

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
DISTRICT TECHNOLOGY COMMITTEE**

September 19, 2000

3:00 – 4:30 PM

A218C

MINUTES

PRESENT: J. Friedlander, B. Fahnestock, S. Ehrlich, B. Hamre, L. Fairly, B. Cordero, K. McLellan, M. Gallegos, T. Garey, J. Webber, J. Lynn, K' O'Connor, A. Serban, L. Rose, M. Ferrer and L. Vasquez

EXCUSED ABSENCE: Kent Richards

DTC

1.0 Call to Order

The meeting was called to order by Chairperson Jack Friedlander

- 1.2 Information Items: Jeannette Webber was introduced and welcomed as an Academic Senate representative to CPC.

2.0 Discussion Items

- 2.1 Bill Hamre, Vice President of Information Resources, distributed an outline for the Oracle SIS, HR and Finance systems projects and announced the timelines for implementation. He said he was pleased with the progress being made for each of the systems. It was anticipated SIS would be in place in May of 2001 for Spring/Fall 2001 registrations but it has been delayed to October 2001. This delay will enable the college to work with Oracle to allow more time for testing the new systems and allow for a more orderly implementation for Spring 2002 semester which wouldn't have occurred if it was implemented for Summer/Fall 2001.

In regard to Oracle Finance, Tom Garey requested that a group of users have an opportunity as soon as possible to look at the features of the new version and how they will impact those responsible for managing budgets. It was agreed by Bill Hamre and Brian Fahnestock that department chairs and managers would participate in a review of the new features. The October 2001 to January 2002

timeframe would allow for the appropriate feedback from department chairs and managers prior to the implementation of the new release of Oracle Finance.

Sue Ehrlich, Vice President of Human Resources and Legal Affairs, announced that her staff was pleased with the proposed new features of Oracle HR. Vice President of Continuing Education, Lynda Fairly, reminded CPC and Human Resources that the existing HR system in Continuing Education is working well. That system should be taken into account in HR's direction. Jack Friedlander also recommend to Bill Hamre and Sue Ehrlich that a meeting be held with the appropriate faculty, department chairs and administrative staff for them to review the new features of the HR system so that they could provide feedback on the proposed features of the program.

- 2.2 Bill Hamre gave a report of the status of student portal project (Campus Pipeline). His report was outlined in a handout.

- 2.3 Bill Hamre gave a report on the timeline for replacement of technology equipment and the procedure for funding technology equipment replacements that are out of sequence. He also distributed a model for requesting new technology initiatives. There was a concern expressed that the forms were too cumbersome and complex and required an extraordinary amount of time to complete. This is particularly the case when a request involves the purchase of a few computers. Bill Hamre invited members with questions to contact him directly.

- 2.4 Timeline for new technology equipment requests

Bill Hamre related that no funds are presently budgeted to support new technology equipment requests for 2001-2002. Members of the council believe there is a strong likelihood that funds would, in fact, become available to support new technology next year. Therefore, the council recommended that each unit of the college move forward with new technology requests. Bill Hamre said he would bring a timeline for submitting requests for 2001-2002 to the next CPC meeting.

- 2.5 Discussion of college's policy for the purchase of laptop computers for faculty and staff

Bill Hamre reported that there is no policy for purchasing laptops for faculty and/or staff. Issues were raised concerning the added cost of purchasing, repairing and insuring laptops vs. the use of desktop computers. Bill Hamre stated that he is in support of a change in policy allowing for the purchase of laptop computers and would develop a policy to bring to a future DTC meeting.

- 2.6 Template for requesting new technology initiatives

Addressed in the context of the discussion in 2.3.

CPC

1.0 Call to Order

- 1.1. M/S/C [Lana/Hamre] [with four abstentions] to approve the minutes of the September 5, 2000 meeting

- 1.2 Announcements

There were no announcements

2.0 Information Items

None

3.0 College Plan/PFE Planning Process

- 3.1 Proposed format for submitting plans for achieving the goals and objectives in the College Plan 1999-2002

Dr. Friedlander presented a proposed template for new initiatives and existing activities that require additional resources. Lynda Fairly stated that the council previously agreed to a template to address the criteria and that template was easy to complete. Ms. Fairly stated that the template that CPC had previously approved could be enhanced by identifying “access to existing resources needed” to complete an existing objective. Dr. Friedlander stated that he would modify the format approved by CPC to include an additional column with added language and bring to the next CPC meeting. The request was made to put the template in an Excel format.

- 3.2 Proposed timeline for submitting plans to CPC and CPC’s review of those plans

Dr. Friedlander stated that the plans for each of the vice presidents be submitted to him prior to winter break (*Monday, December 18*). He would then organize the plans for CPC to review during a planning retreat in January. The purpose of the January planning session would be to review plans to identify resources required to support major needs of the college to achieve its goals and objectives. The resources requested to achieve college plan objectives will receive priority in allocating funds from PFE.

A great deal of discussion took place regarding when and how departments and units of the college could submit requests for resources for PFE funds. The suggestions ranged from inviting all faculty and staff to submit requests for PFE funding in the fall to waiting until after CPC has identified its recommendations

for priorities and then invite input. The council did not come to closure in this matter and would make it a priority at the next meeting.

Tom Garey further offered a suggestion that one-time PFE dollars be allocated proportionally to the major units of the college. Each unit would determine how those funds would be distributed in meeting the goals and objectives and sustaining excellence of existing programs. A plan will be brought back to CPC.

The council will need to identify the dates for the January planning meeting at its October 3, 2000 meeting.

3.3 Proposed process for identifying requests of ongoing and one-time PFE funds

Tom Garey expressed concern that there is a need to set aside and provide funds to sustain college infrastructure (e.g., under-funded budgets to sustain the excellence of an ongoing activity). Dr. Friedlander acknowledged the importance of the need identified by Tom and would incorporate that recommendation in the proposed plan.

3.4 Proposed process for allocating one-time PFE funds from the unallocated PFE dollars that are available for 2000-2001

This item was address as part of the discussion of 3.5.

3.5 Proposed Use of One-time PFE Funds (Unallocated \$876,789 available this year)

Dr. Friedlander presented a proposal from Dr. MacDougall to set aside \$100,000 of unallocated dollars for one-time requests this year in support of achieving objectives in the College Plan. One method for allocating these funds in an expedient manner would be to provide a percentage to each unit of the college. The question arises of what criteria do we use to determine those percentages. Dr. Friedlander stated that Dr. MacDougall has requested CPC wait until its next meeting to begin its deliberations on the process for distributing the \$876,789 which is available this year for one-time funding. At that time he will have a better picture of the district's cost in supporting the projects listed below. At the next meeting, the allocation of one-time funds will be considered.

1. Project Redesign: costs needed to implement the student portal projects
 - a. Will consider Tech 2 funds to cover ongoing costs if they become available next year.
2. Facilities projects in support of Educational Programs
 - a. LSG remodel (bids are due next week)
 - b. Equipment for LSG building that has not been budgeted
 - c. Costs not budgeted for the Science Village
 - d. Costs not budgeted for the faculty/staff office buildings (\$400,000 or so)

- e. Costs associated with upgrading and expanding the facility used for Cosmetology (\$600,000 plus upgrade to meet Field Act)

4.0 Action Item

- 4.1 M/S/C [O'Connor/Fairly] to endorse the submittal of a proposal to the Accreditation Commission requesting consideration of the college conducting an experimental self-study.**

Tom Garey clarified that the action was to request the option to do an experimental self-study, but not a commitment to do so.

5.0 Adjournment

The meeting was adjourned by Dr. Friedlander.

**Assignments to Coordinate the Development and Implementation of the
Strategies for Achieving the Goals and Objectives of the College Plan**

GOAL 1

Objective 1 Friedlander
Objective 2 Friedlander

GOAL 2

Objective 3 McLellan/Friedlander
Objective 4 Friedlander/Fairly
Objective 5 Fairly

GOAL 3

Objective 6 Friedlander/Fairly
Objective 7 Friedlander
Objective 8 Friedlander
Objective 9 Friedlander/Fairly

GOAL 4

Objective 10 Friedlander
Objective 11 Friedlander
Objective 12 Friedlander/Fairly
Objective 13 Friedlander
Objective 14 Friedlander/Fairly
Objective 15 Friedlander
Objective 16 Friedlander/Fairly
Objective 17 Friedlander
Objective 18 Friedlander
Objective 19 Friedlander/Fairly/Serban

GOAL 5

Objective 20 Friedlander/Fairly
Objective 21 Friedlander/Fairly
Objective 22 Friedlander/Fairly
Objective 23 Friedlander/Fairly

GOAL 6

Objective 24 Friedlander/Fairly
Objective 25 Friedlander

GOAL 7

Objective 26 Friedlander
Objective 27 Friedlander

GOAL 8

Objective 28 MacDougall

GOAL 9

Objective 29 MacDougall
Objective 30 MacDougall

GOAL 10

Objective 31 Hamre
Objective 32 Hamre
Objective 33 Hamre
Objective 34 Hamre

GOAL 11

Objective 35 Friedlander/Fairly
Objective 36 Fahnestock

GOAL 12

Objective 37 Fahnestock
Objective 38 Snyder

GOAL 13

Objective 39 Ehrlich

GOAL 14

Objective 40 Ehrlich

SAMPLE FORMAT FOR PRESENTING STRATEGIES TO ACHIEVE COLLEGE PLAN OBJECTIVES

Goal 6

Objective 24

Plan for Achieving Objective 20

<i>Activity</i>	<i>Person Responsible</i>	<i>Staff/Departments Involved</i>	<i>Contingencies Affecting Activities (e.g., additional staff resources or equipment required to implement planned activity)</i>	<i>Timeline</i>	<i>New/Additional Access to Existing Resources*</i>	<i>Data Sources for Measuring Attainment of the Objective</i>
24.1 Conduct department planning meetings to identify new courses & programs	VP, Educational Programs	VP, Ed.P, Deans of AA, Department Chairs	N/A	Feb.-May each year		CAC Agenda/Minutes
24.2 Complete environmental scan of trends taking place that affect employment	Director of Institutional Planning and Research	Director of Institutional Planning and Research Career Advancement Center	Institutional Planning & Research. Staff time needs to be allocated	July 2001		
24.3 Identify need for new/revised instructional programs at annual vocational education advisory committee	Deans responsible for vocational education programs	Deans and Chairs of Vocational Education Department, Career Advancement Center	N/A	Feb., May each year		
24.2 Include a needs assessment for new instructional programs as part of the program review cycle	Deans of departments undergoing program review	Deans, department chairs, and Director of Institutional Planning and Research	N/A	Feb., May		

*Staff, facilities and/or other resources (please identify)

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Att. 3

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SAMPLE FORMAT FOR PRESENTING STRATEGIES TO ACHIEVE COLLEGE PLAN OBJECTIVES

Goal:

Objective:

Plan for Achieving Objective:

<i>Activity</i>	<i>Person Responsible</i>	<i>Staff/Departments Involved</i>	<i>Resources/Budget Requested*</i>	<i>Timeline</i>	<i>Access to Existing Resources**</i>	<i>Data Sources for Measuring Attainment of the Objective</i>

* Fill out attached form

**Staff, facilities and/or other resources (please identify)

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Att 3A

BUDGET

FUNDS REQUESTED TO ACHIEVE OBJECTIVES

Object of Expenditure	Classification	New Resources Requested	Access to Existing Resources*

*Staff, facilities and/or other resources (please identify)
c:/keepers/word/grants/FIIITemplate

**PROPOSALS FOR REQUESTING FUNDS/RESOURCES
TO AUGMENT EXISTING PROGRAMS
(Not Directly Related to College Plan) ^{1,2}**

Department/Unit:

Person Submitting Request:

<i>Funds Requested</i>	<i>Rationale for Request</i>	<i>Amount Requested (Note if one-time or ongoing)</i>

Note ¹. List each resource request separately.

Note ². Specify object of expenditure (e.g., 1000-6000 accounts and provide budget detail, including payroll and benefits costs for positions).

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Att 4

**PROPOSED PROCESS FOR ALLOCATING
PFE and GROWTH/COLA FUNDS**

<i>Timeline</i>	<i>Activity</i>
October 5, 2000	1. Request for proposals for resources needed to meet objectives in the College Plan and general program support needs will be distributed to all departments/units. Requests for one-time and ongoing PFE, growth and COLA funds will be invited.
	2. Proposals requesting funds in support of achieving objectives in the College Plan are to be sent to the president or the vice president responsible for the objective(s) the proposals are intended to address.
	3. Proposals pertaining to student success, professional faculty development, vocational education/economic development, marketing, student information systems and instructional technology will be submitted to the Executive Vice President, Educational Programs. He will distribute the proposals to the appropriate administrator assigned to the cross-functional team.
	4. Proposals requesting resources to augment existing programs and services that do not address one or more objectives in the College Plan should be forwarded to the vice president for the department/unit.
	5. Each vice president will be responsible for developing a process within his or her division for reviewing and prioritizing the proposals for PFE (one-time and ongoing) and growth/COLA funds within their respective areas.
November 3, 2000	Proposals are due to the appropriate vice president
November 6 – December 15, 2000	The process for reviewing and prioritizing proposals for achieving College Plan objectives and augmentations of budgets for existing departments/programs identified within each vice president area will be completed.
December 20, 2000	Proposals and the priority order in which they were ranked are submitted to the vice presidents/president will be submitted to Dr.

	Friedlander, chair of the College Planning Council.
January 10 & 11, 2001	CPC reviews proposals and identifies those which support major college priorities: 1. One-time PFE funds 2. Ongoing PFE funds 3. Growth/COLA funds for general program support
January 22 – March 3, 2001	Proposals are reviewed and ranked by the Academic Senate and Classified Council.
March 6, 2001	CPC reviews proposals (first hearing)
March 20, 2001	CPC ranks proposals (action) and forwards recommended rankings of requests to Dr. MacDougall for: 1. One-time PFE requests for 2001-2002 2. Ongoing PFE requests in support of college plan objectives 3. Requests for augmentations to department budgets from growth/COLA funds.
April 17, 2001	Dr. MacDougall will inform CPC if he has any concerns with the recommended proposals submitted to him.
April 26, 2001	Recommended allocations of PFE funds

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PFE ALLOCATIONS 1998-2001

	Ongoing	Onetime
TRANSFER		
Student Affairs		
Revitalize Transfer Center	\$100,000	
STUDENT SUCCESS BASIC SKILLS		
Academic Affairs		
Tutors & Aides	70,000	
College Achievement Program	30,000	
LRC Open on Saturdays	30,000	
Staff Development: T&C	20,000	
Student Success Course Development	10,000	
Readers	20,000	
DEGREES & CERTIFICATES		
Academic Affairs		
1.0 FTE LTA Business Lab	45,755	
.5 FTE LTA CNNE Lab	20,291	
Health Tech Lab Director	11,412	
Tutors/Instructional Aides for DAC	49,947	
2.0 FTE ICLCs for DAC	95,534	
Support for Occupational Ed Dean	10,000	
Continuing Education		
1.0 FTE Inst. Teach Specialist		
Supplies		\$68,750
Printing & Duplicating		2,000
Staff program Development		500
Staff Development		2,400
Student Affairs		2,500
1.0 FTE Rel with Schools SPA	41,536	
Web-Based Degree Audit System	6,000	60,000
College Reps	7,500	
COLLEGE WIDE SUPPORT OF PARTNERSHIP GOALS		
Marketing Plan (one-time?)	70,000	
Instructional Support Staff for FRC	50,000	
Alternative Delivery of Instruction/Accessibility:		
L. Vasquez from 60% to 100% Time	30,000	
Director of Institutional Research	95,000	
IR Assistant	60,000	
Network Services Administrator	80,000	
IRD Technical Support Specialist	60,000	
Housing: Hourly Staff	10,000	
Support Costs (one-time?)	45,000	
1999-2000		
Continuing Education Programs	221,573	
Online Aides	56,000	
Overhead	5,000	1,000
Technologies Division aide	43,679	
Overhead	5,000	4,000
Pre-assessment math	2,428	
Web Master Assistant	62,267	

10/3/00

**Distribution of \$100,000 of Partnership for Excellence Funds
Using the 2000-01 General Fund Unrestricted Budget by Function**

<u>Function</u>	<u>Total Budget</u>	<u>%</u>	<u>PFE Distribution</u>
1 Academic Affairs	\$ 27,158,157.00	0.598849	\$ 59,885
2 Continuing Education	5,044,796	0.11124	11,124
3 Business Services	6,026,959	0.132897	13,290
4 Student Services	3,918,186	0.086398	8,640
5 President's Office	857,084	0.018899	1,890
6 Human Resources	508,813	0.01122	1,122
7 Information Resources	<u>1,836,632</u>	<u>0.040498</u>	<u>4,050</u>
Total	\$ 45,350,627.00	1.000000	\$ 100,000