

**SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL**

**September 07, 2004**

**3:00 – 4:00 PM**

**A218C**

**MINUTES**

**PRESENT:** J. Friedlander, J. Romo, S. Ehrlich, J. Sullivan, B. Hamre, L. Fairly, K. McLellan, A. Serban, K. Molloy, P. Haslund, J. Schultz, E. Frankel, T. Garey, L. Auchincloss, J. Jackson, Rose Ladanyi

**ABSENT:** A. Serban

**GUEST:** P. Naylor, James Carter

**1.0 Call to Order**

Chairperson Jack Friedlander called the meeting to order and asked John Romo to address item 4.1.

1.1 Approval of the minutes of the June 28<sup>th</sup> and July 22<sup>nd</sup> CPC meetings.

The approval of the minutes was tabled until the next meeting.

**2.0 Announcements**

2.1 The Foundation's Board of Directors has named Charles Vinick Executive Director of the Foundation for Santa Barbara City College.

2.2 CPC will adjourn at 3:50 p.m. so members can attend the Budget Forum at 4:00 p.m. in P.S. 101.

2.3 Successful implementation of the OSS Financial Aid module

**3.0 Information Items**

3.1 Enrollment update: *Jack Friedlander*

This item was not addressed.

**4.0 Discussion Items**

4.1 Review the proposed process and time lines for the Consultative Planning Process: *John Romo*

John Romo began the discussion by stating to the Council that the financial environment that we were in during the spring with a projection of a large negative ending balance between projected revenues and expenses for 2004-05 which was a catalyst for a crisis budget reduction mode, no longer exists. President Romo said with the best numbers we had at the time and what the situation looked like through a combination of circumstances that occurred in 2003-04 along with better news than expected for the college's 2004-05 budget and the development of the 2005-06 budget, we are not in a crisis mode. President Romo said as we look forward with the work that has been done on budget projections and to what we know we are going to be facing this year and in the coming year (e.g., negotiations with all units taking place this year for new contracts, implementation of the classification study, continuing increased costs for health benefits and other expenses of doing business) the budget situation is good for us primarily because of the Governor's support for community colleges. However, he cautioned that the State of California is still not out of the woods fiscally as it has been a matter of refinancing debt.

John Romo said that while we will take a less crisis-oriented approach, we would go forward this year with an approach that we are calling the "consultative planning process". This process, which will help us define the 2005-06 budget building process, will look more deeply at the functions of the college but in a less crisis mode to assure that in all areas of college operations we assure that work is being performed in a smart, creative and cost-effective way and that it be a process that we engage in as a college community for all instructional, support and operations areas. President Romo said the approach is a process of institution-wide review and evaluation by CPC working with the Executive Committee. He said we are still in a mode of very likely having to look at some redirection of resources in order to address some of the issues we will face in coming years. The process will redirect the way we typically have built the budget in the past except in times when we are in budget crises. This approach does not have as an assumption that the way dollars are currently allocated is necessarily the best way. President Romo said it is important to engage in this kind of review overall for the college on a periodic basis and especially now since this is the year we develop the college's next three-year plan. This review will serve as the basis of determining what are the priorities and needs to develop a college plan that articulates at a more strategic level what the direction of the college is going to be.

John Romo discussed the modified approach to the consultative planning process. The following updated timeline for this process as well as questions for evaluating units in support of students was discussed.

**Timeline:**

September 20	Year two evaluation of the 2002-05 College Plan completed and submitted to President. CPC consultation to take place during the month of October
October 1	CPP Quantitative information distributed to vice presidents
October 7	Department/program quantitative information templates distributed to appropriate administrators
October 9	Board Study Session on evaluation of 2002-05 College Plan

October 10	VP review of CPP information completed
November 22	Department/program reports due
December 7	Executive Committee begins review of department/program information
Month of January	EC/CPC workgroup formed to consolidate materials into proposed course of action
Mid February 05	CPC consultation on EC/CPF workgroup recommendations
Mid February 05	External factors forums
	End of March 05 CPC department/program/activity recommendations to President including 05-06 budget recommendations and 06-07 budget recommendations to president
End of April 05	President budget recommendations to Board of Trustees
Mid June 05	2005-08 college plan to the Board of Trustees
Mid June 05	Board adopts 05-06 budget

### Consultative Planning Process Questions for Evaluating Units in Support of Students

- What are sources of revenue for the department/program/activity?
- By area of department/program/activity what services/product are provided?
- What are the costs for service delivery by major area of activity?
- What is staffing for the unit (broken down by area of activity)?
- In what ways are the services produced by the department/program/activity essential/state mandated?
- Are faculty resources committed to delivery of the service? (impact on FT/PT obligation?) Are there ways reorganizations, consolidations, efficiencies or cost reductions could be achieved?
- How does the service delivery compare to external benchmarks?
- What is the impact of reorganizing, consolidating, reducing or eliminating the activity on the college or community?
- Are there ways the unit could generate growth in FTES or income? (Looking at inter-and-cross department possibilities)
- What are the department's 2005-08 priorities, goals and objectives?

The outline of this discussion, which was distributed by John Romo, will be attached and made part of these minutes. President Romo will modify this template based on CPC's discussion and recommendations for modification.

#### 5.0 Other Items

The next CPC meeting will be September 21<sup>st</sup>.

#### 6.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting at 3:50 p.m. so that members could attend the Budget Forum presented by John Romo.