Santa Barbara City College
College Planning Council
Tuesday, December 2, 2008
3:00 pm – 4:30 pm
A218C
~ Minutes ~

PRESENT: A. Serban (Chair), I. Alarcon, L. Auchincloss, P. Bishop, S. Broderick, D. Cooper, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, K. Molloy, B. Partee, C. Ramirez, J. Sullivan

GUESTS: A. Scharper, L. Stark, L. Vasquez

ABSENT: C. Avendano, Associated Study Body President, S. Knotts, Student Trustee

Call to Order

Superintendent/President Dr. Serban called the meeting to order.

1. Approval of the minutes of the Nov 18, 2008 CPC meeting (attached)

    M/S/C [MGuillen/TGarey] to approve the minutes with corrections of the November 18, 2008 CPC meeting.

Information Items

2. Update on state budget – Andreea Serban

    a. Superintendent/President Dr. Andreea Serban reported based on the Community College League of California League Budget Update #24, (December 1, 2008) handout. Two key points: LAO projects that the state will bottom-out in the 09-10 fiscal year, followed by a slow climb that will return state revenues to the 07 – 08 levels by 2013-14. State is expected to run out of cash in February 2009 until the April tax returns. There was further discussion on the budget crisis.

3. Update on full-time faculty obligation calculation – Andreea Serban

    a. As previously noted, the State Chancellor's office made a mistake in calculating SBCC's Fall 08 obligation: in 2008 they said our obligation for Fall 08 is 241, now they say because of their mistake it should have been 246. The Board of Governors (BOG) waived the Fall 2009 Full-time Faculty Obligation. The update is that Superintendent/President Dr. Serban spoke to the Vice Chancellor of Finance, Eric Skinner about the situation. He reported that the Chancellor's office is looking into whether they can legally waive this without going to the BOG.   There are 12 other districts affected by this same situation. If the State Chancellor's Office will not waive the 5 positions resulted from this mistake, President Dr. Serban is going to appeal to the BOG.

4. Spring 2009 Enrollments – Darla Cooper

a. Sr. Director of Institutional Research Dr. Cooper reported on the status of Spring enrollments. The Daily Comparisons from Spring Enrollments indicates that on Dec 1, 2007 there were 5,111 enrolled at a similar point in time and this year there are 7,006 enrollments, a 37% increase for that day's comparison. Early registration is due to students learning that there is a 20 person minimum limit to a class, for most classes. VP Dr. Friedlander said that the word that administration put out is that sections are not being added, so register early and get your classes. Sr. Director Cooper said that they will continue to monitor these numbers, especially after the break, when it gets closer to the semester, in order to have a better indication of what the increase will be.

b. The second handout was a comparison of number of enrollments and distribution of units enrolled as of December 1, 2008 and December 03, 2007 and the percentage of change from Spring 2009 to Spring 2008. The comparison included 3 categories: "ALL" students, CA Residents only, and Non-CA Residents only (International and Out of State). A higher proportion of International students register earlier than the other categories.

c. The third handout showed how many sections are open and closed in Spring 2009 as of December 2, 2008. Some classes are pre-closed. She has not found an indicator that says which classes are pre-closed. Reporting and discussion of pre-closed classes in Theater Arts, Math classes, English 120 classes, English 100.

5. Status of search process for VP Continuing Education - Ben Partee, Andreea Serban

a. Acting VP Dr. Partee reported that he removed his name from consideration for the position of VP for Continuing Education for personal reasons.

b. Superintendent/President Dr. Serban reported that she will hold final interviews with the finalists for this position on December 15 and 16. Dr. Partee will return as Dean of Educational Programs-Student Support Services, on January 2nd to his prior duties. VP Dr. Friedlander acknowledged Director of Admissions, Allison Curtis and Director, EOPS, Marsha Wright who not only did their jobs but took on the extra responsibilities entailed in the Student Support Services office for these past 7 months. He went on to say that each one of them did an excellent job on all these extra things that came up this year with no complaint. CSEA President, Acting Vice-President Dr. Partee and VP Dr. Friedlander both acknowledged the excellent job that the Administrative Assistant to the Student Support Services Cindy Salazar did during the past seven months. Cindy was the expert in several of those areas and she gave them good guidance. Superintendent/President Dr. Serban thanked Acting VP Partee for his excellent work during the course of these past seven months at Continuing Ed. There were many issues to deal with including going live with the online registration yesterday. Acting VP Dr. Partee reported that at 8am on Dec 1 there were over 400 hits per second in the online registration for Cont Ed. As of Dec. 2nd, (the second day of registration for Winter 2009) Continuing Ed has registered online over 4,000 students. He acknowledged Directors Renee Robinson

and Anne Wiley who worked out-of-class. Superintendent/President Dr. Serban also thanked staff from the Accounting Department: Barbara Bermudes, Sharon Coffield and Leslie Griffin for their help.

Discussion Items

6. Draft BP 4710 Program review (revision of existing policy) (attached) – Andreea Serban, Sue Ehrlich, Jack Friedlander

   a. Superintendent/President Dr. Serban said that this policy reflects the effort being put in to making the policies clear, separating out the procedures, which delineate in detail how the policy will be implemented.   We want to take this Policy to the Board Study Session in January. Academic Senate President Alarcon made an addition to the second sentence (in italics): "The Board charges the Superintendent/President with developing the procedures, *involving the effective participation of the appropriate groups of the college,* for conducting instructional, faculty-led student services, and operational unit program reviews to ensure institutional effectiveness." There was further discussion regarding BP 2510 and BP 4710. The language in BP 2510 language is meant to show the differentiation of the role of the Board and the role of the Superintendent/President and to make clear that each group by law has a specified role in college decision making and policy and procedure development. VP Ehrlich stated that in BP 2510 there is language that includes mention of all appropriate college constituent groups.   Academic Senate President Alarcon stated that the 10 plus one needs to be part of BP 2510. After much discussion, the suggested wording for the second sentence in BP 4710 is as follows: *"The Board charges the Superintendent/President with developing the procedures, involving the effective participation of the appropriate groups of the college, as specified in BP 2510,"* for conducting instructional, faculty-led student services, and operational unit program reviews to ensure institutional effectiveness."

7. Draft BP 2510 Participation in local decision making (new policy) (attached) - Andreea Serban, Sue Ehrlich

   a. Superintendent/President Dr. Serban reported that the Accreditation Standard IV requires a policy that refers to the role of each group in local decision making, not just one group. This is language again that comes directly from Title 5.   This policy includes all groups per Title 5. We also included the large group of non-credit instructors. We wanted to acknowledge them, so we have added this group to the policy. It is not specifically spelled out in Title 5, so we have no specific section that this is from. The "10 + 1" will be placed in the Academic Senate section, as it is in the policies from other colleges. A procedure, AP 2510, can be developed by the newly formed Board Policy and Administrative Procedures Committee in February. There was no vote, but all members are in agreement with how this policy stands. This policy is a new policy that does not supersede any other existing policies, or negotiations. The policy recognizes the law which we have not had before, this policy moves the college forward.

8. Draft BP 2410 Policy and administrative procedure (new policy) (attached) - Andreea Serban, Sue Ehrlich

    a. Superintendent/President Dr. Serban reported that this new policy is required by Accreditation Standards and is about the delegation of responsibility between the Board and the Superintendent/President. It is Superintendent/President's responsibility to ensure that procedures are developed to implement Board policies. There was a discussion and clarifying of what this Board Policy actually pertains to if there was ever the case that a disagreement that is not reconciled appears between the Academic Senate and the administration. This policy contains the following language: "The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies." The Board had the right to review procedures, but the Board does not approve procedures. Superintendent/President Dr. Serban reiterated that the Accreditation Standard states that policies need to make clear the role of the Board versus the Superintendent/President's role versus the role of each group as participating effectively as stated in Title 5. We never had this policy. CSEA President noted the last sentence in the second paragraph re: that the District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities. There was much discussion around this question. Superintendent/President Dr. Serban said that this is another topic for BPAP in February.

9. Continued discussion: Approach to expenditure reductions and revenue generation for Spring 2009 and preparation for 2009-10 – All

    a. Superintendent/President Dr. Serban clarified some questions about how we are going about with the reductions for Spring 2009. We have the target of affecting reductions of $2m for the remainder of the fiscal year. Each VP has a certain amount to target, but every area has the opportunity to decide how to achieve the targeted reduction in expenditures. She reported that there has been a lot of discussion with the Foundation about how to assist with the back-fill of expenditure reductions for Partnership for Student Success related programs and that there is an amount of money that will be available in 2009-10 and 2010-2011 to help backfill PSS activities.

10. Charge and membership of Board Policy and Administrative Procedures Committee (BPAP) – Andreea Serban –

    a. This was not discussed at this meeting.

11. District Technology Plan (attached) – Paul Bishop

    a. Superintendent/President Dr. Serban reported that the Academic Senate is approving the District Technology plan tomorrow and would like CPC to discuss and approve District Technology plan on December 9th. VP Bishop spoke about time and hard work that was put into this plan by everyone. The DTC, ITC and others have spent time since June 2008 developing and discussing what is presented here.

There were two changes made in the District Technology Plan: 1) Spelling out LMS – Learning Management System and 2) Changing the term "Tracking Mechanisms" to "Decision Support System".

12. Approach of review, analysis and discussion of program reviews – Andreea Serban, All
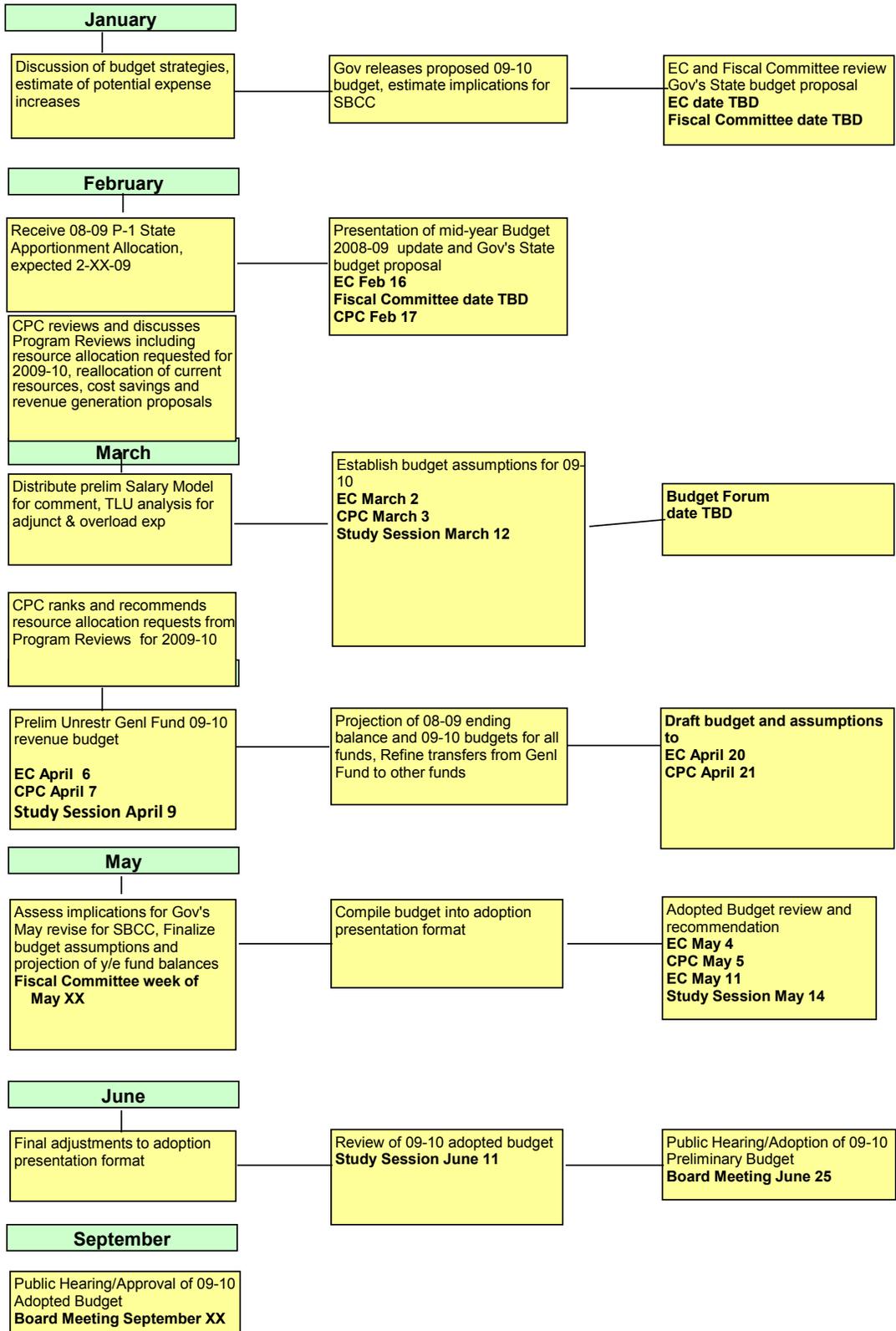This item was not discussed at this meeting.

Superintendent/President Dr. Serban adjourned the meeting

Next meetings
Tuesday, December 9, 2008 3:00-4:00pm A218C
Tuesday, February 3, 2009 3:00-4:30pm A218C

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
DRAFT BUDGET DEVELOPMENT TIMELINE DEC 8, 2008
2009/10

January

Discussion of budget strategies, estimate of potential expense increases

Gov releases proposed 09-10 budget, estimate implications for SBCC

EC and Fiscal Committee review Gov's State budget proposal
EC date TBD
Fiscal Committee date TBD

February

Receive 08-09 P-1 State Apportionment Allocation, expected 2-XX-09

Presentation of mid-year Budget 2008-09 update and Gov's State budget proposal
EC Feb 16
Fiscal Committee date TBD
CPC Feb 17

CPC reviews and discusses Program Reviews including resource allocation requested for 2009-10, reallocation of current resources, cost savings and revenue generation proposals

March

Distribute prelim Salary Model for comment, TLU analysis for adjunct & overload exp

Establish budget assumptions for 09-10
EC March 2
CPC March 3
Study Session March 12

Budget Forum
date TBD

CPC ranks and recommends resource allocation requests from Program Reviews for 2009-10

Prelim Unrestr Genl Fund 09-10 revenue budget

EC April 6
CPC April 7
Study Session April 9

Projection of 08-09 ending balance and 09-10 budgets for all funds, Refine transfers from Genl Fund to other funds

Draft budget and assumptions to
EC April 20
CPC April 21

May

Assess implications for Gov's May revise for SBCC, Finalize budget assumptions and projection of y/e fund balances
Fiscal Committee week of
** May XX**

Compile budget into adoption presentation format

Adopted Budget review and recommendation
EC May 4
CPC May 5
EC May 11
Study Session May 14

June

Final adjustments to adoption presentation format

Review of 09-10 adopted budget
Study Session June 11

Public Hearing/Adoption of 09-10 Preliminary Budget
Board Meeting June 25

September

Public Hearing/Approval of 09-10 Adopted Budget
Board Meeting September XX

District Technology Plan 2008-2011

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Goals and Objectives
District Technology Plan Draft 2008-2011

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"Technology supporting student success"

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STUDENT LEARNING, ACHIEVEMENT, AND DEVELOPMENT

The effective use of technology, including a universally designed environment, will help enable the institution to achieve the ambitious goals and objectives in the College Plan 2008-2011 for increasing student access, learning and success. This will require the college to identify best practices in using technology as well as to provide the resources, training and processes needed for increasing student access, learning and success.

Goal 1. Deploy technology that supports increased student success through innovative instruction and student support programs that address the needs of a diverse college population.

Objective 1.1 -Increase by *5%* the number of sections per year will be utilizing media enhanced technology

Objective 1.2 - Implement the computer literacy requirement for matriculating students as recommended by the curriculum committee, including simulation and testing software for assessment.

Objective 1.3 -Establish guidelines which will enable campus technology procurement to meet state and federal compliance with ADA and Section 508, to be completed by Fall 2009.

Objective 1.4 -Improve accessible learning environments with training and support for students, including those students with disabilities.

Objective 1.5 - Complete Wifi coverage to all public campus areas.

Objective 1.6 - Equip 9 new classrooms and upgrade 24 existing classrooms with the new standard multimedia equipment.

OUTREACH, ACCESS, AND RESPONSIVENESS TO THE COMMUNITY

Technology systems and services are needed in order to provide students with equitable and timely access to all support services regardless of their location or mode of instruction; to increase student involvement and self-reliance in planning, decision making, goal setting and evaluation of their educational progress; and to save students time in navigating the college's administrative and information systems.

Goal 2. Provide technology to support increased access to education for all segments of the community that can benefit from the college's programs and services.

Objective 2.1 – Establish a baseline for faculty use of reduced cost electronic or open source textbooks by Fall 2009 and set a growth goal to be achieved by Spring 2011.

Objective 2.2 – Increase the use of the Campus Card debit feature by 20%.

Objective 2.3 – Develop online tools for English and Math assessment testing preparation.

Objective 2.4 – Establish and implement the Distance Education plan to increase the number of online courses that support certificates and degrees by June 2009.

Objective 2.5 – Establish a baseline and increase by 25% the number of college forms online in a work flow environment.

Objective 2.6 – Provide online support services equivalent to those available on campus.

Objective 2.7 – Provide unified College support for a common Learning Management System (LMS) that will be integrated with the Banner student system and third-party communication tools.

FACULTY, STAFF, AND ADMINISTRATORS

SBCC faculty and staff receive technology training in support of new and existing technologies. A professional development program will assist staff in mastering software. Faculty training also includes effective use of the student portal and a course management system for the delivery of online and web-enhanced courses. Sufficient time for technology training should be scheduled on a regular basis for all.

Goal 3. Strengthen programs for students of the College by utilizing best practices for recruitment, workplace satisfaction and professional development of faculty, staff, and administrators.

Objective 3.1 – Refine and improve remote access practices which include video, voice and data connectivity that mirror services available on campus.

Objective 3.2 – Assess and improve technology training opportunities to enable faculty, staff and administrators adapt to the changing technology available on campus.

GOVERNANCE, DECISION SUPPORT, AND FISCAL MANAGEMENT

Goals and Objectives
District Technology Plan Draft 2008-2011

The college is provided with responsive and secure systems to access administrative information that facilitates informed decisions. Effective organizational structures assure quality support services and provide direction for decision support systems across the college.

Goal 4. Ensure that the College has effective shared governance and decision-making structures and processes.

Objective 4.1 – By Fall 2009 develop a decision support system for enrollment management and institutional effectiveness research.

Objective 4.2 – Complete the implementation of Banner and integration of associated third party software applications and refine business processes in the context of this implementation.

Objective 4.3 – By June 2011, 75% of adult education students will enroll online.

Goal 5. Establish College-wide accountability systems that are based on quantitative and qualitative data and linked to planning and budgeting.

Objective 5.1 – By Fall of 2009, establish budget allocations for technology based on Instructional, Student Services, and Operational Program Reviews.

FACILITIES, CAPITAL PROJECTS, AND MAINTENANCE

Information technology needs to be effectively and efficiently planned, managed, and should reflect the complexity of the information technology environment of the college and the need for increased participation by and communication with a wide array of college constituents.

Goal 6. Create an optimal physical and technological environment that ensures the best service to students and the local community.

Objective 6.1 – Reduce the power consumption of technology equipment by 10%.

Objective 6.2 – By 2011, provide a network infrastructure capable of meeting the increasing demands for bandwidth and enhanced services for delivery of voice, video, data and other emerging technologies.

Objective 6.3 – Implement a Disaster Recovery & Business Continuity (DR/BC) Plan.