

**Santa Barbara City College
College Planning Council
Tuesday, September 23, 2008
3:00 pm – 4:45 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

EXCUSED LATE ARRIVAL: C. Ramirez

GUESTS: K. O'Connor, J. Pike, A. Scharper, L. Vasquez

Call to Order

1. Superintendent/President Serban called the meeting to order.
2. Approval of the minutes of the July 17, 2008 and September 2, 2008 CPC meetings (attached)

M/S/C [Molloy/Lake] to approve the minutes of the both July 17, 2008 and September 2, 2008 CPC meetings.

Information Items

1. State budget –
 - a. President Serban announced that the California State Budget was signed. She reported what we need to do before we proceed with spending money from this point forward.
 - b. President Serban noted the 0.68 percent COLA only for general purpose apportionments, not categorical programs, and that categorical programs are at the same level of funding as in 07 08.
 - c. President Serban stressed that we need to take a close look at the significant growth this past summer and fall and the cost in terms of overload and hourlies. This growth needs to be understood in terms of the magnitude of impact on the budget and restated that we need to continue to be conservative with our spending.
2. Revised growth rate for SBCC for 2008-09: 2.51% (up from 2.03%) potential revenue if this level of growth is achieved \$1,705,114.
 - a. In terms of growth, the system overall is funded for 2% growth for 2008-09, but our cap was raised to 2.51%. President Serban reiterated that by mid-October we will have a better understanding of our projected expenditures for the year and with the slow down on spending still in affect, the VPs still need to pre-approve credit card expenses.

3. President Serban, in response to a suggestion to send out a communication campus wide regarding the budget, said that she has waited to have a budget signed first before sending out this communication.
4. Measure V updates
 - a. SOMA new cost estimate (attached) – VP Sullivan referred to the attached revised SoMA cost update and went through the changes that led to a \$4.5 million dollar increased estimate. He reported that we will know more about the actual cost in October 2009 when we go out to bid.
 - i. President Serban reported that we are in the process of hiring a Project Manager for the overall oversight and management of all bond projects. The first meeting of the Citizens' Bond Oversight Committee is expected to be scheduled in late October.
 - ii. How closely do we have to adhere to what is in the Bond? VP Sullivan reported that legally we can spend bond money on what is truly required by the district. We want to fulfill our commitment to the community, which is we would like to build what we said we would build and was included on the bond; however, many districts have not been able to do so due to changes in construction costs, duration and changes in state matching funds.
 - iii. If expenses for SoMA continue to grow, we will have to rethink what we can do without and value engineer it down. President Serban expressed gratitude for the Foundation considering raising more money above the \$5.5 million goal originally agreed on. Unfortunately, to date donor interest is not that high. \$1.7 million has been raised to date. At this point, the only state matching funds we have are for the Drama Music remodel and SOMA. None of our other projects listed on Measure V are included on the state capital construction bond to be put on the ballot in 2010 (not state capital construction bond is on the ballot in 2008).
 - b. Drama Music Construction Manager has been hired: gkkworks. We will begin working with them as soon as the contract is signed. The Construction Manager works with the Architect, the Program Manager (to be hired) and district staff. The construction manager directs the work of the contractors.
 - c. (RFP) Request For Proposals for the overall project management for all Measure V projects.
 - i. VP Sullivan reported that we are in the process of hiring a company who has responsibility to put coordinate all work for the Measure V Projects and to help us with tracking and reporting on expenditures, resources, project status, follow up and coordination. RFPs are due on October 9.

Discussion Items

5. Draft College Plan 2008-11 (latest version attached)
 - a. President Serban reviewed Goal 5 on Governance, Decision Support, and Fiscal Management and opened it for discussion. This section has proposed new

language, coming from suggestions from the Academic Senate, from discussions with the Executive Committee and from President Serban.

- a. In terms of nomenclature, Administrative Program Reviews will be named using the major different areas of the college: Instructional Program Reviews, Student Support Services Program Reviews and Operational Program Reviews.
- b. A key requirement of the accreditation standards is integration of planning. Based on discussions at the training of accreditation visiting teams, President Serban reported that the Accreditation Commission suggests:
 - 1).refer to your other plans in the overall college plan, acknowledge that you have this plan – that is the reason to refer to the technology plan here.
 - 2) have a college group that will look overall at the progress of all plans. We have CPC to look at the progress towards all our plans.
- c. Goal 6. The changed language, suggested by the Academic Senate, reflects what needs to be done to achieve an overall evaluation framework resulting in improvement of institutional governance. We need to show how we know it is effective.
- d. President Serban stated that we can refer to our goal of developing and beginning to implement a Master Education Plan in June 2010.
- e. VP Sullivan went through Goal 7. The newly hired Program Mgr. for the bond projects is to develop an overall schedule within 4 – 6 months. There was some language added and discussion about the “old 7.2” regarding providing adequate facilities staffing to maintain the new buildings” being eliminated. The evaluation of adequate staffing will be done for all departments in the Program Review. It is built into the process.
- f. Program reviews will come to CPC. They will be summarized by each VP. Sam Thomas is creating online templates and the ARPs will all be available online. Reports will be created to provide aggregated information as well unitary information about resource requests, one time and ongoing.
- g. President Serban stressed the necessity of linking program reviews of all categories to planning to budgeting. This is one of the key points of why colleges are getting put on probation or warning during accreditation visits. It is important that we are clear about how we are going to do that.
- h. Goal 7.3 Discussed the language and came to conclusions as to how it would be worded.
- i. Discussed and changed the language of Goal 8.
- j. Questioned and discussed verifying our space inventory and designation. VP Sullivan reported that this is currently being worked on by Julie Hendricks.
- k. President Serban stated that our goal is that after the next CPC meeting the College Plan 08-11 will be completed and ready to go for review to the

Oct. 16 Study Session, then to the October 30th Board of Trustees Meeting for approval.

6. Employee survey (attachment) – Discussed the latest version of the employee survey. The accreditation standards require we do such a survey at regular intervals. This survey will be finalized at the next CPC meeting and then administered the week after.

M/S/C [Ehrlich/Garey] to approve the meeting is adjourned.

Next meeting

Tuesday October 7, 2008 3-4:30pm A 218C