

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**March 5, 2002
3:00-4:00 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, B. Hamre, B. Fahnestock, S. Ehrlich, L. Fairly, K. McLellan, L. Rose, K. Hanna, R. Launier, T. Garey, A. Serban, J. Chase, R. Ebrahimi and Nyla Blasdel [Student Senate]

1.0 Call to Order

1.1 Approval of the minutes of the February 5th and February 19th CPC meetings

M/S/C [Hanna/Hamre] unanimously to approve the minutes of the February 5, 2002 CPC meeting.

M/S/C [Serban/Hanna] unanimously to approve the minutes of the February 19, 2002 CPC meeting with the following corrections:

Item 3.1, pg. 3: Dr. Friedlander said he would bring the positions approved by Cabinet for funding back to CPC as a ~~an information~~ discussion item at the next meeting.

Item 4.3: Calendar for review of ~~verification section~~ the measures of institutional effectiveness.

1.2 Announcements

- Dr. Friedlander announced that the "LSG" Building would be renamed "Earth & Biological Sciences". Beginning in fall 2002, the Science Village will be renamed "East Campus Classrooms". The print shop will be moved to the HT building which will be renamed "The Print Shop". The temporary R5 & R6 buildings will be renamed "FRC 1" and "FRC 2". Security is moving into the R7 building which will be called "Security". These changes will be made on the campus map prior to fall semester.
- Yuki Nishinaka has been hired for the Graphic Design position to replace Pamela Poppert. Dr. Friedlander told the council of Ms. Nishinaka's outstanding portfolio.

- Sue Ehrlich reported the faculty hiring process is going well and the committees are working hard to move the process forward. HR has processed 550 applications for faculty positions.
- Interviews for the superintendent/president position will take place from Tuesday, March 12, through Friday, March 15.
- Lynda Fairly will delay her presentation on the reorganization of Continuing Education until Cabinet can review the proposal.
- Rocky Young, president of Pierce College, will be the chair of the accreditation team that will visit the college in October.

2.0 Information Items

2.1 sbcc.edu implementation

Bill Hamre informed the council that we now have the ability to use the "edu" domain. This last year the EduCause committee gave the authority to designate the "edu" domain for community colleges. In the next month or so we will be doing public announcements and marketing of the new designation. We will continue to be able to use sbcc.net for at least another year. We will also be able to receive e-mails @sbcc.edu.

2.2 District Review and Recommendations regarding the 2003-2004 budget

Dr. Friedlander called the council's attention to the memo from Chancellor Thomas Nussbaum requesting the district to review and make recommendations regarding the system's 2003-04 budget requests. Each district is asked to provide feedback to the Chancellor's office by April 19th as to whether it agreed to the priorities and/or what we consider as a priority. Bill Hamre stated that system-wide growth funding is being deficiated by 15% because of the higher than budgeted growth within the system. This does not impact the college because we had a growth target of 8 percent. Even with a 15% reduction all of our growth will be funded this year. Dr. Friedlander added that we will have at least a 5.5% growth this year, credit and non-credit. Bill Hamre disclosed there is a \$7.8m dollar deficit in student fee revenue collection this year. Although in normal years the state is supposed to absorb this shortfall and backfill it with state general apportionment, because of the current year budget climate the state will not be able to do so. Consequently, every district was deficiated approximately ½ percent to make up the shortfall which is \$90k less than normal. If you consider we are still not sure about local property tax revenues [statewide] as well as student fee revenues, that deficit could grow.

Keith McLellan asked the question of when the budget will have some settling so we know whether, for example, matriculation will be cut 37-½ percent. Dr.

Friedlander responded the Chancellor sent an e-mail Friday saying that he predicts that there will not be any serious conversation until after the May revise and it may be some time before we will get clarification which makes it extremely difficult to plan. Additionally, because of the November election and the fact no candidate will want to be associated with major budget cuts, a non-controversial budget may be passed with a special session called after the election to put forth a more realistic budget which reflects available state revenues. If this occurs, the colleges may receive mid-year reductions in their 2002-2003 budgets.

Discussion Items

3.1 Positions identified by Cabinet for funding with growth funds [*taken out of order after 1.2*]

Dr. Friedlander discussed the two positions in Educational Programs that were identified as top priority for funding by growth funds. One is the ICLC position (\$50k) for the new computer lab in the LSG (to be renamed Earth and Biological Sciences) building. It has been a known need for a couple of years and has been unsuccessful when it was proposed for PFE funding and we have not been able to raise external funds. Because of the importance of the program and the fact that the lab is opening in the fall, the need for funding the lab is critical. The lab will allow us to expand the number of biology/science lab classes we offer. It would also allow the biology department to offer instruction similar to what is offered at UC and CSU institutions. Dr. Friedlander and Dr. Friesen have conservatively estimated 90 new FTES per year from the lab. When the proposals for biology/science lab were presented to ITC, it insisted that the lab be properly staffed before going forward. Dr. Friedlander indicated he will have to look for funds in his own budget for an LTA since the lab will be open six days a week and four nights a week and will need additional staffing. The LTA will not be funded from growth dollars.

The second position, the educational applications administrator (\$25k), was also an initial request for funding from PFE to support Campus Pipeline and WebCT. Last year one-time PFE funds were allocated to hire a full-time educational applications administrator to provide the technical support for Campus Pipeline (CP) and WebCT. This position was funded for one-year. CPC was not willing to make this position permanent until there was evidence that CP would be fully implemented. Based on the success of the pilot projects using CP and the plans to make it available to all students in fall, 2002, the critical role Dan Watkins has played in supporting faculty and students with the training and technical support for CP and the technical support for WebCT, and the potential of CP and WebCT to enhance the learning and success of students, I have made the permanent funding of this educational applications administrator one of my top two priorities for Educational Programs. Without this position, we would not be able to provide adequate training or technical support to the student portal and web-based

instructional initiatives that have been identified as essential components of the college's plan since Project Redesign.

Brian Fahnestock briefed the council on his request for growth funds for the position of custodian. This request is made because of the increased workload on the custodial staff. He has been increasingly reliant upon hourly people. Ten years ago there were 24 custodians at the college; today there are 25 and there is roughly 150,000-sq. ft. in additional space. More importantly is the complexity of the space, i.e., the Life Fitness Center, the Studio Theatre and the admin remodel to accommodate MAT and the nursing program. We've added ECOC 1 and 2, which are labor intensive. The reliance upon hourly custodial staff is growing and we need permanent people. We receive money for facilities and operations each year from the state. This past year we received approximately \$16k in additional money. The cost of a custodian is approximately \$41k in salary and benefits.

Bill Hamre referred the council to the February 5th CPC minutes which discusses the need of technology replacement funding. Part of the assumption for the use of growth funds is to take \$50k a year of growth revenue to pay for the ongoing renewal of new technology initiatives. We targeted \$200k of new technology initiatives, which would be ranked by ITC and CPC/DTC. We need ongoing revenue to replace the new technology on a four-year cycle. This \$50k is funding from growth to provide the ongoing renewal to enable us to move forward with new technology initiatives. The past two years money was assigned from PFE but since there is no longer PFE funding, the only ongoing revenue stream is growth funds.

Lynda Fairly indicated that her use for the dollars she will receive from growth [\$75k] funds would be reflected in her reorganization plan to be presented to CPC in two weeks.

Sue Ehrlich is seeking growth funds for a human resources technician position. At the time of the reorganization of HRLA was brought forward to CPC, a place was held for this position but not brought forward until there was an opportunity to evaluate the impact of the conversion to Oracle in her area. This fall HR processed as many classified hourlies in one semester as was done for the entire year in 2000-2001. Several things are apparent from the implementation of Oracle. The savings and the efficiencies from Oracle will not be realized without the accurate and timely entry of data into the system. The powerful system that we have requires someone to be available to interface with the other units on campus that depend on the data and reports generated from the HR system. This will involve someone who is knowledgeable in how to enter and maintain data in the HR system as well as how to generate reports from the Oracle HR system. This is not a management but rather a staff position. Sue continued saying HRLA is entering data to maintain the student systems and the integration with payroll. This person will relate to individuals in those departments. Prior to

the implementation of Oracle, some of the information HRLA was providing to the state through the Pertain system was less than accurate. We also realize that we need to keep our data current and to be able to manipulate it. The cost of this position is about \$52k. The current backfill for this position is Oracle staff and four federal work study aids. At this juncture, we are behind in data entry. The management position that was added in the HRLA reorganization deals with a much higher level of analysis and reporting. More data has been entered that was in Pertain because we have been able to generate reports more easily.

Tom Garey asked Sue Ehrlich whether the process of hiring adjunct faculty could be simplified to avoid copious redundant paperwork. Sue asked that Tom contact her with a list of concerns and suggestions. Sue said one of the purposes of our intranet is to automate a number of our processes. Tom added the concern that the electronic processes do not become more complicated than the paper processes they are designed to replace.

In response to a question from Karolyn Hanna regarding the amount of growth dollars that we are expecting, Bill Hamre reported that the approximate expenditures from approximately \$1.5M in growth dollars this year are:

\$658,848	New faculty positions
\$ 75,052	Non credit (Continuing Ed)
\$ 50,000	Technology replacement
\$ 41,000	Custodian
\$ 52,000	HR technician
\$ 50,000	ICLC (LSG)
\$ 25,000	Educational Applications Administrator [Dan Watkins]

Tom Garey inquired whether there were any other requests or attachments to this money. Dr. Friedlander responded that to the best of his knowledge, all requests for growth dollars, including the ones discussed above, have been brought to CPC.

3.2 Discussion of the proposed Measures of Institutional Effectiveness to be included in the institutional self-study report

Andreea asked for input from members in regard to the draft of the proposed measures of institutional effectiveness and to keep in mind that the self-study on institutional effectiveness which becomes part of the self-study needs to be completed by the end of March. Andreea asked for a sense of whether CPC agrees on these sets of measures. The council offered suggestions for additional measures and sources for assessment. Dr. Friedlander suggested Andreea and Brian Fahnstock meet to discuss additional measures in the facilities area. Lynda suggested that we contact Dave Dietrich, Director of the SBCC Foundation, to determine whether he would have any relevant measures.

Andreea asked that CPC approve these measures at their March 19th CPC meeting.

4.0 Action Items

There were no action items.

5.0 Other Items

There were no other items.

6.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting at 4:00 p.m.