenditure categories:

Payroll: District costs of 11.51 percent (Certificated FT and PT), 9.46 percent (Classified PT) and 19.034 percent (Classified FT)

Add Medical Benefits of \$17,535(maximum amount for full-time faculty) and \$16,539 (Classified)

BP 6251 PRINCIPLES OF BUDGET DEVELOPMENT

The Principles of Budget Development shall be used to allocate resources and thereby protect Santa Barbara Community College District's viability as an institution capable of fulfilling its educational mission. The allocation of resources shall accomplish the following goals:

- °Support student enrollment, retention and success
- °Maintain the highest quality of instruction and services
- °Meet the legal, contractual and accreditation obligations of the college

1.The College shall balance its budget; ongoing expenses shall be supported by ongoing income. A general fund contingency of 5% shall be maintained. One-time funds shall not be used to fund programs or activities on an ongoing basis.

2.The faculty, staff and administrators are one of SBCC's greatest resources. Lay-offs of regular certificated and classified staff will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary.

3.In the event of one-time funding shortfalls or unanticipated expenses, reserves may be used to facilitate budget adjustments while expenses are reduced in the least disruptive manner. Use of reserves shall be short-term and the reestablishment of a 5% contingency reserve shall be the highest priority.

4.Cost effectiveness in all areas shall be a major factor in considering reduction/retention of programs and services rather than instituting across the board cuts.

5.Employee compensation shall be among the highest priorities in making budget decisions. Funds shall be allocated in order to assure competitive salaries, benefits, and working conditions to recruit, retain, and motivate the best possible administrators, faculty and staff.

6.The college shall adhere to the principles of shared governance while engaging in institutional planning and budget development.

7.Meeting the college's FTES cap in a cost effective and strategic manner shall be a priority.

8.The College shall budget revenue from enrollment when it is received. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), an estimate shall be made utilizing trends in order to establish revenue projections.

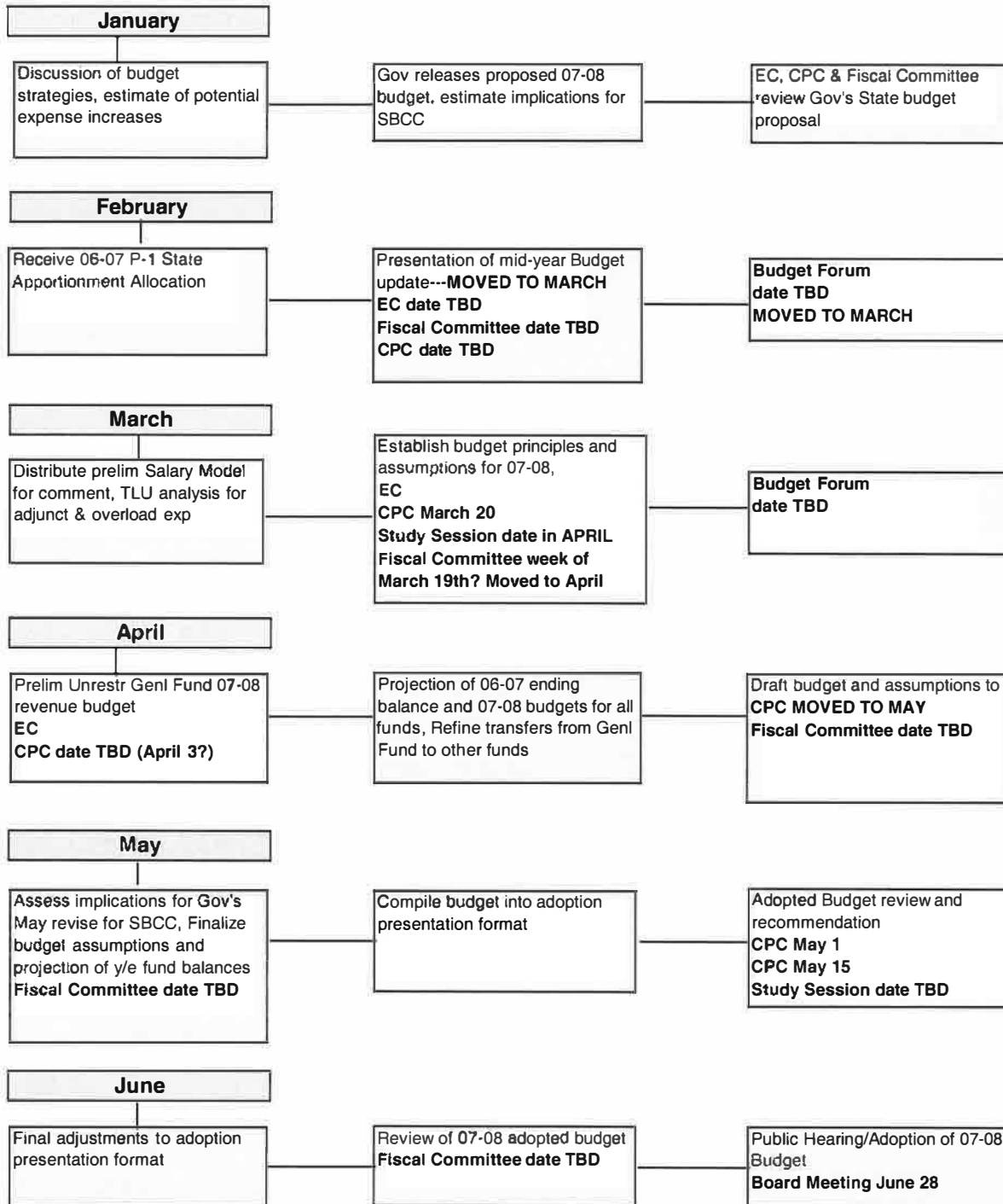
9.Fixed and mandated costs (e.g., utilities, liability and property insurance, salary steps, and reserve requirements) shall be projected annually and allocations will be made to meet these expenses.

10.Growth funds shall be allocated only after receipt and shall be used first to fund growth-related expenses. Remaining growth funds shall be allocated to support institutional priorities determined through collegial consultation.

11. The District's capital equipment shall be provided, maintained and replaced in a systematic manner. Determining the need for transfers from the General Fund to the Equipment Fund shall be part of the ongoing fiscal planning and budget process.

12.Buildings and grounds shall be developed and maintained to meet student and programmatic needs through General Fund transfers to the Construction Fund. Determining the need for transfers from the General Fund to Construction Fund shall be part of the ongoing fiscal planning and budget process.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
 BUDGET TIMELINE
 2007/08



5

Construction and Renovation Fund

UNFUNDED DISTRICT PROJECTS		
Health and Safety Projects		<u>Estimated Cost</u>
-	EBS - Hazardous materials storage shed (Spaventa)	25,000
-	Upgrade restrooms campuswide (ongoing / renewable)	50,000
-	Portable restroom facility - IE Center (Friedlander)	75,000
-	Gourmet Dining Room: HVAC	25,000
-	Bridge: resurface	15,000
-	Fire Alarm System Replacement - Humanities	100,000
-	Fire Alarm System Upgrades - ECC	50,000
-	Replace East Campus main entry sign	50,000
		\$ 390,000
Prioritized Projects		
6525	1 Chiller coil replacement and coating	189,200
-	1 PE - upgrade all restrooms (O'Connor)	200,000
-	1 PE - new landscape at ramps, 3rd floor and La Playa (O'Connor)	100,000
-	1 Children's Center - misc. repairs and upgrades	100,000
-	1 IDC - Replace carpeting with vinyl flooring	100,000
-	1 DM Air Handler Replacement	248,000
-	1 Replace bleacher seating - La Playa stadium	50,000
-	1 Schott Center - replace windows (TEST FOR HAZMATS!)	75,000
-	1 Hum & Bookstore - replace Allerton EMS controls with Johnson	25,000
		1,087,200
6531	2 Student Services - air balance	125,000
6561	2 Exterior paint - IDC, BC	100,000
6596	2 CC bldg seismic re-glazing (remainder)	298,400
-	2 Student Services - Recarpet second floor (McLellan)	50,000
-	2 Pershing Park - softball facility upgrade (O'Connor)	200,000
-	2 PE - recarpet men's team rm & women's staff locker rm (O'Connor)	25,000
-	2 MDT - resurface driveway (Endrijonas)	35,000

6

-	2	PE - paint hallways on first and second floor of pavilion (O'Connor)	25,000	
-	2	Humanities - soundproof rooms 300-303 (Spaventa)	33,000	
-	2	Schott Center - emergency generator and lighting system		
			82,240	
-	2	New carpet - A183, MDT classroom, H300,H304, H307, H308		
			25,000	
-	2	New VCT-BC101, PE upstairs locker room	25,000	
-	2	Paint interior (misc. OE, Hum, IDC, PE rooms)	25,000	
-	2	Replace lockers - women & men's locker rooms	25,000	
-	2	Humanities - Chiller pump retrofit	25,000	
-	2	LRC Heating - install reheat system	25,000	
-	2	Repair & refinish trellis @ Student Services building	50,000	
-	2	Replace remainder of door locks with electronic locks	180,000	
-	2	Replace urinals, toilets and drinking fountains	50,000	
-	2	Upgrade Energy Management System (EMS) to Backnet	125,000	
-	2	Wake Center - resurface parking lot	100,000	
-	2	Wake - replace child size plumbing fixtures w/standard	25,000	
-	2	Replace doors and door hardware - Sports Pavilion	100,000	
-	2	Replace seating in PS-101	50,000	
-	2	Replace HVAC units in ECC1-15	42,000	
-	2	Pershing Park - replace screens at tennis courts (O'Connor)	15,000	1,860,640
6518	3	Loma Alta Crosswalk ADA Compliance	100,000	
6549	3	Sculpture area roof	75,000	
6552	3	La Playa turf replacement	55,000	
6555	3	Horticulture fencing and path	90,000	
6576	3	East campus all-weather bus stop	100,000	
-	3	PE - new cabinets and seating in LFC & HPC (O'Connor)	25,000	
-	3	PE - paint exterior (O'Connor)	100,000	
-	3	PE - replace bleachers in gym (O'Connor)	50,000	
-	3	Wake Center - construct office off computer lab	50,000	
-	3	Resurface track at La Playa	250,000	895,000
		TOTAL (UNFUNDED PROJECTS) =	\$ 4,232,840	\$4,232,840

7