

**Santa Barbara City College
College Planning Council
Tuesday, March 18, 2014
3:00 – 4:30 p.m.
A218C**

Minutes

PRESENT:

L. Gaskin, Chair, President
L. Auchincloss, President, CSEA
P. Bishop, VP, Information Technology
P. Butler, Chair, Planning & Resources Committee
R. Else, Sr. Director, Institutional Assessment,
Research & Planning (non-voting)
P. English, VP, Human Resources
E. Katzenson, ASB President (non-voting)
J. McPheter, Classified Staff Representative
K. Monda, Academic Senate Representative
K. Neufeld, President, Academic Senate
K. O'Connor, Academic Senate Representative
C. Salazar, Classified Staff Representative
J. Sullivan, VP, Business Services
L. Vasquez, VP, Academic Senate
J. Walker, Supervisor Bargaining Unit
D. Watkins, Managers Group Representative

GUESTS:

A. Curtis, Educational Programs
B. Partee, Educational Programs
L. Stark, Instructors' Association

1.0 CALL TO ORDER

1.1 Approval of 2/18/14 CPC minutes (Att. 1.1)

M/S/C (Bishop/Katzenson) to approve the 2/18/14 CPC minutes. 12 approved; Kim Monda and Cindy Salazar were absent at the time of the vote.

1.2 Approval of 3/4/14 CPC minutes (Att. 1.2)

M/S/C (Katzenson/Sullivan) to approve the 3/4/14 CPC minutes. 12 approved; Kim Monda and Cindy Salazar were absent at the time of the vote.

2.0 ANNOUNCEMENTS

Dr. Gaskin informed council that Dr. Raul Rodriguez and Dr. Armine Hacopian, members of the Accrediting Commission for Community and Junior Colleges (ACCJC), will be attending the April 1, 2014 CPC meeting as part of the college's accreditation follow-up visit.

Dr. Gaskin announced that an emergency meeting of local law enforcement members, UCSB and SBCC administrators, and Board of Supervisor members took place recently to discuss the increase

in crime in Isla Vista. Dr. Jack Friedlander has been selected to lead an ad hoc task force to explore ideas to address inappropriate SBCC student behavior within the community.

3.0 INFORMATION ITEMS

3.1 Replacement of Budgeted Positions – P. English
None to report.

3.2 Facility Needs – L. Gaskin

Dr. Gaskin reported that a consultant, the Lew Edwards Group, was hired last year to guide the college in the evaluation of a Prop. 39 bond measure to address the college's facility needs. She informed council that the college has met the Chancellor's criteria to receive state funds for the renovation of the Campus Center. The Governor's 2014-15 proposed budget includes \$20 million in funding for this project. The college is responsible for funding \$10 million of the \$30 million project if the Governor's budget is adopted.

She further reported that a facility vision planner, Pamela Anderson-Brulé of Anderson Brulé Architects, has been hired for a fee of \$40,000 to develop a planning process for the creation of a facility master plan which will include all three SBCC campuses (Main, Wake and Schott). Ms. Anderson- Brulé will meet with selected campus focus groups. Dr. Gaskin also affirmed that open forums will be scheduled for campus input.

Discussion ensued.

4.0 DISCUSSION ITEMS

4.1 Tentative Budget Assumptions Review: First Reading – J. Sullivan (Att. 4.1)
Joe Sullivan reviewed the budget assumptions for the 2014-15 tentative budget. He referred to the attachment entitled Assumptions Used to Develop the 2014-15 Tentative Budget based on the Governor's budget. Mr. Sullivan announced that the 2014-15 budget will likely change after the May revise of the Governor's budget. Questions and discussion followed.

Dr. Gaskin explained that, with regard to expenditures, the college's funding has not been fully restored and that zero based budgeting adjustments will most likely need to be made in order to meet the college's obligatory expenses.

4.2 Tentative Budget – General Fund Unrestricted Revenues Review: First Reading – J. Sullivan (Att. 4.2)
Mr. Sullivan reviewed the 2014-15 Tentative Budget – General Fund Unrestricted Revenues, as presented in attachment 4.2 of the same title. He noted that the college is expected to receive approximately \$1.8 million more in revenue in 2014-15.

4.3 Program Review: Resource Requests Documentation – L. Gaskin
Dr. Gaskin requested council to document a guide to Program Review that takes into account CPC's role in Program Review and its processes. Volunteers to work on the guide include Kenley Neufeld, Laurie Vasquez, Priscilla Butler, Liz Auchincloss, Paul Bishop, Cindy Salazar, Joyce McPheter, Jason Walker, and Kim Monda. Priscilla Butler

and Laurie Vasquez offered to lead the project and move it forward with the help of the volunteer group. It was agreed to bring the item as a first reading to CPC at the May 6, 2014 meeting.

5.0 ACTION ITEMS

- 5.1 Request for \$49,410 from the General Fund to Offset the Reduction in the College's Perkins Grant Allocation That Can Be Used to Support High School Outreach Activities: Second Reading – J. Friedlander

M/S/C (Monda/Neufeld) to approve the request for \$49,410 from the General Fund to offset the reduction in the college's Perkins Grant allocation. All were in favor.

- 5.2 Proposed Hourly Staff and Student Pay Rate Changes: Second Reading – P. English (Att. 5.2)

M/S/C (O'Connor/Walker) to approve the proposed hourly staff and student pay rate changes.

It was noted that the pay rate changes of 5.88% and 11.11% will impact the college's budget by a total of \$375,000. It was suggested to separate the first proposed pay rate change of 5.88% (June 2014), and revisit the second pay rate change of 11.11% before 12/11/15.

M/S/C (Neufeld/O'Connor) to amend the motion to separate the proposed hourly staff and student pay rate changes of 5.88% and 11.11%, and only to consider the pay rate change of 5.88% effective 6/11/14. All were in favor of the amended motion.

- 5.3 Proposal to Offer Two, Six Week Summer Sessions Beginning in 2015 – J. Friedlander
Dr. Friedlander reviewed the proposal which was introduced to CPC at the December 3, 2013 meeting. Based on feedback from student, faculty and staff, as well as projected FTES and financial growth potential, Dr. Friedlander requested council to approve the establishment of two, six week summer sessions to begin in 2015. A brief discussion ensued.

M/S/C (Bishop/Sullivan) to approve the proposal to offer two, six week summer sessions beginning in 2015. All approved.

6.0 ADJOURNMENT

- 6.1 The next regularly scheduled CPC meeting will be held on Tuesday, April 1, 2014 in Room 218C, 3:00-4:30 p.m.



updated as of 3/27/14

**BUDGET DEVELOPMENT TIMELINE
2014-15 BUDGET**

Color Key:

Program Review
Department Non-Labor
Department Labor
Governor's Budget
Tentative Budget
Adopted Budget
Budget Forum

Due Date	Committee	Description	Notes
October 7, 2013	Monday	Ad Hoc Group	Program Review website opens
November 1, 2013	Friday	Ad Hoc Group	Deadline for Program Review submissions
November 6, 2013	Wednesday	Ad Hoc Group	Preliminary review of Program Review Resource requests for errors, omissions, miscategorizations
November 8, 2013	Friday	Ad Hoc Group	Program Review spreadsheets ready for distribution from IT and Facilities
January 6, 2014	Monday	Fiscal	Discussion of budget strategies, estimate of potential expense increases
January 15, 2014	Wednesday	Governor	Governor releases proposed budget
January 17, 2014	Friday	VP of Business Services	Department Labor Budgets are sent to all Department Managers
January 27, 2014	Monday	Presidents Cabinet	Review Governors State proposed budget
February 3, 2014	Monday	Department Manager	Department Manager submits Labor Budget to their supervisor for review
February 7, 2014	Friday	VP of Business Services	Department Non-Labor Budgets are sent to all Department Managers (adjustments to ZBB)
February 10, 2014	Monday	Fiscal	Presentation of current mid-year Budget update and Governors State proposed budget
February 17, 2014	Monday	Area VP	Area VP reviews Labor Budget and submits to Lyndsay by February 17, 2014
February 20, 2014	Thursday	VP of Business Services	Budget Forum on Feb. 20th and Feb. 26th
February 24, 2014	Monday	Department Manager	Department Manager submits Non-Labor Budget to their supervisor for review (adjustments to ZBB)
February 24, 2014	Monday	VP of Business Services	Receive P-1 State Apportionment Allocation
February 25, 2014	Tuesday	P&R	P&R Program Review ranking complete
February 28, 2014	Friday	ITC	ITC Program Review ranking complete
March 10, 2014	Monday	Area VP	Area VP reviews Non-Labor Budget and submits to Lyndsay by March 10, 2014
March 18, 2014	Tuesday	CPC - 1st Reading	Review Tentative Budget Assumptions - 1st reading
March 18, 2014	Tuesday	CPC - 1st Reading	Review Tentative Budget: General Fund Unrestricted Revenues - 1st reading
March 19, 2014	Wednesday	Academic Senate	Academic Senate Program Review ranking complete
March 21, 2014	Friday	DTC	DTC Program Review ranking complete
March 31, 2014	Monday	Presidents Cabinet	Review Program Review
April 1, 2014	Tuesday	CPC - 1st Reading	Review Program Review - 1st reading
April 1, 2014	Tuesday	CPC - 2nd Reading	Review Tentative Budget Assumptions - 2nd reading

Due Date		Committee	Description	Notes
April 1, 2014	Tuesday	CPC - 2nd Reading	Review Tentative Budget: General Fund Unrestricted Revenues - 2nd reading	
April 7, 2014	Monday	Fiscal	Review Tentative Budget Assumptions	
April 7, 2014	Monday	Fiscal	Review Tentative Budget: General Fund Unrestricted Revenues	
April 14, 2014	Monday	Presidents Cabinet	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor)	
April 15, 2014	Tuesday	CPC - 2nd Reading	Review Program Review - 2nd reading	
April 15, 2014	Tuesday	CPC - 1st Reading	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) - 1st reading	includes updated Tentative Budget Assumptions
May 5, 2014	Monday	Fiscal	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor)	includes updated Tentative Budget Assumptions
May 5, 2014	Monday	Presidents Cabinet	Review of Tentative Budget: All components	includes Enterprise, Bond, Construction, and Equipment Funds
May 6, 2014	Tuesday	CPC - 2nd Reading	Review Tentative Budget: General Fund Unrestricted Expenditures (Labor and Non Labor) - 2nd reading	includes updated Tentative Budget Assumptions
May 6, 2014	Tuesday	CPC - 1st Reading	Review of Tentative Budget: All components - 1st reading	includes Enterprise, Bond, Construction, and Equipment Funds, and updated Budget Assumptions
May 14, 2014	Wednesday	VP of Business Services	Budget Forum	exact date to be set, tentatively will be presented May 14 and 15
May 19, 2014	Monday	Presidents Cabinet	Review Governors State May Revise Budget	<i>*Joe Sullivan and Lyndsay Maas will not be present</i>
May 20, 2014	Tuesday	CPC - 2nd Reading	Review of Tentative Budget: All components - 2nd reading	includes the presentation of the Governors State May Revise Budget and Enterprise, Bond, Construction, and Equipment Funds, and updated Budget Assumptions <i>*Joe Sullivan and Lyndsay Maas will not be present</i>
June 9, 2014	Monday	Fiscal	Review of Tentative Budget: All components - 1st Public Hearing	includes presentation of the Governors State May Revise Budget and Enterprise, Bond, Construction, and Equipment Funds, and updated Budget Assumptions
June 26, 2014	Thursday	Board of Trustees	Public Hearing/Approval of Tentative Budget	Tentative Budget must be approved by July 1st
July 15, 2014	Tuesday	Department Manager	Account Coding is provided to Department Managers for Approved Program Review Requests	
July 28, 2014	Monday	Presidents Cabinet	Review of Adopted Budget - draft	
August 1, 2014	Retreat- TBD	CPC - 1st Reading	Review of Adopted Budget - 1st reading	exact date to be set, includes presentation of the Governors State Final Budget
August 4, 2014	Monday	Fiscal	Review of Adopted Budget - draft	includes presentation of the Governors State Final Budget
August 18, 2014	Monday	Presidents Cabinet	Review Governors State Final Budget	
August 21, 2014	Thursday	Board of Trustees	Review of Adopted Budget - 1st Public Hearing	<i>*two public hearings now required by Ed Code</i>
August 25, 2014	Monday	Presidents Cabinet	Review of Adopted Budget	
September 8, 2014	Monday	Fiscal	Review of Adopted Budget	
September 9, 2014	Tuesday	CPC - 2nd Reading	Review of Adopted Budget - 2nd reading	
September 11, 2014	Thursday	Board of Trustees	Public Hearing/Approval of Adopted Budget	Adopted Budget must be approved by September 15th
November 11, 2014	Tuesday	VP of Business Services	Budget Forum	exact date to be set

SANTA BARBARA CITY COLLEGE

ASSUMPTIONS USED TO DEVELOP THE 2014-15 TENTATIVE BUDGET

As of March 10, 2014

The revenue assumptions are from the January 9, 2014 Governor's Proposal for the State Budget presented by the California Community College Chancellor's Office at the Annual Statewide Budget Workshop on January 17, 2014.

The 2014-15 Tentative Budget includes the following assumptions:

REVENUES

1. Increase in the state allocation for the Unrestricted General Fund:
 - a. COLA of 0.86% or \$630,500.
 - b. Growth/restoration of 3% or \$1.5 million. ***Growth is not projected for the 2014-15 Tentative Budget.***
2. Enrollment fee is \$46.00.
3. There is a deficit factor of 1%.
4. Increase Education Protection Act funds to eliminate shortfall of \$100 per FTES requirement. This does not increase the state allocation, but does guarantee backfill of the shortfall up to this amount.
5. International and out-of-state student revenues are expected to remain flat at \$13,825,000. (Includes reduction in enrollment offset by increase in enrollment fee rate.)
6. Interest revenue remains flat at \$150,000.
7. Lottery revenue remains flat at \$1,979,900.
8. State Mandated reimbursement remains the same at \$28 per FTES or \$406,659.
9. The College will continue to borrow FTES from summer for any shortfall in FTES generated.

EXPENDITURES

1. Minimum wage increase from \$8.50 to \$9.00, effective June 11. The district will increase hourly wages by 5.88% at each level, resulting in an increase of approximately \$125,000.
2. Classified staff who are also employed as adjunct instructors will be paid at a blended overtime rate, increasing instructional salary expenses by approximately \$100,000.
3. Three instructors to be hired, increasing instructional salary expenses by approximately \$180,000 (the net increase from converting adjunct faculty to full-time faculty).
4. COLA increase of 0.86% applied to all salaries, approximately \$500,000.
5. Instructor salary tables may be adjusted as a result of Ewing Study. *Dollar amount TBD.*
6. Classified staff salary expense increase included in Program Review. *Dollar amount TBD.*
7. Hourly salary expense increase included in Program Review. *Dollar amount TBD.*

8. Opportunity to convert 10 or 11 month employees to 12 month employees will result in an increase of classified salaries and benefits. *Dollar amount TBD.*
9. The supplies and operating expense budgets will have adjustments. *Dollar amount TBD.*
10. Employer contributions toward health benefits are expected to increase. *Dollar amount TBD.*
11. The State Unemployment Contribution Rate remains flat at 0.05%.
12. The State Workers Compensation insurance rate will change. *Dollar amount TBD.*
13. The CalPERS employer contribution rate is expected to increase. *Dollar amount TBD.*
14. The CalSTRS employer contribution rate is expected to increase. *Dollar amount TBD.*
15. To-be-purchased Program Review items from prior years of 2012-13 and 2013-14 were rolled into 2014-15. *Dollar amount TBD.*
16. Program Review items approved for Budget 2014-15 will be included. *Dollar amount TBD.*
17. The fixed and mandated expenses are expected to increase based on actual or trends. Fixed and mandated expenses consist of increases in maintenance agreements, utilities, postage, rent etc. *Dollar amount TBD.*

TRANSFERS

These are the transfer of funds to and from the Unrestricted General Fund Ending Balance.

1. Transfer to Categorical programs (EOPS, DSPS, and SSSP) remains flat, in the amount of \$425,000.
2. Transfer to the Children's Center Fund is \$209,000.
3. Transfer to the Construction Fund for ongoing campus maintenance of \$2.0 million.
4. Transfer to the Construction Fund for loan payments to the California Energy Commission for the photovoltaic system loan is \$191,846 for 2013-14 and for the light program loan is \$91,940. These amounts will continue for the life of the loans (ending in 2024 and 2021).
5. Transfer to the Equipment Fund is \$1.5 million for equipment replacement and \$155,000 for copier replacement.
6. Transfer in from the "I Can Afford College" State Financial Aid Media campaign grant. This is a pass through of funds that the College manages for the chancellor's office.

CASH FLOW

1. The backfilling of any RDA shortage will be moved to April 15, to minimize any impact to local apportionments.
2. Deferrals reduced from \$8.4 million in 2013-14 to \$0.

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
2014-15 Tentative Budget
General Fund - Unrestricted**

	2011-2012 Actual	2012-2013 Actual	2013-14 Adjusted Budget	2014-15 Tentative Budget	Variance B13-14 vs B14-15	
					\$	%
REVENUES						
Federal	\$250	\$290	\$0	\$0	\$0	0%
State	\$42,865,790	\$37,322,826	\$36,146,105	\$38,430,345	\$2,284,240	6%
Local	\$50,648,165	\$49,621,988	\$50,832,372	\$50,386,005	(\$446,367)	(1%)
Total Revenues	\$93,514,205	\$86,945,104	\$86,978,477	\$88,816,350	\$1,837,873	2%

Details of Variance:

COLA increase 0.86%	\$630,500
Apportionment increase: lower deficit factor in 14-15 compared to 13-14	\$1,653,740
Enrollment Fees decrease: budget in 13-14 higher than 13-14 projected revenues	(\$446,717)
Miscellaneous adjustments	\$350
Total Variance	\$1,837,873