

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
January 24, 2007
3:00 p.m.
A218C
MINUTES**

PRESENT: J. Romo, J. Friedlander, P. Bishop, S. Ehrlich, J. Sullivan, D. Cooper, B. Partee, I. Alarcon, S. Broderick, T. Garey, K. Molloy, G. Thielst, L. Auchincloss, M. Guillen, C. Ramirez, E. Borlaug

ABSENT: P. Buckelew

GUESTS: H. Arrington, D. Watkins

1.0 Call to Order

1.1 Approval of the minutes of the December 18th CPC meeting.

M/S/C [Guillen/Molloy] to approve the minutes of the December 18th CPC meeting. Susan Broderick abstained.

2.0 Announcements

2.1 Update on spring credit enrollments and summer and fall quarter non-credit enrollments.

Jack Friedlander announced the following credit enrollment information as of yesterday:

- Fall overall headcount is up 5.19%
- Increase of 8.7% in 12 or more units
- For California residents the total enrollment is up 5%
- For full-time students enrollment is up 7%
- Non-California residents [International Students up 100 Ss] is up overall 6.87%
- Close to 17% increase in FT students
- Non-credit enrollments are also strong.

Dr. Friedlander said that Ben Partee reported yesterday that the number of students who are on the President's Honor Roll is at an all-time high of 1,822 students compared to last year's 1600 students. He said that the college is allowed to grow 1.33% and it is on target to achieve its funded growth cap plus pay back the 127 FTES it borrowed last summer. The Governor's budget proposal call for placing Basic Skills funds into the colleges' General Fund. These dollars are to be used to increase

student success, particularly for those entering in need of remediation. Leslie Griffin was asked to contact the Chancellor's Office to find out how these dollars will be distributed. The distribution this year is based on the number of students enrolled in courses that are coded as pre-collegiate. Dr. Friedlander is hoping they will be distributed on the basis of FTES because there is so much inconsistency among the colleges as to what is coded as pre-collegiate. There is system support for folding the Basic Skills funds into the base budgets of the colleges rather than having these dollars allocated to districts that are over their funded FTES cap on a one-time basis.

3.0 Information Items

There were no information items.

4.0 Discussion Items (Discussed first on agenda)

4.1 President's recommendation to the Board on items to include in the District's Long-Range Capital Construction Plan (LRCCP).

President John Romo updated the Council on what transpired at the January Board Study Session where he presented the LRCCP proposal. He distributed an updated proposal. He said he paid close attention to all of the proposals and comments he received from a variety of groups as well as the action taken by the College Planning Council and put together a final set of recommendations for the Board. President Romo informed the Board that without ranking these items he was presenting them in some sense of priority of importance. He informed the Council that there were some minor, but substantive changes in his updated proposal. First was the inclusion of the Student Services Bldg. renovation under the category "Immediate and Priority Projects With No Funding Identified". He explained that we are currently facing some significant space shortage pressures in that building. We also face some opportunities with secondary effects from SoMA and issues related to future directions of how we use space in the facilities that programs moving into the new SoMA Building will vacate. Additional space may be needed to provide the kind of service we want to provide students. This item came in late in the process and thus was put in the "More Distant Future Possibilities". The other change is in regard to the General Purpose Classroom on the West Campus which is now prioritized immediately above the Student Services Bldg. in the "More Distant Future Possibilities". President Romo said he appreciates the need for more permanent classroom space. It is on our LRCCP but it is a far distant possibility. The message that we consistently receive from the system office is that colleges will be required to use their own funds to pay for a significant percentage of all the cost of new construction projects with local bond measures being the primary source of the local dollars. President Romo said that much work needs to be done on how we utilize our existing classroom space. He said we will get nowhere on this space need until we are able to demonstrate a greater utilization of our existing space. A lot of work has been done on this but as we analyze the data with the expectations of the Chancellor's Office we are going to have to improve in this regard. Dr. Friedlander said that what he has learned is that while we are making substantial

progress in the use of our classrooms, the Chancellor's Office considers Saturdays in its formula for classroom utilization. Unfortunately, our campus is virtually empty on Saturday. John Romo said from the perspective of overall utilization there are too many areas of our college that do not operate in the summer and we have to address this. We need to be smarter and focus more on how we can increase utilization in the summer as well.

In regard to the Drama/Music Building Phase I & II, President Romo said he and the Board have a better understanding of the issues that Tom Garey raised at the Board Study Session. Mr. Romo said he believes the Drama/Music renovation would resonate with members of the community as a public resource and they may support it by approving a bond measure and/or contributing to a fund-raising campaign. He said the discussions are continuing with the Board to hire a consultant to study the feasibility of going out for a bond. There is also the discussion of the timing of a potential bond measure.

John Romo added that he did put the replacement of shed buildings at the Schott Center at a higher level because he believes these facilities will become a health and safety issue if not attended to in the near future.

4.2 Governor's proposed 2007-08 budget for California Community Colleges and its implications for SBCC

John Romo said that he attended a Board of Governors meeting and the basic message was that the Governor continues to show support for the system although he did not accept everything the system proposed. Especially disappointing was his not allocating additional funds to help colleges make progress toward achieving their goal of having 75% of instruction offered by full-time faculty. The state-wide Academic Senate continues to ask for the 75% target. COLA is at 4.04%. Although there are augmentations to the General Fund, some of it is just moving dollars around. The Governor is proposing to reallocate money to augment nursing programs and other career tech priorities. EOPS, DSPS, CaWORKS and Matriculation are proposed to receive the same COLA as is allocated to the General Fund.

Joe Sullivan discussed the 2007-08 California Community College budget and it's comparison with the Governor's budget.

4.3 SBCC 2007-2008 budget development timeline

Joe Sullivan provided the Council with the timeline for budget development for 2007-2008 and the process for consultation with the governance bodies of the college. A college budget forum will be conducted as part of the budget development process.

4.4 Banner update: *Dan Watkins*

Dan Watkins distributed the Banner implementation timeline which reflects the milestones achieved for the areas of Finance (96% complete); Student (75% complete); Financial Aid (74% complete); and Human Resources (62% complete) systems. He said we have been following this timeline for over a year and the good news is that we are meeting our projected milestone dates. Mr. Watkins said there were multiple systems with data in numerous places and to bring all of that into one system and cleaning it up has taken a Herculean effort. Where the chart indicates "Live" it indicates all of the setup and staff training done and we are no longer using Oracle, Santa Rosa or some other auxiliary database to keep information. He said we are developing a process for account creation, security, and training for the general staff. Mr. Watkins said that Liz Auchincloss and Rita Wrolstad have been a phenomenal support system to bring training into the process. He said the chart gives a really good example of where most of the effort and energy will be needed in the next three to six months to get the other areas up and running. Mr. Watkins further acknowledged Paul Bishop and the Instructional Technology staff and developers who have made the implementation of Banner their number one priority.

Jack Friedlander said he wanted to thank Dan Watkins for his leadership and all of the staff that are working on this implementation. He said it is incredible the work that has been accomplished in preparing for the implementation of Banner while staff continue to perform the responsibilities of their own jobs. It involves long hours and lots of detail. Banner is a great product, we have good consultants, and extraordinary staff at this college who have gone beyond the call of duty for extended periods of time. Dr. Friedlander wanted to especially acknowledge Dan Watkins for his leadership in this challenging task.

5.0 Other Items

5.1 The next CPC meeting will be February 6th.

6.0 Adjournment

Upon motion, the meeting was adjourned.

**Santa Barbara City College
FTES Targets
2006-2007**

Att. 1

	Allowable Growth (2.03%)			Effective Growth (1.33%)		
	Credit	Noncredit	Total	Credit	Noncredit	Total
2005-2006 Apportionment Base	13,014.97	2,325.09	15,340.06	13,014.97	2,325.09	15,340.06
Potential Growth FTES	264.20	47.20	311.40	173.10	30.92	204.02
SBCB Growth Rate	2.03%	2.03%	2.03%	1.33%	1.33%	1.33%
2006-2007 Growth Target	13,279.17	2,372.29	15,651.46	13,188.07	2,356.01	15,544.08

2006-2007 FTES Reported

P1 [Jan 11 2007]	13,135.70	2,410.08	15,545.78	13,135.70	2,410.08	15,545.78
Assumes Sp 07 is 1.33% higher than Fall 06						
P2						
Annual						

Difference between Growth Target and Actual

FTES Difference at P1	-143.47	37.79	-105.68	-52.37	54.07	1.70
% Difference	-1.08%	1.59%	-0.68%	-0.40%	2.29%	0.01%
FTES Difference at P2	-13,279.17	-2,372.29	-15,651.46	-13,188.07	-2,356.01	-15,544.08
% Difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
FTES Difference at Annual	-13,279.17	-2,372.29	-15,651.46	-13,188.07	-2,356.01	-15,544.08
% Difference	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Difference between Current Year and Last Year

	Credit	Noncredit	Total
FTES Difference at P1	120.73	84.99	205.72
% Difference	0.93%	3.66%	1.34%
FTES Difference at P2	-13,014.97	-2,325.09	-15,340.06
% Difference	-100.00%	-100.00%	-100.00%
FTES Difference at Annual	-13,014.97	-2,325.09	-15,340.06
% Difference	-100.00%	-100.00%	-100.00%

Total FTES (As of P1)

Credit	
Resident FTES	13,135.70
Nonresident FTES	1,516.35
Credit Total FTES	14,652.05
Noncredit Total FTES	2,410.08

Total SBCC FTES **17,062.13** Includes resident and non-resident, credit and non-credit

Santa Barbara City College
FTES Summary
2006-2007
As of P1 (January 2007)

CREDIT

Summer 2006

Daily Census*	580.1
Positive Attendance	96.2
Ind Study/Work Exp	166.2
Total	842.6

* Reflects deduction of 63.83 FTES half the amount (127.66) that was borrowed from Summer 2006 for the 2005-2006 reporting period. Actual earned Daily FTES is 643.98, and Total Earned FTES for Summer 2006 is 906.45.

Fall 2006

Weekly Census	4,521.2
Daily Census	187.4
Positive Attendance	549.4
Ind Study/Work Exp	848.0
Total	6,105.9

Spring 2007 (Estimated to be 1.33% higher than Fall)

Weekly Census	4,581.3
Daily Census	189.8
Positive Attendance	556.7
Ind Study/Work Exp	859.2
Total	6,187.2

Total Credit FTES reported at P1 13,135.7

NONCREDIT

Summer 2006

Total (all pos att)	310.0
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Fall 2006

Total (all pos att)	826.8
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Spring 2007 (Estimated to be 54% larger than Fall)

Total (all pos att)	1,273.3
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Total Noncredit FTES reported at P1 2,410.1

Total FTES Reported at P1 15,545.8

**2007-08 California Community College Budget
Comparison of System Budget Request to Governor's Budget - Preliminary Draft**

(dollars in thousands)

Budget Items	System Request		Governor's Budget		Difference	
	On-Going Funds	One-Time Funds	On-Going Funds	One-Time Funds	On-Going Funds	One-Time Funds
Fee Reduction Backfill	\$40,000		\$33,200		\$6,800	0
COLA (System Request 5%; 4.04% GB), includes categoricals	298,000		238,152		59,848	-
Growth (System Request 3%; 2% GB), includes categoricals	170,000		115,457		54,543	-
Career Development and College Preparation	30,000				30,000	-
COLA & Growth for categorical programs	5,635				5,635	-
Student services allocations for newly accredited colleges	873				873	-
Student Success and Readiness						
Basic Skills Initiative		*				-
Matriculation/Counseling/Placement**	14,000		33,110		(19,110)	-
Part-Time Faculty Office Hours/Health Insurance	12,000				12,000	-
Increase Full-Time Faculty Positions	45,000				45,000	-
Compensation Equity for Part Time Faculty	50,000				50,000	-
Mathematics Engineering Science Achievement (MESA)	2,200				2,200	-
Partnership for Economic & Workforce Development						
Career Technical Education Equipment		20,000		32,000	-	(12,000)
Economic Development -- Regional Clearinghouses	2,000				2,000	-
System Effectiveness						
Academic Senate - COLA	23				23	-
Technology Items	14,300	9,650			14,300	9,650
Professional Development	10,000				10,000	-
Resource Development						
Fiscal Crisis Management Assistance Team (FCMAT)	570		350		220	-
Reimbursement of state mandates	16,000	20,000			16,000	20,000
Physical Plant/Instructional Equipment		50,000			-	50,000
Nursing Initiative***			9,000	9,000	(9,000)	(9,000)
CalPASS				1,000	-	(1,000)
Total****	\$ 710,601	\$ 99,650	\$ 377,080	\$ 42,000	\$ 229,143	\$ 57,650

* Convert funds that otherwise would be budgeted in 2007-08 for basic skills overcap (\$33.1 million) to cover start-up costs of new basic skills initiative.

**Redirects basic skills over-cap funds (\$33.1 million) to matriculation and counseling services. This does not represent new funds.

***Redirects the \$9 million in funds made available 2006-07 for career technical education for nursing initiative. One-time funds of \$9 million are also made available for nursing. This does not represent new funds.

****Governor's Budget, on-going funds, is adjusted by \$10 million to tie to Prop. 98 split

Att 2

PART B

CALIFORNIA COMMUNITY COLLEGES
 APPORTIONMENT SIMULATION WORKSHEET
 2006-07 P1 SPECIFIC

(Worksheet Provided With Example District)

Workload Measures;	Base	Marginal	Base	Restored	Growth/Decline	Estimated 06-07	Actual/Funded
	Funding Rate	Funding Rate	FTEs	FTEs	FTEs	FTEs	FTEs
Credit FTEs	4,122.92	4,367.00	13,014.97	0.00	120.77	13,135.74	13,135.74
Noncredit FTEs	2,479.23	2,626.00	2,325.09	0.00	84.99	2,410.08	2,410.08
Noncredit - Career Developn	2,919.18	3,092.00	0.00	0.00	0.00	0.00	0.00
College Prep FTEs							
Total FTEs:			15,340.06	0.00	205.76	15,545.82	15,545.82

I Base Revenues +/- Restore or Decline

A Basic Allocation			6,000,000.00	
B Base Revenue			\$59,424,151	
1 Credit Base Revenue		\$53,659,719		
2 Noncredit Base Revenue		\$5,764,432		
3 Career Development College Prep NonCr		\$0		
C - Current Year Decline		\$0	\$0	
D Total Base Revenue less Decline			\$65,424,151	

V Other Revenue Adjustments

A Audit Adjustment	\$0
B Other Adjustments	\$0
C Total Revenue Adjustments	\$0
VI Decline/Stability Adjustment	\$0
VII Total Computational Revenue	\$70,047,847
(sum of II, III, IV, V & VI)	
Deficit Coefficient	1.00000000
Adjusted Revenue Entitlement	\$70,047,847

II Inflation Adjustment

A Statewide COLA Rate	5.92%
B COLA Entitlement	\$3,873,110
C Current Year Base Revenue + COLA	\$69,297,260

VIII District Revenue Sources

A Property Taxes	19,083,618
B Student Enrollment Fees	4,453,218
C State General Apportionment	\$46,511,011
D Total Available General Revenue	\$70,047,847

III Basic Allocation & Restoration

Basic Allocation Adjustment	\$0
Restoration	\$0
	\$0

IX Other Allowances and Total Apportionments

A State General Apportionment	\$46,511,011
B Full-time Faculty Adjustment	
Number of Faculty Not Hired	
Statewide Average Replacement Cost	\$60,289
C Net State General Apportionment	\$46,511,011

IV Growth

A Unadjusted Growth Rate Cap	0.02
B Unadjusted Growth Cap	\$1,277,724
C Unrestored Workload Adjust.	0
D Adjusted Growth Cap for Available Revenue	\$1,277,724
E Actual Growth	\$750,586
F Funded Credit Growth Revenue	\$527,403
G Funded Noncredit Growth Revenue	\$223,184
H Funded Noncredit CDCP Revenue	\$0
Total Growth Revenue	\$750,586

PART B

CALIFORNIA COMMUNITY COLLEGES
 APPORTIONMENT SIMULATION WORKSHEET

2007-08 Budget Estimate

(Worksheet Provided With Example District)

Workload Measures:	Estimated 06-07						Actual/Funded FTES
	Base Funding Rate	Marginal Funding Rate	Base FTES	Restored FTES	Growth/Decline FTES	Estimated 07-08 FTES	
Credit FTES	4,367.00	4,543.43	13,135.74	0.00	174.71	13,135.74	13,310.45
Noncredit FTES	2,626.00	2,732.09	2,410.08	0.00	32.05	2,410.08	2,442.13
Noncredit - Career Developn College Prep FTES	3,092.00	3,216.92	3,116	0.00	0.00	0.00	13,733.74
Total FTES:			28,681.56	0.00	206.76	15,545.82	28,888.32

I Base Revenues +/- Restore or Decline

A Basic Allocation		\$6,000,000
B Base Revenue		\$63,692,647
1 Credit Base Revenue	\$57,363,777	
2 Noncredit Base Revenue	\$6,328,870	
3 Career Development College Prep NonCr	\$0	
C - Current Year Decline	\$0	\$0
D Total Base Revenue less Decline		\$69,692,647

V Other Revenue Adjustments

A Audit Adjustment	\$0
B Other Adjustments	\$0
C Total Revenue Adjustments	\$0
VI Decline/Stability Adjustment	\$0
VII Total Computational Revenue (sum of II, III, IV, V & VI)	\$73,389,565
Deficit Coefficient	1.00000000
Adjusted Revenue Entitlement	\$73,389,565

II Inflation Adjustment

A Statewide COLA Rate		
B COLA Entitlement	\$2,815,583	
C Current Year Base Revenue + COLA		\$72,508,230

VIII District Revenue Sources

A Property Taxes	\$19,083,618
B Student Enrollment Fees	\$4,453,218
C State General Apportionment	\$49,852,729
D Total Available General Revenue	\$73,389,565

III Basic Allocation & Restoration

Basic Allocation Adjustment	\$0
Restoration	\$0
	\$0

IX Other Allowances and Total Apportionments

A State General Apportionment	\$49,852,729
B Full-time Faculty Adjustment Number of Faculty Not Hired Statewide Average Replacement Cost	
C Net State General Apportionment	\$49,852,729

IV Growth

A Unadjusted Growth Rate Cap	1.33%
B Unadjusted Growth Cap	\$881,336
C Unrestored Workload Adjust.	0
D Adjusted Growth Cap for Available Revenue	\$881,336
E Actual Growth	\$881,336
F Funded Credit Growth Revenue	\$793,761
G Funded Noncredit Growth Revenue	\$87,575
H Funded Noncredit CDCP Revenue	\$0
Total Growth Revenue	\$881,336

**SANTA BARBARA CITY COLLEGE -- COLLEGE PLANNING COUNCIL
RESOURCE REQUESTS FINAL RANKINGS 2006-08**

RESOURCE REQUESTS, INSTITUTIONAL AND VPs' PRIORITIES	FUNDS		
	Estimated Cost	Cumulative \$	
Institutional (1&2) & VP (3-20) Priorities			
Admissions & Records - Sr. A&R Tech	\$68,626	\$1,673,867	Funded
Security - 2-FT Security Officers Phase I	\$118,330	\$1,605,241	Funded
Educational Programs - Implementation of first year Partnerships for Student Success Program	\$370,000	\$1,486,911	Funded
Included in budget	\$556,956		
Scheduling Office - FT Catalog/schedule Specialist	\$63,551	\$1,116,911	Banner
Business Services - FT Payroll Technician	\$54,300	\$1,053,360	Banner
HR/LA - Technician 1 (Confidential)	\$60,248	\$999,060	Banner
Funded in Banner for 2006/07	\$178,099		
Biological Sciences - 1/2 time Lab Tech, 12 months	\$37,554	\$938,812	
Earth & Planetary Sci., FT Lab Tech	\$75,109	\$901,258	
Facilities & Operations - Maintenance Tech	\$74,794	\$826,149	
DTC/ITC Initiatives	\$300,000	\$751,355	
Security - Augment PT Staffing for Parking Conditions Support	\$26,790	\$451,355	
Accounting - 1/2 time Acct. Tech I for Accounts Payable	\$28,043	\$424,565	
Facilities & Operations - Automotive Technician (create new classification)	\$69,597	\$396,522	
Continuing Ed - Outreach & Coordinator for Credit/NC Outreach Hispanic population & AB540	\$70,000	\$326,925	
Continuing Ed - Transition Coordinator (Non- Credit to Credit) for ESL, Adult H.S., short-term Voc Ed Students (funded through matriculation)		\$256,925	
Information Technology/DTC - Identity Management	\$13,000	\$256,925	
Physical Ed/Health Ed - Convert LTA from hourly to FT (\$75,109-(\$13,650) current hrly.)	\$61,459	\$243,925	
Dual Enrollment Prog Specialist (\$40k available in Tech-Prep grant for one-time funds)	\$74,618	\$182,466	
Dual Enrollment Coordinator (Carol Flores) 11 to 12 mo., lateral, Tech Prep to District Funds	\$82,848	\$107,848	
Information Technology/DTC Wireless Access	\$25,000	\$25,000	
TOTAL	\$1,673,867		

BP 6251 PRINCIPLES OF BUDGET DEVELOPMENT

The Principles of Budget Development shall be used to allocate resources and thereby protect Santa Barbara Community College District's viability as an institution capable of fulfilling its educational mission. The allocation of resources shall accomplish the following goals:

- °Support student enrollment, retention and success
- °Maintain the highest quality of instruction and services
- °Meet the legal, contractual and accreditation obligations of the college

1. The College shall balance its budget; ongoing expenses shall be supported by ongoing income. A general fund contingency of 5% shall be maintained. One-time funds shall not be used to fund programs or activities on an ongoing basis.
2. The faculty, staff and administrators are one of SBCC's greatest resources. Lay-offs of regular certificated and classified staff will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary.
3. In the event of one-time funding shortfalls or unanticipated expenses, reserves may be used to facilitate budget adjustments while expenses are reduced in the least disruptive manner. Use of reserves shall be short-term and the reestablishment of a 5% contingency reserve shall be the highest priority.
4. Cost effectiveness in all areas shall be a major factor in considering reduction/retention of programs and services rather than instituting across the board cuts.
5. Employee compensation shall be among the highest priorities in making budget decisions. Funds shall be allocated in order to assure competitive salaries, benefits, and working conditions to recruit, retain, and motivate the best possible administrators, faculty and staff.
6. The college shall adhere to the principles of shared governance while engaging in institutional planning and budget development.
7. Meeting the college's FTES cap in a cost effective and strategic manner shall be a priority.
8. The College shall budget revenue from enrollment when it is received. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), an estimate shall be made utilizing trends in order to establish revenue projections.
9. Fixed and mandated costs (e.g., utilities, liability and property insurance, salary steps, and reserve requirements) shall be projected annually and allocations will be made to meet these expenses.
10. Growth funds shall be allocated only after receipt and shall be used first to fund growth-related expenses. Remaining growth funds shall be allocated to support institutional priorities determined through collegial consultation.
11. The District's capital equipment shall be provided, maintained and replaced in a systematic manner. Determining the need for transfers from the General Fund to the Equipment Fund shall be part of the ongoing fiscal planning and budget process.
12. Buildings and grounds shall be developed and maintained to meet student and programmatic needs through General Fund transfers to the Construction Fund. Determining the need for transfers from the General Fund to Construction Fund shall be part of the ongoing fiscal planning and budget process.

Board Approved 03/27/03

Distribution of Faculty/Staff Development Funds

Amount: \$69,400

The following comes off the top:

\$9,000 for training for all college employees, faculty and staff in discrimination/sexual harassment prevention

\$10,000 for training for Campus Security

\$5,000 for training for faculty and staff for difficult students.

This deducted total amount of \$24,000 leaves approximately \$45,400 for distribution (\$69,400-24,000).

Educational Programs 262 full time faculty 184 regular staff 12 certificated administrators	73%	\$33,141
Continuing Education 6 certificated administrators 1 classified administrator 28 regular staff	5.8%	\$ 2,632
Information Resources Classified management and regular staff	4.9%	\$ 2,224
Business Services Classified management and regular staff	14.6%	\$ 6,627
President's Office and HRLA 10 (President's Office) 11 (HR/LA) Management and regular staff (incl. Inst. Research)	1.8%	\$ 816