

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
DISTRICT TECHNOLOGY
COMMITTEE July 18, 2002
2:00-4:00 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, L. Fairly, S. Ehrlich, B. Hamre, B. Fahnestock, A. Serban, K. McLellan, K. Hanna, R. Launier, J. Chase and Dr. MacDougall

DTC: M. Gallegos, M. Ferrer, L. Vasquez, K. Richards, K. O'Connor

1.0 Call to Order

1.1 Approval of the minutes of the May 7 and May 21, 2002 CPC/DTC meetings.

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

1.2 Announcements

- The dedication of Environmental Studies Building will be at 4:00 p.m. on August 14th at Friendship Plaza.
- The reception for John Romo will be from 3:30 p.m. to 5:00 p.m. on August 16th, also at Friendship Plaza.

DTC MEETING

2.0 Action Items

2.1 Electronic Communications Policies and Procedures

Dr. Friedlander informed CPC/DTC that Dr. MacDougall is recommending two changes to the Electronic Communications Policies and Procedures (ECP) in Section 3720.61, Access Without Consent. Dr. Friedlander discussed the changes recommended by Dr. MacDougall which are as follows:

3760.61 Authorization

Except in compelling circumstances, or under time-dependent, critical operational circumstances, or emergency circumstances as defined in Appendix A, Definitions, such actions must be authorized in advance and in writing by the College President or responsible Vice President. This authority

~~may not be further delegated.~~ Authorization shall be limited to action no broader than necessary to resolve the situation.

Tom Garey prompted a discussion by respectively disagreeing with the change in language recommended by Dr. MacDougall. After a discussion by CPC/DTC of the context and meaning of the language, Dr. MacDougall acknowledged the critical points made by the Council and conceded that the language, as stands, has relevance in the context of the document. However, he will discuss it further with Dr. Friedlander and Sue Ehrlich. The language to this section will remain as presented to CPC/DTC.

Dr. MacDougall added that he would like to have delineation between what is policy and what is procedure. Dr. Friedlander stated that members of the workgroup were not able to separate the policies and procedures in this document given their interrelationships. Tom Garey asked the question what is the need to separate policy from procedure particularly when we're talking global procedures. The two are intertwined and separating them in two separate bodies of documents not only confuses the issue but it doesn't make sense. There are procedures that should be integrated with policy and changing one would require changing the other. Tom Garey asked the question, Where is the mandate that these be separated?

Bill Hamre responded that the perhaps the Board should only be approving policy but not necessarily the guidelines for procedures to implement the policy. Sue Ehrlich added that there was a Board discussion about a year ago as we were considering revising and making more accessible and usable the various documents that comprise policies and procedures from which we operate. They don't necessarily have to be integrated but on our campus they are integrated. Tom further indicated that as a consequence you have the Board involved at a level that is more detailed than the general global approach. Also, generally, procedures do not necessarily need to be approved by the Board. The Board made a decision about a year ago to adopt that approach which is also recommended by the League for California Community Colleges in trying to assist colleges in developing policies and procedures. Sue Ehrlich said that the procedure would be numerically linked to the policy so that one could see a succinct policy statement and then reference the document that spells out the procedures for that policy.

Tom Garey reported that the Academic Senate unanimously endorsed the document distributed to the Council provisional upon the Senate receiving a copy of the document with any typos or grammatical changes corrected.

M/S [Garey/O'Connor] to approve the Electronic Communications Policies and Procedures as approved by the Academic Senate.

A discussion ensued regarding Dr. MacDougall's recommended changes to Section 3760.61 regarding whether a responsible Vice President needed to be the Vice President or could it be a person who was an "acting President or Vice President". The determination was that only the President or Vice President, actual or acting, could make an appropriate authorization.

Karolyn Hanna suggested adding the following language in the last sentence of Section 3720.6, Access Without Consent:

When under the circumstances described ~~above~~, in Section 3720.6, the contents of electronic communications must be inspected, monitored, or disclosed without the holder's consent; in which the following sections shall apply.

It was further discussed that the language of this paragraph, as well as any other part of the document, will be reviewed to correct read grammatically correct.

The motion was unanimously carried to approve the Electronic Communications Policies and Procedures as approved by the Academic Senate and the addition/deletion of language to Section 3720.6.

Dr. MacDougall reiterated that if the language, "in writing," were included in the policy, it would seem that the authority that the President or Vice President would have to authorize the action in writing would have to be authorized by one of those two in writing. Tom Garey indicated that this will make it clear that it originates from these two positions and not be delegated further. It is the *position* not the *person*.

Other Items

Kathy O'Connor inquired about the status of out-sourcing Campus Pipeline and WebCt. Bill Hamre responded that the college gave notice to terminate its contract with Sprint because it would no longer continue to provide support for our environment. We have spent some time with Sprint trying to resolve the issues so that we can continue with them. Bill stated that Sprint has not been as responsive to our requests as it is obligated to do so and has placed it on notice of the college's intent to cancel its contract. Bill gave as an example Sprint's not responding to our requests to be reimbursed for the times in which the college's file servers hosted by Sprint were down. Kathy said she is concerned that 14,000 students plus faculty and staff are expecting to use Campus Pipeline and WebCt at the start of the fall semester. Bill Hamre said that we are giving Sprint 30 days notice but we would continue operation through September. Bill said he is trying to use the leverage we have in the contract to get them to change their behavior. At present the servers are not in one of Sprint's e-solution centers but at a switch site in San Jose. Part of the discussion is to have the servers located to a facility in Los Angeles that is better managed than the one in which they are presently located. We are not going to do anything that will disrupt the service to the college. Dr. Friedlander said that Sprint's intent is to try to resolve this matter productively.

CPC MEETING

3.0 Information Items

3.1 Summer Session enrollments

Dr. Friedlander reported that the head count was up 16% and it is anticipated that FTES will be up 8 or 9%. Last year the college exceeded our FTES cap and grew about 6.6%. Most of that increase in growth will be funded. This year our FTES target is over 5% with good enrollments so far this summer. The Department of Finance gives the Chancellor's Office population projections. However, the population projections for SBCC are off base and that is the reason why the college is allowed to grow much more rapidly than other colleges. The Chancellor's Office is now in discussions with the Department of Finance to change the method for calculating those projections. When that happens, our growth will be closer to one or possibly two percent per year. This coming year and most likely the following year the college will not be affected by the change in method for calculating projected college growth. We need to meet our projected growth targets of 5.34% this year and 3.65% next year to get our base FTES rate as high as possible because there may be minimum state funding of growth in subsequent years.

3.2 Status of Fall Semester enrollments

Dr. Friedlander reported that the college enrolled more than 16,500 students in the spring 2002 semester. We are over 16,000 this fall. Bill indicated that we are up to 13,500 in FTES.

3.3 Update on state budget and implications for the college. [Second item on the agenda]

Dr. MacDougall joined the meeting to discuss the state budget. He reported that the Assembly voted to recess today and there is no finalized state budget at this time. He is concerned about the court ruling regarding the allocation of any revenue without the authority of a finalized state budget. The court has ruled on this but he is not sure of the interpretation. Dr. MacDougall feels the lack of a finalized budget is due to the November elections rather than any other single variable. It is likely that as this impasse prolongs, it is likely to hurt the community colleges more. Fortunately because of the ability to deal with the Proposition 98 dollars, he doesn't believe the delay in the budget would create a problem with the amount of money we receive.

3.4 Status of accreditation visit

Dr. MacDougall reported that the accreditation team would arrive in Santa Barbara on the eve of September 30th. Their first meeting with campus personnel will be on October 1st concluding on October 3rd with an exit interview. A copy of the self-study for accreditation has been sent to the Commission, the team chair and the team

members. The team chair, Rocky Young, will be on campus on August 20th for a pre-meeting with himself and John Romo and to finalize logistical matters. Dr. MacDougall believes that the two open meetings with the community and faculty will be on the second and third day, an afternoon and evening. We do not have a finalized schedule at this time. Tom Garey complimented Andreea Serban and all who contributed to the development of the self-study as having put together an outstanding document. Dr. MacDougall said he appreciated the broad-base involvement and the wide participation of the college community in this self-study. Being an experimental process allowed us to incorporate the college planning activity as part of the accreditation and provide the opportunity for the assessment of institutional effectiveness to be upgraded and reviewed.

3.5 Update on college facilities projects (*handout distributed*)

Brian Fahnestock gave an update on the following current and upcoming improvement projects:

- Conversion to Waterless Urinals
- Nursing Stations
- EBS Building Seismic Retrofit and Remodel
- La Playa Stadium Athletic Field Replacement
- Faculty Resource Center Offices
- Security Office Relocation
- New Demonstration Kitchen in CC108
- Relocation of the Print Shop
- Redoing the boiler in the Campus Center
- Re-do roof on the Sports Pavilion
- Planning for Admin Bldg. bathrooms
- Science Village buildings conversion for fall use
- Life Fitness center expansion
- Resurfacing of some parking lots

3.6 Update on Oracle Student System

Dr. MacDougall said there is a need for the vice presidents to be more aware of and to understand their role in the review of the Oracle Student System and how that system will interface with the business and HR systems. We will be setting up a process where that review will be much more thorough and produce outcomes for the Cabinet as the Cabinet will take a much more collective responsibility for the project. Bill Hamre reported that we have had access to the production release of the software in a hosted environment. The implementation team has been working on setting up configurations and we are due to have our version of the software installed on campus the first of August. We are presently on target for implementation of the system. We will continue the financial aid processing for the current year through the close of the summer session 2003. At the same time we will start to bring up the application and student self-service in financial aid in the January/February timeframe.

4.0 Discussion Items

4.1 Review of preliminary draft of Master Calendar for Planning & Budgeting

Dr. MacDougall said that the master calendar represents a very positive and important step forward for the College Planning Council. There previously has been a lack of specificity in the consultation process in a timely manner. What has been developed is an understanding of what will be provided in terms of the pivotal areas of budgeting and planning. It is also developed chronologically so we can look at the work plan for the year as well as prepare and research ahead of time. It enables the chairperson to do a much better job because of the clarity it provides.

Dr. Friedlander indicated that he wants to use the calendar as a working document as we go into this coming year and asked for contributions or suggestions of how to make this process better. The idea is to have a more structured approach to planning. Keith McLellan added that it would be helpful to have the budget development cycle for the departments included in the calendar. Brian indicated that budget changes are constant; some are permanent and some are not. We put the budget on the server in April while we are developing the budget that is approved in June. We do make it available for people to monitor. Keith said that one of the assumptions he was told was that budgets for the next year are based on expenditures at the end of March or May. For those who are spending for the next two months, the budget that is proposed for the next year is already two months short. There are some processes that need to be reviewed so we know when our actual budget is going to be. The budget he has in his area is not close to the budget he agreed to in February of last year. He questioned the need to go through a 3-4-month process to clean up the budgets each year. What are the assumptions that are made and when do we get involved in establishing and confirming department budgets each year? It is not appropriate to make next year's budget decisions based on what was expended through March or May. Keith said he would like to have that process more cleanly defined. Dr. Friedlander said the point is well taken and he will follow up on it.

On a personal note, Dr. MacDougall addressed the council as outgoing Superintendent/President. He said that the college is extremely fortunate to have a person such as John Romo with his experience and knowledge to assume this position. The college is aware of his working style and the collaborative manner in which he approaches issues. His hope is that the best that has come out of this past year will be an indication of what will happen to the future. Dr. MacDougall said that in many respects it has been a tough year. The two most dominate issues that were addressed this past year were collective bargaining and the selection of the new college president. He feels there is a need to establish a process for how the SBCC community can address a crisis without becoming polarized before it is addressed. We have to learn from what has happened in the past and try to look for structures and processes that will help the institution operate at a higher level if and when a crisis should arise.

Dr. MacDougall expressed tremendous appreciation for this college and how so many have contributed to creating an institution that is recognized as one of the finest community colleges in California if not the country. The strength of the institution has evolved from the capacity of all groups: faculty, staff, administration and trustees who have great respect for one another and who can develop processes where we work through our problems in a rational basis. He feels that society is becoming less effective in dealing with disagreements. If any place is going to model a way of how that can be handled more effectively, it must be our colleges and universities. Dr. MacDougall, in his memo to the Board of Trustees, said that he could not have thought of a better way to spend his professional life than to have been at SBCC for 21 years. He thanked CPC and DTC for the part they have contributed to this success.

4.2 Review of the adopted college budget

Brian Fahnestock indicated that there are three budgets each year. The first is a tentative budget that is approved in July. After the state's budget is approved, we prepare an adopted budget in September. When we determine our growth there is a major revision of the budget in February. Brian said his objective is to eliminate the tentative budget. He distributed the adopted budget that was approved by the Board in June. The assumptions are that we accurately reflect in the budget the year-end closing. Normally, that is straightforward. However, this year there were retroactive pay adjustments for all employees, the extent of which is huge. This affects our ending fund balance that, in turn, affects our beginning fund balance. One offset is that our growth projections for last year are slightly less than what predicted so we have a slight increase in funding from growth, but it may be offset entirely by increased expenses for retroactive salaries. We also run a risk of having audit adjustments that will take place in the next few weeks. These results could affect the way we fund next year. We assumed a 1.65% COLA for next year as of three months ago and, at this juncture, we do not know what the COLA will be next year. There are a number of reductions by the state in our budget such as matriculation, CalWORKS and staff development.

Dr. Friedlander inquired about the increased PERS contributions. Do the categorical programs need to come up with those dollars? How has the district paid for the increases in PERS contributions for categorically funded programs in the past? Brian responded that to a large degree, where categorical programs do not have the ability to fund additional PERS contributions, the district will have to do so. If the programs can fund PERS, they would be expected to do so.

Brian led the council through his handout of the Adopted Budget for Fiscal- Year 2002-2003 and identified sources of revenue (FTES, square footage, Partnership for Excellence, international and nonresident student fees, etc.) and operating expenses. He pointed out that 81% of our revenue receives a COLA and that every time we get COLA, we have to reduce our programs by the amount of the COLA not received from the state to fund specific programs such as PFE and the Part-Time Faculty Augmentation. This results in the college having less discretionary money. We have

filled many positions with funds from the Partnership for Excellence program that receives no COLA augmentation. Brian also added that when local revenues are increased, such as property tax, they are offset by reduced payments to the college from the state. There is no real direct benefit from the expensive value of homes in our area.

4.3 Request from commercial vendor to place a cell site on SBCC campus

Brian indicated that the college has been approached by a commercial cell company to host its antennas on top of the stadium lights at a fee of \$10k a year, 10 years in advance. The council asked Brian to provide further information to the council on this endeavor. A council member commented that this is being done elsewhere at a considerably higher fee for the use of a site than what is being offered to the college. There was also a concern about any harmful rays from the antennas.

4.4 New position in Business Services area of Communications Service Coordinator

Brian Fahnestock distributed a job description of this position and informed the council that it was offered and accepted by Chris Miller.

The technical aspect of the maintenance of the telephone system and the volume of work has required increased utilization of vendor support. Much of this can be accomplished in-house with appropriate skills and training. The quality of the telephone services will improve when the College has a greater role in providing managing its vendor provided phone service. In most cases, work can be initiated more quickly using College staff. The increase in salary for this new position over the position that is being eliminated (the one Chris Miller has held) is offset by a reduction in the cost of vendor services for telephone switch programming, service moves, additions and changes and repairs.

Current annual cost of vendor support (Moves, adds, changes)	\$25,000 est.
Current Position w/benefits (Communications Specialist PABX R33) benefits @ 28%	\$52,192
Total	\$77,192
Proposed annual cost of vendor support (Moves, adds, changes (20% reduction))	\$20,000 est.
Proposed Position w/benefits (Communications Services Coordinator R39 A) benefits @ 36%	\$52,212
Total	\$72,212

5.0 Action Items

There were no action items.

6.0 Other Items

Dr. Friedlander reported that it was brought to his attention by Sue Ehrlich of the need to discuss the personnel implications resulting from the restructuring of the Hotel, Restaurant and Culinary curriculum. The new curriculum has students spending more time learning in non-production settings. This means the students are in instructional labs as opposed to instructional production labs (cafeteria, café) to develop their skills. The curriculum has been aligned with the competencies required to meet the certification requirements of the American Culinary Federation. In order to provide students with the amount and quality of instruction needed to acquire the competencies specified by the American Culinary Federation, we had to cut back on the number of hours students spend in operating the college's food services venues. The changes in the HRC curriculum will greatly enhance the quality of the instruction provided to students. However, as a result of reducing the number of hours HRC students are required to gain hands-on experience working in the food services venues, we will need to hire paid employees to backfill the work formerly done by the students. This will result in the college needing to hire permanent part-time employees. They will not receive benefits as they are less than 20 hours a week but will have seniority for that part-time position. These positions, which are paid from the Cafeteria Fund from revenue generated from food services sales, will need to be advertised.

Sue Ehrlich added that Pat English has been working closely with CSEA in examining the job descriptions of those LTA positions who, under the new HRC curriculum and organization of campus food services, are no longer involved in working with students in the program but are involved in operating food service venues that involve the supervision of paid employees. Aligning the job descriptions for some of the LTA positions with the new curriculum and method of providing campus food services is a particular challenge because of contract issues. Sue Ehrlich stated that where appropriate, the college wants to get away from short-term hourly positions. It will allow us to maintain the flexibility we need and hopefully provide a better pool of applicants than people who are basically at-will employees.

Keith questioned whether there is a change of policy on the ability to hire hourly short-term employees. Sue said this was not implied. We are trying the process of hiring permanent part-time employees for HRC and the Fitness Lab. When the practice of using short-term hourly employees has crossed the line, we do have to take a look at it. The advantage of using permanent part-time employees is that we can manage better. We have short-term hourlies all over the scales terms of salaries. We can hold part-time permanent employees to minimum standards of performance specified in their job descriptions and we can regularly evaluate their performance of their responsibilities. There will be job descriptions that specify essential functions. They will be able to get on a pro-rata basis for the statutory benefits; sick leave and vacation. Health benefits are not an issue because that is through the contract. Tom Garey commented that the college is taking the direction of trying to increase the utilization of permanent part-time as opposed to short-term hourly. Sue said, that, as a statutory basis for hiring, will continue to exist until legally it is changed. What we are aware of

and have been following is the fact that there are efforts to arbitrarily impose caps on colleges for the number of short-term hourly employees in a classified unit. We are trying to anticipate and solve a problem before it impacts the college.

Dr. Friedlander noted that as a result of the substantial increases that have taken place in the past few years in the cost of purchasing food for the food services operations, energy, and labor, starting last year, the college's cost of operating its food services programs is now greater than the revenues generated from campus food services. Last year and part of this year we were able to absorb this deficit by drawing from the reserves in the Cafeteria Fund. However, the college cannot be in the position of subsidizing the cost of providing food services. One of the solutions to offset the increased food and labor costs is to increase the food cost to the customers. We haven't had a major price increase for a couple of years. Otherwise, funds from the college's General Fund would need to be used to subsidize campus food services. This would take away resources needed to support the college's operations. The college has hired a consultant to assist it in identifying strategies to increase revenues from food sales by improving the products and services offered.

7.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting at 5:00 p.m.