

Santa Barbara City College
College Planning Council
Tuesday, September 1, 2009
3:00 pm – 4:30 pm
A218C
Minutes

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, J. Friedlander, T. Garey, A. Garfinkel, M. Guillen, K. Molloy, K. Monda, D. Nevins, J. Sullivan

ABSENT: E. Harrington, C. Ramirez, N. Ridgell

GUESTS: S. Calderon, C. Johnston, K. McLellan, K. Neufeld, K. O'Connor, B. Partee, C. Rivero, A. Scharper, J. Shapiro, M. Spaventa, L. Stark, G. Tenant, J. Walker

Call to Order

Superintendent/President Dr. Serban called the meeting to order. She welcomed Atty Garfinkel who will be representing the ASB President Emily Harrington who cannot attend because she is taking a class this semester that ends at 4:30pm. Atty serves on the Board Policies and Administrative Procedures Committee (BPAP) also.

Information Items

1. Budget actions taken by other California community colleges.
 - a. Superintendent/President Serban handed out a summary of budget actions for 2009-10 taken by other community colleges in California. These actions have been compiled from exchanges on the CEOs and CBOs listserves during July and August 2009. The importance of looking at this list is to see where we stand in relation to these other colleges: 1) we are in better shape than most other 72 community college districts. 2) these examples show the drastic measures some of these colleges had to take to deal with the state budget reductions which we were able to avoid due to proactive and deliberate actions started in 2008-09. This points out and helps us recognize that the measures we have taken are in order to avoid the more brutal measures that other districts have had to put into place. It reminds us that we have much to be grateful for. The overall consensus of this group is that 2010-11 is going to be worse.

Discussion Items

2. College-wide priorities for 2009-10 (attachment)
 - a. Superintendent/President Serban reminded us that this attachment was given out at the last meeting as well and we want to hone in on this between now and the next CPC meeting – September 22.
 - a. Year 1 evaluation of College Plan 2008-11 and District Technology Plan 2008-11

(handouts) – continued from Aug 25 meeting

- a. Human Resources – VP Ehrlich reported that on Goal 4 of the College Plan - Faculty, Staff and Administrators - that Human Resources (HR) is responsible for recruitment related objectives, establishing benchmark measures related to work place satisfaction and professional development issues of Faculty, Staff and Administrators/Managers.

She highlighted some of the successes and challenges they faced this year. Training is important. She stated that one of Human Resources' (HR's) goals is to systematically train more new Faculty and New Dept. Chairs in order to acquaint them with the routine College processes. She described further the details of what they plan on doing. The Adjunct Pool has been entered into People Admin. This creates an efficient systematic way of assisting Dept. Chairs in looking at their Dept faculty needs. HR forms have been revised. In spite of budget challenges, HR managed to hold an In-Service for classified employees which she feels is extremely important. HR was able to offer the In-Service this year because her Department had a bit of one-time staff development money left over, but the challenge will be next year. She reported that in cooperation with IT, HR is able to use the IT Conference Room that allows real- time interactive video conferencing for our employees. Deployment of online self-service benefits has been targeted for July 2010 and HR is working in cooperation with Payroll and IT. HR has worked in cooperation with many individuals at the College looking at the student and hourly structure and pay rate that was revised last fiscal year. HR has made large strides in working on the newly formed Board Policy – Administrative Procedures Committee (BPAP). The goal is to have all Board Policies and Administrative Procedures reviewed, changed as needed and new ones created, also as needed, by 2012. VP Ehrlich reported that currently the female workforce and female applicants are generally above 50%. The focus is on minority applicants. The minority faculty and staff target is to mirror the distribution of the student population because that is the ideal for the appropriate role models for the students. The student minority population is close to 40%. The data is still being analyzed for the faculty hires for the 2008 -09 year, 43% were female applicants, 36% were minority applicants which was a huge increase compared to last year or any prior year. Unfortunately, in the following year, with one more position and many more applicants those numbers dropped to about 38% and 24%, respectively. We still need to analyze that in order to see what needs to be done. VP Ehrlich stated that she believed that the success for the 2008- 09 hires was partly due to the involvement of the Director of Diversity which was a new position at the College filled in fall 2007. There was incredible cooperation from the Deans, Dept. Chairs, and Faculty within the Depts. The strategy that we have adopted is to very carefully advertise and promote positions. 4.2 To Establish benchmarks for assessment of workplace satisfaction. Two surveys have been completed this year. She discussed this further. 4.3: Collecting Data from individuals who decline positions or who resign. One known fact, the single biggest impediment to hiring in Santa Barbara is the high cost of living and housing. The question is whether there is anything else that we don't know about that we should be looking at. HR is looking at developing a survey from which to gather exit data. There were further

suggestions as to how to deal with this objective. Objective 4.4: To increase participation by at least 5% in classified and management professional growth programs. These are programs that have generated a lot of interest, but with limited management participation. At the management retreat held on August 14, we identified one reason that not many managers participate and that is because of a lack of knowledge of the program, which we will make sure gets communicated and clarified to all managers. Objective 4.5: Increase the percentage of employees who use the Coastal Housing services. We have actually had a significant increase in people who have taken advantage of these services. The savings in home purchases were estimated from \$68,000 to \$98,000. HR will gather information from employees who have participated in the program to find out what their experience was. Superintendent/President Serban thanked Academic Senate President Alarcon for translating the workplace assessment questionnaire into Spanish, which was used by employees from Facilities.

- b. Information Technology – VP Bishop discussed the Annual Tactical Plan for Implementation of the College Plan 2008-11 objectives related to technology and the District Technology Plan 2008 – 11 objectives. By design, some of the goals of both plans overlapped. Goal 1. The web printing implementation is completed. There is a link that allows anyone with a laptop on the college wireless system to be able to print to all the print stations across campus. There is a map of all the printers on campus and one can click on the printer to be used and it will automatically install the drivers, then one can print to that station that is set up for either a MAC or PC. Moodle, E-Lumen and Curricunet are all important initiatives requiring IT support. Much of the IT work related to these projects have been completed already. Objective 6.1. The installation of the Operational Data Store (ODS) is completed and performance issues being worked out. 6.3 Finished the implementation of Banner-Phase 1 and have to finish the payroll implementation. This has ramifications for doing Banner Self Service for Benefits. Phase II is expected to be completed in Spring 2010. The Clean Address Software determines what are bad addresses then offers suggestions as to what the correct address is, so the college will have the ability to clean up addresses. Bringing Credit Card transaction systems into PCI-DSS compliance is in progress. This is more complex and time consuming than anticipated. 6.4 Implementation of the District Technology Plan is in progress. 6.5 By spring 2009, complete the Continuing Education software conversion is all completed. Goal 8: Create an optimal physical and technological environment that ensures the best service to students and the local community. This refers basically to infrastructure and the expansion and completion of the Campus Wi-Fi network. He reported that now that the college has the opportunity to buy some wireless equipment from Westmont, and installation has started. At Schott and the Wake Center, refined firewalls need to be installed. The College needs to upgrade the network infrastructure. Superintendent/President Serban noted that the infrastructure upgrade will be funded through Measure V. VP Bishop reported on progress made on the District Technology Plan Objectives. On Objective 1.6, IT has completed more than 24 upgrades. Objective 2.2 The use of the ID card to make payments on campus has increased by 120% increase. Objective 2.3 - work has not started on developing the online tools for English and Math assessment testing preparation. Ed Programs has

responsibility for this objective. Objectives 2.4 and 2.5 are both in process and due to be completed this fall. Objective 2.7 refers to Moodle which Bishop reported is moving along at rapid pace. Objective 3.1. is in process. Objective 3.2 There will be a survey looking at training needs and modalities that will serve the user. 4.1 Develop a decision support system for enrollment management and institutional effectiveness research. This is in process. 4.2 and 4.3 are in the College Plan and already reported on. Objective 4.3 Enrolling 75% of Cont Ed student online is in progress.

c. Continuing Education – VP Arellano reported from College Plan updates relative to Cont Ed objectives. Objective 2.1: They are on target yet are facing some challenges. At the moment the CE Staff are collecting a lot of the baseline data for course completion manually. This issue itself is being addressed and is one of the main challenges. 2.2 The development of a Medical Assistant Program is underway and should be completed by the end of this year. The Health Care Interpreter Program is now back to non-credit and curriculum is being fine tuned. Objective 2.3: This objective has been completed due to the hard work of the Student Services staff. There is a 16% increase in the number of students served and program review has been completed for the Student Services function. 2.4 This objective is in progress. Objectives 2.5 and 2.6 in progress. Goal 4: Objectives 4.7 has been achieved. Faculty Evaluations slated to begin Fall 2009. Goal 6. In Progress: Lumens continuing to address, looking at new strategies for Winter 2010 registration challenges.

- b. Objectives from the college plan 2008-11 and district technology plan 2008-11 on which to focus in 2009-10
- c. Planning agendas identified in the self study (attachment)

3. Budget for 2009-10 – Joe Sullivan, Leslie Griffin

- a. Categorical programs – budget for 2009-10, requested backfill from general fund reserve.

Superintendent/President Serban discussed the augmentation in funding from general fund reserve requested by categorical programs for 2009-10. For DSPS. The State will be giving us, as of now, only \$596,584. In the next iteration of this report we want to show: what is the State truly giving us versus what we are needing and what how much will come from a combination of District backfill from General Fund Reserves and DSPS carry-over money from last year. She stressed that it is important to understand what the commitment from the General Fund Reserves is. Serban thanked Controller, L. Griffin and the Managers from these areas for the time and effort spent looking at their operations and budgets. The time factor was important because there will be a study session followed by the September 24th Board Meeting when the Board will vote on the adopted budget for 2009-10. In response to Academic Senate Member Monda's question about whether the adopted budget is always changing or not, President Serban stated that we have to have a balanced budget. Serban said that since we are agreeing to backfill from the General Fund Reserves because there is no other money, makes an impact on whether we arrive at a balanced budget or not. This year it does matter in the sense that these programs have been

severely cut and we are making a commitment that is far more than we would have had to consider making in the past. DSPTS Director J. Shapiro reported that over 2,500 students requested accommodations for disability this past year. Every one of them was met in a timely manner and engaged in the interactive process which involved discussions with many of those at the meeting. Over 1,500 of those students actually used reasonable accommodations on campus, also provided those in a timely manner. There have been no Office of Civil Rights investigations through the history of this program because we have responded in compliance with Federal Law and this is because of the wonderful dedicated DSPTS team. She reported that they have the same number of staff that that they had in the year 2000 and the numbers of those who have requested accommodations for disability have doubled and continued to rise. The formula for DSPTS state allocation is based on the number of contacts, the number of students with disabilities and their accommodation usage. (No Federal money – it is all State money). Superintendent/President Serban pointed out that the real cut for DSPTS in terms of State Funding is 48.6%. There was further clarification and discussion about the funding for DSPTS this year.

Superintendent/President Serban stated again that in 2010-11 there is going to be a real problem because there will be no more carry over and there will be no more Federal backfill and the cut from the State will continue. Director Shapiro stated that it is difficult to predict costs because each year the disabilities differ and their needs differ. For example, last year there was an increase in deaf population, so the costs of interpreters being high, increased our expenses, and this year, there is a large population of blind students. There are more veterans and it is difficult to determine what those needs will be and what it will cost. Superintendent/President Serban stated that the positive side is that the level of service for 2009-10 should be fairly close to the level of service in 2008 -09 given the augmentation from general fund reserve which we are providing to DSPTS and other categorical programs in 2009-10. It is 2010 -11 that we need to look at this fall.

EOPS. Dean B. Partee reported on the expenses and revenue of EOPS and stated that two of the major components of EOPS is the child care component as well the book grant component. Without those two components, the college will lose EOPS students – because of the fact that they will make the decision to take less units or not come to school at all. This year EOPS did not use any of the Federal Stimulus dollars and decided to save that money for the next two years. Superintendent/President Serban gave a bit of background: Even with the \$300,000 back-fill from the General Fund Reserves, this will still mean a direct reduction in service to students in childcare support, book grants, cash grants, and support for covering course fees. There was further discussion about the increase of step and column. Superintendent/President Serban stated that EOPS is taking the biggest hit because when you look at the total expenses, they have an 18% decline compared to last year, compared to DSPTS 7.3 decline, Matriculation has a 4.6 decline.

MATRICULATION CREDIT: Dean McLellan explained the unique situation in Matriculation funding, the flexibility that they have, the timing of monies received, the unspent saved money, the way they must budget because the money is not there when the year started, the budget problems they face and how they deal with them. He stated that the Matriculation staff and the Matriculation committee have identified what is needed from the District back-fill this year which is \$145,000. Superintendent/President Serban acknowledged all the work done on the Matriculation Budget and said that with \$879,762,

and the General Fund Reserves back-fill the level of service should be very close to the level of service in 2008 – 09. Superintendent/President Serban reported information on the actual cuts, 51%, from the State to Credit Matriculation. Academic Senate Member Molloy and Superintendent/President Serban will meet to discuss the Basic Skills Credit. Superintendent/President Serban said that we are providing an additional \$600,000 from general fund reserves for categorical programs in 2009 -10, in addition to what we had already budgeted from the general fund for these programs. She then asked for comments from the CPC members about how they feel about level of back-fill for 2009 -10 only. Academic Senate Member Nevins said he is supportive of this level of backfill for this year because it allows us to maintain services and gives us time to have a sensible conversation about 2010 – 11. Academic Senate Member Garey stated that he too is supportive of the fact that this backfill is going where it is truly needed. VP Sullivan agreed with Garey. He said from his perspective that this year we can absorb it and he acknowledged that this has not been an easy road and everyone has worked hard to make this work. Academic Senate Member Monda expressed her appreciation for all those who took the extra time to come to the meeting. She also expressed her concern about the process for planning for 2010-11. There was further discussion about this. Superintendent/President Serban stated that we do have a good structure in place to prepare and plan for 2010-11. The issue is how to use the existing structures effectively. Student Senate Member Garfinkle will be taking this information back to the Student Senate. Academic Senate Member Nevins said he is echoing Monda's concern about planning for 2010 – 11. Further discussion regarding that ensued. Dean Spaventa pointed out that part of the frustration around planning has been because some of these budget changes have been occurring over the summer when most faculty are not on campus. She also said that she thinks planning anything for the following year during this entire year is going to make a big difference. In summary Serban, Garey, Nevins, Shapiro agreed that in the history of the College we have never had cuts like this from the State, and that with these deep cuts, the college-wide, high level of fiscal commitment to our core student services is significant for 2009 - 10.

b. Planning for 2010-11 (to be continued)

4. College Desktop/Laptop Provisioning Procedure (handout)

VP Bishop handed out a copy of this procedure. If an employee is working from home or other locations, that we don't, as an institution, provide the home equipment to work remotely. Having said that, if someone specifies that they want a laptop and if they take it occasionally somewhere else, we don't prohibit that. Superintendent/President Serban stated that we are clarifying that from now on, when we hire people who telecommute, they need to understand that they need to provide for their own equipment as the maintenance issues are untenable.

Superintendent/President Serban adjourned the meeting.

Next meeting: Tuesday, September 22, 3:00-4:30pm Physical Education Conference Room