

**Santa Barbara City College
College Planning Council
Tuesday, February 17, 2009
3:00 pm – 4:30 pm
A218C
Minutes**

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

GUESTS: A. Scharper, L. Stark, M. Spaventa

ABSENT: S. Knotts, C. Avendano, D. Cooper

Call to Order

1. Superintendent/President Dr. Serban called the meeting to order, and then welcomed the new Vice President, Continuing Education, Dr. Ofelia Arellano to her first CPC Meeting.
2. Approval of the minutes of the February 3, 2009 CPC meeting.

M/S/C [Guillen/Ramirez] to approve the February 3rd, 2009 CPC meeting minutes.

Information Items

3. Update on the State Budget.
 - a. Superintendent/President Serban reported that the vote on the State Budget had not occurred as of yesterday. She highlighted two aspects from the latest Budget Update—February 15, 2009, from the Vice Chancellor of Finance, Erik Skinner, that are important for SBCC in particular. The first aspect: Removing the Prop 98 guarantee makes it unclear what will be the impact on our funding. The other item that is of significance for the college's 08-09 budget is the \$340 million in apportionment funding deferred to replace the existing \$245 million deferral. VP Sullivan reported that the State does not expect to give us detail until May because of the May 19 special election. Voter approval is needed for many of the conditions set as a basis for the 2008-09 and 2009-10 budgets.
 - b. Superintendent/President Serban reported on her talk with the State Chancellor's Office regarding the apportionment report. The cumulated growth for the system reported at P1 for 2008-09 is 15 % and that is about \$250 million if growth would be fully funded. The amount budgeted for growth this year is \$120 million, but the rule is that if you are within a 110% of the funded cap you still get funded for

your growth. Our reported FTES is lower than the maximum funded cap for SBCC, so we are not going to suffer based on what we know.

4. Actions taken by the Accrediting Commission for Community and Junior Colleges at their January 2009 meeting.
 - a. Superintendent/President Serban discussed the list of latest results of institutional actions taken on 55 California institutions. She pointed out several major causes of why colleges end up with actions such as Probation, Warning, or Show Cause, the latter being the last step before losing accreditation. The major causes are: 1) being way behind in SLO implementation, 2) not having linked Program Review to Planning to Budgeting, 3) not having integrated planning, 4) Board Micromanagement. She strongly stressed that we make every effort to meet the standards and to address our problems with clear plans for solving them. Dean Scharper asked if there are particular areas where the college has concerns. Superintendent/President Serban stated that we do have concerns: 1) Effectively linking Program Reviews to Planning to Budgeting and 2) Updating of our Board Policies. Both of these are being addressed.
5. Citizens' Bond Oversight Committee Feb 19, 4:00pm-5:30pm.
 - a. Superintendent/President Serban reminded the CPC members of this meeting and that it is an open meeting.
6. Kathy Molloy reported that the Steering Committee of the Partnership for Student Success is organizing a colloquium on April 24th to disseminate the Partnership's approach, using the Hewlett Award funding, as required. To date, she has received about 70 responses from people from Monterey to San Diego and Bakersfield who will be attending. The Chancellor's Office will also be publicizing this event, and in all probability many more people will attend.

Action Items

7. Approval of BP 2510 Participation in Local Decision Making – new policy, discussed at CPC on Dec 2, 2008.
 - a. After moving to approve and second this motion, a discussion took place regarding details in this Board Policy.

M/S/C [Alarcon/Sullivan] approval of BP 2510 – Participation in Local Decision Making Vote: Everyone in favor.

Discussion Items

8. MESA Coordinator position Funding.

- a. Executive VP Friedlander gave an overview of the Program. SBCC's MESA Program, as are all National MESA Programs, is designed to serve underrepresented disadvantaged students who have an interest in Math, Engineering and Sciences and transferring to a four-year institution. MESA partners with UC, CSU, California Community Colleges, Association of Independent Colleges and Universities and the State Department of Education. The students who participate become eligible for a whole range of scholarships, internships that they would not otherwise have access to if not part of an official MESA program.
- b. VP Friedlander then gave an explanation of the funding situation for the MESA Program. The MESA Program is funded by a grant that becomes ongoing as long as the college matches the amount received from the grant. The college does not have to reapply for the grant every year. Each MESA Center has to meet the financial requirements of this grant. The \$73,000, received from the grant each year, is used to operate the program, pay for tutoring, for students to go to conferences, but is not to be used to pay for the Coordinator salary and benefits. These need to be covered part the college as part of the match. This amount is \$86,544.
- c. At the May 2007 CPC Meeting, when CPC was ranking all the positions; the MESA Coordinator position was moved to a point where it would have been ranked for funding. That year, the college had many more worthy positions than money. Since the MESA Grant allows a percentage of its funding to pay for a the Coordinator position for the first three years and the Foundation had raised money for MESA, CPC agreed to delay funding that position for a year so something else could get funded. The Coordinator was hired, and the program started in January 2007.
- d. The situation now is that The Foundation has met its three year commitment of raising money to pay for this position and has \$20,000 left over for next year. VP Friedlander proposed that the MESA Program be funded for one year with the combination of \$20,000 from the Foundation and the remainder coming from end of year balances of approximately \$66,000. This position, like everything else, will go through our regular resource ranking processes, through program review this spring.
- e. CSEA President Auchincloss asked several questions relating to the small number of students in the program and the funding. Dean Spaventa explained the reason for the small number of students and enumerated the successes of the program to date. First of all, the program was started in January; a semester was lost in starting up and in enrolling students. It takes time to build the infrastructure and it takes at the very least two years to prepare for transfer. Many of these students who are underprepared in Math and Science and not had the support in high school nor have taken all the dual enrollment classes will take longer to be at the transfer level. The MESA Program administration is held accountable to the Chancellor's office to reach the goal of 125 students by the end of next year and is on target with their plan. It takes time to find the students,

who then have to apply, meet the criteria, and then once in the program commit to it. Another piece of this program that was significant for the college was that this was part of the Partnership for Student success and the fact that it was supported by the Academic Senate. We now have the infrastructure, we have developed partnerships with the High Schools and information about the program is spreading by word of mouth. We have a MESA Council on campus now, so we work with TAP, with EOPS, we have faculty in Math and Science. Superintendent/President Serban noted that she is in support of maintaining the program and paying for the MESA Coordinator this year. She clarified that the Foundation for SBCC's mission does not include raising money for salaries and benefits. This type of program that helps a group of individuals who are in most need of help particularly in Math and Science is expensive. This program needs to have the chance of going through the regular process of ranking of resources identified through program reviews. If the position is eliminated now, all the work since January 2007 will have gone to waste and it will take a long time before we could get the MESA Program back on campus. She also noted that she asked the Foundation to continue to raise money to support the MESA Coordinator position for one more year. However, given the difficult economic situation, there is no guarantee that the Foundation will be able to raise the additional \$66,000 by June 09. If they do, then the position will be funded by the money raised, otherwise it will be funded from the \$20,000 still available from the Foundation and \$66,000 from ending balances.

- f. The CPC Agenda Attachment from the MESA Program included information listing the successes of the MESA students.
- g. CSEA President Auchincloss asked what we have to give up in order paying for this. Superintendent/President Serban said that this is unfinished business from the past and we have a responsibility to give this program a chance. She stressed that she does not endorse using end balances to fund positions and does not want this to happen again. We will discuss this further in our program review. In the future we should fund positions from growth money. She stressed that this is a one year bridge to give this program a chance. VP Friedlander reminded the Council that in May 2007, by deferring the ranking of the MESA Coordinator position, it allowed one of the other critical positions to get funded and now the Council is recognizing this program is critical.

M/S/C [Friedlander/Molloy] to approve that we move the MESA Coordinator position funding for one year from a discussion item to an action item. Everyone in favor.

M/S/C [Alarcon/Garey] to approve one year of funding from 2008-2009 ending balances \$66,000 to fund the position in 2009 -10 to be ranked this spring through the program review process. Also the effectiveness of the program to be evaluated next year. Everyone in favor.

9. Discussion of program reviews – Superintendent/President Serban
 - a. All program reviews submitted to date are available online and are grouped in four categories: Instructional, Faculty-led Student Services, and Operational Units.
 - b. Web site to access all program reviews online (NOW only available from Campus)
<http://progreviews.sbccc.net>
You will be prompted for a login.
For username type in sbccc\pipeline username
for password use your password for your pipeline account
 - c. Criteria for ranking requests – Discussion of the attached preliminary draft. Want to agree on and set the criteria that will be consistent over the long haul.
 - d. Timeline - Everyone agreed to make this timeline.
 - e. Approach –
 - f. Funding sources - Joint meeting of CPC, Academic Senate, Classified Consultation Group, Management representatives, and IA representatives on March 11 from 3 – 4:30pm. The Funding Sources are key to actually funding the resource requests identified through the Program Reviews. We need to lay out the process to fund these requests, when they can be funded, based on the funding sources to be discussed. Each VP will discuss their rankings within their own division and present them at CPC.
10. Institutional code of professional ethics (discussed at CPC on Oct 6, 2008, Nov 18, 2008, Dec 9, 2008) – revised version attached – Superintendent/President Serban said the next meeting will start with this agenda item. We need to discuss, and vote.
11. Frozen positions will be on the next agenda.

M/S/C [Guillan/Garey] to adjourn the meeting.

Superintendent/President Serban adjourned the meeting.

Next meeting Tuesday, March 3, 2009 3:00-4:30pm A218C.

**Timeline for Review, Discussion and Ranking of Resource Requests Identified in Program Reviews
March 2 2009**

17-Feb	CPC Meeting: Establish approach, criteria, guidelines, timeline
3-Mar	CPC Meeting - Discussion of program reviews for Human Resources & Legal Affairs; Business Services; Information Technology
11-Mar	3:00 pm -4:30 pm Special joint CPC, Academic Senate, Classified Consultation Council, Management representatives meeting to arrive at common understanding of the link between program reviews and budgeting; funding sources for program review requests; short- and long-term strategies
17-Mar	CPC Meeting - Discussion of program reviews for Continuing Education; President's Office
7-Apr	CPC Meeting - Discussion of program reviews for Non-faculty led Student Services program reviews Work on budget development per budget development timeline Preliminary analysis of resource allocation requests identified in non-instructional and non-faculty led units
14-Apr	Additional CPC meeting - Discussion of program reviews/resource requests for instructional departments and faculty-led student services. Work on rankings.
21-Apr	CPC Finalize Recommended Rankings to Superintendent/President

Santa Barbara Community College District

Dec 9, 2008

INSTITUTIONAL CODE OF PROFESSIONAL ETHICS

Reference:

Accreditation Standard III.A.1.d

Santa Barbara City College (SBCC) employees are committed to the principles of honesty and equity. They respect the freedoms of other employees and students while serving the best interests of the larger Santa Barbara community. SBCC employees strive to exercise judgments that are fair, consistent, and equitable. They are open to the opinions of others and judicious in what they say and do as representatives of the College. They demonstrate a commitment to excellence in education and the principles of ethical behavior.

The College has adopted the following core principles to guide its employees and operations:

Core Principles

Santa Barbara City College encourages and supports instructional improvement and innovation that increases the quality and effectiveness of its programs based upon these core principles:

- Policies, practices and programs that are student-centered
- Shared governance involving all segments of the College community
- An environment that is psychologically and physically supportive of teaching and student learning
- A free exchange of ideas in a community of learners that embraces the full spectrum of human diversity
- A commitment to excellence in all College endeavors

Santa Barbara Community College District

Feb 16, 2009

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