

**Santa Barbara City College  
College Planning Council  
Tuesday, October 6, 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, C. Ramirez, N. Ridgell

GUESTS: J. Meyer, K. O'Connor, M. Spaventa, L. Stark, L. Vasquez

ABSENT: J. Sullivan, E. Harrington

### **Call to Order**

Superintendent/President Serban called the meeting to order.

1. Approval of minutes from the September 22, 2009 CPC meetings (attached)

**M/S/C [Guillen/Dean] to approve the minutes with the corrections of the September 22nd CPC meeting minutes noted by I. Alarcon. All in favor except Tom Garey who abstained because he had not read them.**

### **Information Items**

2. SBCC won the Green California Community Colleges Summit Leadership Award in the category of "Green Campus." The criteria included community colleges which have "the most comprehensive green programs and projects, including green building, renewable energy, student sustainability initiatives, and sustainability-integrated curriculum." The award is presented at the Summit Conference Awards Ceremony today in Pasadena.
  - a. Superintendent/President Serban congratulated Doug Hersh, Julie Hendricks and Rob Morales who at 5pm will be presented the "Green Campus" Award by the Green California Community Colleges Summit Leadership.
3. SBCC was awarded a grant for a Customer Service Institute Training, which will be implemented by our Professional Development Center in conjunction with the County of Santa Barbara. Congratulations Diane Hollems!
  - a. Superintendent/President Serban reported that this grant submitted by Diane Hollems is funded from the Federal Stimulus money Santa Barbara County received. She pointed out that this is an excellent partnership.

- b. Doug Hersh also was awarded a \$300,000 grant for “green jobs”.
- c. There was further discussion regarding the grants.

### **Discussion Items**

#### **4. Update on the accreditation visit.**

- a. Superintendent/President Serban distributed the Accreditation Visiting Team brochure with photographs of the Team Members, their titles and Standard assignment. She stated that the brochure will be sent campus-wide, so Faculty and Staff will recognize the team members. The Team members will also have badges identifying them as Accreditation Team Members.
- b. Superintendent/President Serban reported that the Accreditation Team Members are starting to send in their meeting requests and as soon as she has all the requests, the college members will be informed as soon as the information is complete. Superintendent/President Serban distributed the list of scheduled Accreditation Visit Open Meetings and Exit Report meeting. The Open Meetings give an opportunity for employees and students to meet the team and ask them questions or offer any comments. There was discussion about which team members would be there and the questions some of the CPC members may ask. Superintendent/President Serban encouraged the members from CPC, if they are available, to attend the Exit Report on October 22<sup>nd</sup> in the Interim Theatre. At this meeting, the Chair of the Accreditation Team, Dr. John Nixon, will present the findings of the team. Superintendent/President Serban stated that the team will not share, at that time, what the actual recommendation is regarding the College’s Accreditation status. The Team Chair submits that information to ACCJC who will decide what our recommendation is at their January 2010 meeting, after which they will send the college a letter with their decision. Further details about these meetings were discussed.
- c. Update memo provided to accreditation team on Sep 4. Superintendent/President Serban stated that this memo, which was included in the attachments, regarding the college’s developments since the completion of the institutional self study is self-explanatory.
- d. Review of some questions included in the Guide to Evaluating Institutions, August 2009. Also discussion of requests for additional documentation received from team members to date. Superintendent/President Serban reported that various Accreditation Team members are sending in questions as a result of looking at our self study. Referring to the Guide, Superintendent/President Serban explained that the

Accreditation Team is trained to use and refer to the questions within the Guide when they read the self study and when interviewing employees and students. Superintendent/President Serban used a question on page 29 as an example question that the Accreditation Team Member could ask regarding how the institution verifies that students receive a course syllabus that includes student learning outcomes (SLOs). There was further discussion regarding this topic. Executive VP reported that in this area we are in good shape. Superintendent/President Serban continued to give examples of some of the questions and there was further discussion.

5. College priorities for 2009-10 (attachment)

- a. Objectives from the College Plan 2008-11 and District Technology Plan 2008-11 on which to focus in 2009-10.
  - a. Superintendent/President Serban reported that one question from an Accreditation Team Member was regarding meeting the deadlines stated in the College Plan for objectives 1.22 and 1.23. Serban said that there are a number of these objectives in our College Plan where it is states that by a certain time we would have baseline data and annual targets completed, and that we have not completed these tasks for a variety of reasons. Superintendent/President Serban and Executive Friedlander stated that the evidence of what has been worked on so far as well as a good strategy to meet a completion date needs to be articulated to the team. Serban reported several other examples of questions that were asked by the team and there was further discussion. Serban stated that no matter the Standard, the team will most likely ask about the budget and how it has impacted the College. Superintendent/President Serban reported that the team has requested that they meet with some committees that do not have a regularly scheduled meeting during the time of their visit. The VPs and the chairs of those committees will be notified.
  - b. Planning agendas identified in the self study (attachment). Superintendent/President Serban pointed out the additions to the August 25<sup>th</sup> College Priorities that are now in the October 6<sup>th</sup> version. The additions exist as both College priorities and planning agendas. Superintendent/President Serban stated that eighteen of the planning agendas need to be completed in 2009 – 10. Superintendent/President Serban and the council members clarified which individuals and committees are responsible for which specific planning agendas. Superintendent/President Serban asked for volunteers to work on the College-wide Planning Agenda Number Three. A workgroup was formed consisting of VP Ehrlich as Chair, Academic Senate Member Alarcon, CSEA President Auchincloss, VP Bishop, Academic Senate Member Nevins, Student Trustee Ridgell and Campus Diversity Director Rodriguez-Kiino, as resource. VP Ehrlich said they will meet the week of October 12<sup>th</sup>. Superintendent/President Serban asked to see written suggestions about what would be a way to evaluate the governance

structure, decision making structures and processes to bring to the Academic Senate and CPC this year. Superintendent/President Serban stated more detailed expectations for planning agenda number 13 and that this will involve many more departments than stated. Superintendent/President Serban informed the members that the results of our Planning Agendas, of what we have set forth for ourselves that has been completed, are reported in the mid term report sent to the Accrediting Commission of Community and Junior Colleges (ACCJC), which is due October 15, 2012. Superintendent/President Serban previewed the agenda for the next CPC Meeting in BC214 on October 20 : discussion of the Draft of the Interim Educational Master Plan, and status update on Planning Agendas (what has been completed, started, and not started). There was further discussion about the next meeting and the attendance of the Accreditation Team.

6. Budget Development for 2010-11 – Joe Sullivan, Andreea Serban

Due to illness, Vice President Sullivan was not at this meeting. Superintendent/President discussed this item instead.

a. Categorical programs

- i. Communication from the Chancellor's Office regarding administrative relief for categorical programs (attachment) and implications for budget planning for 2010-11.
- ii. Overall guidelines and criteria for using general fund reserves to augment state budget cuts to categorical programs. Superintendent/President Serban stated that in order to create overall guidelines and criteria for using general fund reserves to augment state budget cuts to categorical programs, there are some facts to consider such as the amount of money from the general fund that is currently augmenting the categorical programs and the percentage being met for 2009 – 10 vs. 08 – 09. Superintendent/President Serban suggested that in order to discuss options for categorical programs, quantifiable information needs to be gathered such as comparing what has been spent this year versus last year between the permanent positions, the coordinator positions, the hourly help, etc. Secondly and separate from this, we need an inventory of the college services provided by the categorical programs that are absolutely needed and what is the minimum amount of money needed for those services. Serban continued to say that the only way to fund these services is by drawing down on our reserves and said that leaves the question that we want to answer: how far down is reasonable to draw from the reserves. Superintendent/President Serban stated that the reserves are not only for back-filling categorical programs, the reserves are for areas that need a certain degree of restoration in their budgets, as well as for money that needs to be

put back into construction and equipment funds. Superintendent/President Serban stated that Executive VP Friedlander and the Deans need to put together the inventory of the services, and determine their cost in order to maintain a reasonable level of service. That information and analysis are needed first. Superintendent/President Serban reminded the group that it has been reported that we will actually see worse budgets until 2012 – 2013. Superintendent/President Serban stated that at this moment, she thinks the college needs to have the 5% contingency plus \$10 million, because \$10 million is the deferral in payments that the college is facing now - that is a bare bone minimum. There was further discussion regarding various factors that need to be included when looking at our inventory, i.e. what is absolutely needed and what the students can do without. There was agreement about the fact that this is a good approach to take to analyze the situation and come up with solutions.

7. President of the Academic Senate Alarcon motioned that the meeting be adjourned, Academic Senate Member Nevins seconded the motion, and the meeting was adjourned.

**Next meeting: Tuesday, October 20, 3:00-4:30pm BC214**