

**Santa Barbara City College  
College Planning Council  
Tuesday, October 21, 2008  
3:00 pm – 4:30 pm  
A218C  
~ Minutes ~**

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

GUESTS: C. Alsheimer-Barthel, A. Scharper, L. Stark, L. Vasquez

ABSENT: C. Avendano, Associated Study Body President, S. Knotts, Student Trustee

**Call to Order**

Superintendent/President Dr. Serban called the meeting to order.

1. Approval of the minutes of the October 7, 2008 CPC meeting (attached)

**M/S/C [A Serban/T Garey] to approve the minutes of the October 7, 2008 CPC meeting with the following corrections:**

- **Joyce McPheter *was* present at the October 7, 2008 meeting**
- **Classified Consultation *Group* instead of Classified Consultation Council**

**Information Items**

2. First meeting of Citizens' Bond Oversight Committee scheduled for Nov 6, 4pm-6pm.
  - a. President Serban reported the purpose of the first meeting of the Citizens' Bond Oversight Committee:
    - i. Review the by-laws of how the group will operate: frequency of meetings, their role, their level of responsibility, and what to expect from SBCC.
    - ii. The SBCC Board of Trustees signed a Resolution allowing us to sell bonds. The Resolution was sent to the County of SB and it will be acted upon at the Nov 4 meeting.
    - iii. President Serban, President of the Board O'Neill and VP Business Services Sullivan will make presentations to the two main rating agencies – Moody's and S&P - on Oct. 28<sup>th</sup>. We should receive our rating for the college on Nov 4.

- iv. The SBCC Measure V Bond amount is on the current Property Tax bills. If you receive calls regarding property taxes and the bond direct them to President Serban or VP Sullivan.
  - v. Our schedule is to have the bonds sold during the first week of December. Everyone will be informed as to how and when the bonds are sold. A number of individuals have expressed interest in buying the bonds.
- 3. Second President's Chat scheduled for Thursday Oct 23, 2:30-3:30pm A211.
  - a. President Serban announced that this chat will take place as scheduled. Would like to encourage people to attend.
- 4. Observations from accreditation visits Oct 13-16, 2008 – Andreea Serban, Darla Cooper
  - a. Darla Cooper and President Serban's observations were translated into what SBCC needs to be mindful of:
    - i. Important to provide Self Study documentation ahead to the team. Important to give the Team as much as information before they get here so that most of their work is done. They are here to verify.
    - ii. Provide evidence, the team should not have to search for it. Don't want to leave possibility that the team won't find it.
    - iii. Integrated Planning is a major theme. Integrated Planning means that there is an overall strategy and a link between the overall strategic plan and the other plans (i.e., technology). All the plans must go through a regular evaluation and discussed through the shared governance processes. It is important that the evaluation discussions be clearly documented as well as how the evaluations of various plans were used for improvement purposes.
    - iv. Important to have the program review linked to planning and budgeting. The documentation that the department prepares needs to be integrated, refer to the Program Review and show clear justification for the budget item. It is imperative that we link requests for resources identified through the Program Reviews to inform the 09/10 budget.
    - v. Important that our college website contain accurate information, especially Institutional Research which is the first piece that the team looks at, also Admissions and Records, Financial Aid, Transfer Information, Human Resources.
    - vi. Important that there is consistency of information between the printed college catalogue and other materials and the web version. We need a system for ongoing maintenance.
    - vii. Important to review Board Policies on a regular basis.
    - viii. US Dept of Education clearly states that a college has two years to fully address what the Accreditation Team recommends.
- 5. Status of our self study for re-affirmation of accreditation – Andreea Serban

- a. President Serban expressed her appreciation for the hard work of the writers of the Self-Study as well as all those who worked on it. Draft II has emerged right on track.
- b. President Serban thanked all those involved for their effort to get SBCC where we are with our self-study.

### **Discussion Items**

#### 6. 2008-09 budget – Joe Sullivan

- a. VP Sullivan provided a hand out of the SBCC 08 – 09 General Fund budget comparisons of the 08 – 09 adopted budget along side three other budget scenarios: Worst Case, Most Realistic and Best Case. He reported and answered questions on all aspects of the Revenues & Operating Expense comparisons. He then reported on the discussions centered on the state budget crisis at the Fall Conference of ACBO (The Association of Chief Business Officials from California Community Colleges).
- b. President Serban stressed top priorities regarding the current critical budget situation:
  - i. Priority number one is maintaining core instruction and student services.
  - ii. And equal to Priority #1 is that we are committed to keeping all full time employees employed. That means that everything else is secondary. We can survive without other things for about a year or two until the situation improves.
  - iii. At the same time, we have to avoid borrowing at all costs because of the high interest rates and the negative impact borrowing would have on our overall fiscal situation.
- c. President Serban noted that we need to make it clear that it is not the administration driving the college budget situation, but the State of California is driving the budget situation. We need the support of the college community to adjust to the situation, and we need to do it in a fiscally responsible manner. The details and specifics of what this means will be presented campus wide at several upcoming budget forums.
- d. Collectively we need to start looking at ways to make cuts in the budget. We have limited ways of saving money. Anybody who has bright ideas about saving money, please send them forward.
- e. President Serban presented some cost saving ideas that were discussed:
  - i. During the 02-03 budget crisis, the idea of paying student workers once a month versus twice a month was discussed and not approved. VP Sullivan recalled that this could save approximately \$30,000 by eliminating the overtime needed to accomplish the task of paying students twice a month.

- ii. As positions become vacant, we will determine case by case in terms of direct services to students whether the position will be filled right away or on hold for awhile.
  - iii. Sabbaticals were put on hold during the 02-03 crisis; we may have to look at this again, as this budget situation is even more critical. Executive VP Friedlander said we need to make this decision soon.
- f. After discussion, it was agreed upon by everyone that no computers will be replaced, unless they break, for the next year. We have a good inventory at this time.
- g. There will be an analysis of the spring classes from last year vs. spring classes this year to see how classes can be combined to save money.
- h. It was agreed upon that we need to replace/maintain the copiers. We have to keep a level of technology on campus, not only it is a requirement of the Accreditation Standards, but if we let equipment fall beyond a proper level of functionality the students will suffer.
- i. Tom Garey spoke of giving as much agreement as we can in advance about what kinds of actions we are going to take, then informing everyone on campus.
- j. Discussed the fact that in 2002 – 03 mid year budget cuts, some people had to take on duties of those who left their positions, so some employees were left doing the job of two people. We do not want that to happen again due to a freeze. We do not want the jobs themselves to disappear. There are some things that will not get done. After the last time, there were back logs. President Serban said that of the 16 positions vacant as of June 2008, we have filled 14, so the reality is that we lifted the hiring freeze entirely and at the moment we are fully staffed. She went on to say that we will keep track of what is happening in terms of unfilled positions. Carlos Ramirez asked about those who will be retiring this year and will we fill those positions. We have names of faculty who are retiring, classified retirements can occur at any point in time. CSEA President reminded everyone that hourlies or students cannot replace frozen position.
- k. Another suggestion was to establish some baseline criteria such as: limit new sections, cancel classes with less than 20 students, get some ground rules that people can use. Once definite ground rules are set, we will know what we are working with. President Serban and VP Friedlander said that working through the Academic Senate, we will know what the ground rules will be regarding course offerings in Spring 2009. We will work closely with the Deans and the President of Academic Senate, Ignacio Alarcon, to come back to the Senate with a concrete set of criteria in those areas mentioned. It is very important that everybody knows what we are doing.

7. Continued discussion on linking program review to planning to budgeting – All

- a. After discussion of different aspects of allocating funds to support requests identified in Program Reviews and where the funds will come from, a motion was made first to make this an action item.

**M/S/C [K Molloy/T Garey] to approve to move the motion regarding linking program review to planning to budgeting to an action item.**

#### **Action Items**

**M/S/C [T Garey/K Molloy] to approve the adoption of the plan for tying block grant money to program review requests. The recommendations, made at the operational units through the program review process will be coming to CPC where the Block Grant allocations will be decided.**

8. Continued discussion on evaluation of governance structure and decision making processes – All
  - a. Review of list of current committees and workgroups
  - b. This item will be discussed at the next meeting.

Chairperson President Serban adjourned the meeting at 4:30pm.

**Next meeting** Tuesday November 4, 2008 3-4:30pm - A 218C

**INSTITUTIONAL CODE OF PROFESSIONAL ETHICS  
DRAFT**

**Reference:**

Accreditation Standard III.A.1.d

**DEFINITION OF ETHICS**

Ethical behavior is often defined as “right” or “good” behavior as measured against commonly accepted rules of conduct for a society or for a profession. The ethical person is often described in absolute terms as one who is fair, honest, straightforward, trustworthy, dispassionate, and unprejudiced. If, however, one is inconsistently fair or honest, one loses credibility and is perceived to be unethical. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of office.

**IMPORTANCE OF ETHICS**

The credibility of the District’s employees depends upon whether they are perceived as honest men and women. If integrity contributes to credibility, then ethical behavior is a singular prerequisite to successful performance. When people are convinced that public institutions employ honest individuals, questions of credibility and demands for public accountability rarely arise.

Statements of ethical standards do not necessarily ensure ethical behavior. Yet public statements of intent surely create an expectation that public officials will indeed act with integrity in the public interest.

**EXPECTATIONS FOR ETHICAL BEHAVIOR**

Employees of the District shall be committed to the principles of honesty and equity. They shall not seek to abridge for any purpose the freedoms of other employees or students. At the same time, they shall not willingly permit the right and privileges of any members of the college community to override the best interests of the public served by the District.

Employees shall exercise judgments that are dispassionate, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as educational leaders.

They shall confront issues and people without prejudice. They shall do everything they can to demonstrate a commitment to excellence in education and without compromise to the principles of ethical behavior.

Similarly, students are expected to abide by ethical behavior and decision-making in their treatment of District employees, other students, and members of the public.

Santa Barbara City College 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