

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**August 27, 2002
3:00-4:30 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, L. Fairly, B. Fahnestock, K. McLellan, L. Rose,
A. Serban, P. Haslund, R. Launier, J. Chase

ABSENT: B. Hamre

GUESTS: L. Griffin, J. Craven, L. Auchincloss

1.0 Call to Order

**1.1 M/S/C [Rose/Chase] to approve of the minutes of the May 7, 2002
CPC/DTC meeting, Peter Haslund abstaining; and**

**M/S/C [Rose/Garey] to approve the minutes of the May 21, 2002
CPC/DTC meeting, Peter Haslund abstaining.**

1.2 Announcements

Jack welcomed Peter Haslund as a new member of CPC in the capacity of the president-elect of the Academic Senate. He will replace Karolyn Hanna who was a member in the capacity of a past Academic Senate president.

2.0 Information Items

2.1 Enrollment update on fall semester

Dr. Friedlander announced that as of yesterday the credit enrollment headcount is up 7.4% and the number of full-time students enrolled in 12 or more units is close to 13% higher than at the same time last fall. Our target is to be up 5.35%, our allowable FTES growth. We were up 8% this past summer. It appears we are ahead in meeting our FTES growth target for this year. Andreea Serban indicated that this is the last year will be allowed to grow as much as we have been funded to in the past few years so it is important that we increase our base to the maximum funded level possible.

2.2 Status of accreditation visit

Andreea Serban distributed the list of members of the accreditation team that will be visiting the college Oct. 1st through 3rd. There was a pre-visit to the college on August 20th by chairperson Rocky Young and assistant Dr. Joy McCaslin to meet with her, John Romo and Peter MacDougall. She related that at that time the team was not

informed about the college's experimental self-study and, as such, were planning to evaluate the college's efforts as a traditional self-study. As a result of the discussions with Rocky Young and the Commission, the team will be informed as to how to proceed when conducting the accreditation visit. Andreea asked that the Council members make themselves available to the team and to attend the breakfast meeting with the accreditation team on October 1st, at 7:30 a.m. in the Gourmet Dining Room. An invitation will be sent from the President's Office to attend this function.

2.3 Update on college facilities projects

Brian Fahnstock provided an update of and handout of the current major facilities projects:

1. Relocation of the Print Shop
2. Remodel of OE 184
3. Boiler Replacement
4. Schott Center Classroom Remodel
5. Facility Assessment
6. Parking area at top of Playa Stadium
7. Walkway through and fencing around the horticulture area
8. Landscape around the EBS Building

Brian also informed the Council that the "high-tech" building (School of Media Arts Building) is high on the Chancellor's Office's list facilities projects and, if Proposition 47 passes in November, it will fund the preliminary drawing for the high-tech building. Projects for which preliminary drawings are funded usually receive funding within a year or two begin construction which could result in having the School for Media Arts Building completed in time for the start of the fall 2006 academic year. He indicated that the Chancellor's Office considers our college overbuilt in terms of classrooms but under-built in terms of labs. Since this proposed building consists primarily of labs, it was ranked high on the list of facilities projects to be funded. A primary reason why our lecture classroom utilization is low is because of the relatively low number of classes offered on Fridays.

The college has also been funded for the working drawings for the Gym remodel. The remodel would require that the Fitness Center be relocated. Brian said one consideration is to move it into an air-cushioned room [tent] on the patio in front of the Gym during construction. The remodel of the Gym would include adding four, 40-to 50 station classrooms.

2.4 Update on Oracle Student System (OSS) [*addressed after Item 1.2*]

Jane Craven informed the members of CPC/DTC on the status of the implementation of OSS and the process for evaluating the student information system, which include the benefits, risks and estimated costs of fully implementing the system. The software for the student system was received on August 1st. The college's Information Resources Division staff members are preparing the environment that allows for the installation of this software. It is anticipated that the software required to evaluate OSS in the conference room pilot phase of the project will be installed by September 12th. This will allow the project implementation team to begin to populate the software with SBCC data. This will enable college staff to test our processes and our business

resources are needed to free staff members to devote more time to working with the modules for which they are responsible. Jane Craven will address the Executive Committee in three weeks with an assessment of what additional resources are needed to hire staff to back-fill the individuals who will be released for significant amounts of time to work with the OSS modules. The Implementation Team will also identify the estimated resources required to fully implement the system and, once implemented, to sustain and upgrade the system.

3.0 Discussion Items

3.1 Suggestions for Legislation to be introduced in 2003-2004 by the Chancellor's Office on behalf of the California Community College System

Jack Friedlander said that Chancellor Thomas Nussbaum asked each college to submit items for legislative consideration for next year. Brian said there was an item that just passed the Assembly yesterday that would restrict our ability to hire consultants. That would change the way we do business at more cost to the college.

Dr. Friedlander said that when the state reduces the funding to operate specific programs (*i.e.*, Matriculation, CalWORKS, staff development, technology equipment, no COLA for PFE and the part-time faculty augmentation) and the colleges continue to find ways of offering those programs at the same levels as in past years, the message to the governor, legislators and the general public is that there were no serious consequences resulting from the budget reductions. If the colleges find ways to continue to offer their programs without having to make cuts and changes that adversely affected students, the message to decision-makers and the public is that we are probably over-funded because we have end-of-year balances and we can do our jobs with less. We do this because we are committed to serving our students but we hurt ourselves. We need a strategy as a system on what we going to do when as a result of receiving fewer dollars; it needs to result in a consequence. Tom Garey added that this is an important issue that has been discussed for years. He said the governor had made the statement last year that he is completely unconvinced that we are under-funded because he sees so many districts end the year with millions in surpluses and with 4-6% in reserves.

Peter Haslund said politically it seems much more effective if we were to organize all community colleges where we can make some fundamental decisions about what programs and services to cut and present that as a package to the state. Dr. Friedlander indicated that he plans to make such a proposal to the Board for the California Chief Instructional Officers Association, of which he is a member. The president of this organization is a member of the Chancellor's Consultation Council where each of the major constituent group of the system, including the state Academic Senate and the CEOs association, come together to develop system-wide directions. Tom Garey commented that there are 26 organizations on the Consultation Council, all with their own agendas.

Keith added that we are not required to do unfunded mandates. He said as we look at a 38% reduction in matriculation, it seems that we should be immediately asking for relief of this mandate. Brian responded that having spent many years managing state-mandated programs, his experience is that they pay typically 25% of their mandates to

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local governments and schools. It is a long process. They do not pay for everything they mandate.

3.2 Review of the adopted college budget

This item was postponed until the approval of the state budget.

3.3 Proposed reorganization of Campus Food Services

Addressed with 3.4.

3.4 Job Description for the Food Services Manager

Dr. Friedlander indicated that the Hotel, Restaurant, Culinary program has been unique in that the instructional program students and staff also run the college's food services. It was a model that served the college well in the past but there was concern about how well it was serving students. The last two directors we had who were both the department chair for the instructional program and the director of the food services program stated that it was an unmanageable job and that it was hurting their ability to provide quality in either program. They also felt that the students needed to have more time in a teaching non-production laboratory environment in order to learn the skills they needed. Dr. Friedlander said that we have changed the culinary curriculum to align it with curriculum recommended by the American Culinary Federation. The new curriculum is designed to equip students with all the competencies needed to meet national and international certification requirements. These changes will result in reducing the number of hours students can work in the food services facilities. Dr. Friedlander said that he feels the program will have much more integrity for the students. However, this now presents the problem of now having to hire paid staff to perform the work needed to operate the college's food services venues that was formerly done by un-paid students. This will increase our costs of running the campus' food- services venues. Even before this fall semester when the changes in the curriculum were implemented, the costs for operating the food services operations were increasing and food services operation sales were decreasing.

Dr. Friedlander and Brian Fahnestock made the decision to have the Food Services Manager as a separate position and have it cooperate with the food services program but have it run as a separate entity with accountability to make the program self-supporting. Brian said that a consultant was hired to recommend changes in how we run our food services. To be able to run the food services area without a deficit, we need to move Food Services out of Educational Programs into Business Services and have it operate as a business. The Director of Food Services will report to Business Services and will work closely with the accounting staff. There will be a joint committee to coordination between food services and the instructional program.

In summary, the reorganization is:

1. Splitting out food services from the culinary program
2. Having food services report to Business Services
3. Have a group for coordination between food services and the instruction program
4. Creating a position called Food Services Manager

Brian distributed and discussed the description of the position of Food Services Manager and discussed the need for this position. It is structured in a similar way to that of the Bookstore manger position, a person in charge of delivering the service and product and making a profit. We are losing money given the increase in salaries and the increased cost for food. Keith McLellan inquired whether under the current model this will be a money making or money losing proposition and will the food service component need to be subsidized by the district. Brian indicated that it is our goal to improve the quality of the food and services and to increase the total revenue and be profitable. Brian indicated that there would be \$200,000 deficit in the first six months of operation under this new reorganization unless food prices are closer to a market level. It is unknown whether we can be profitable within the first year. He further indicated that the area needs considerable work in terms of renovation. We are utilizing the advice of a consultant who is very experienced in not only assisting us to set the right portion size and prices but also to make it a more appealing environment. He initially reviewed what we were serving and how much we were charging. Jack said we want to see major improvements on the revenue side as a result of better service and product and a better facility. Lana inquired as to the money reserves left in the HRC fund. Brian indicated there was approximately \$80k. Keith said that he hoped that in the future when the HRC begins to make a profit, it could be discussed in CPC about where some of those monies would go, suggesting specifically back into the Campus Center. Brian said that he would like to proceed as we did with the Bookstore, to loan Food Services money to make the venue a nice place where students would want to gather and have the loan repaid to the district in the course of 5-7 years.

Ray Launier asked in terms of the increase in costs, it is one thing for staff to pay more but have an equal proportion of costs been passed on to students who are far less able to pay. Brian indicated that the cost increase was not across-the-board. Prices of different items and at different venues were surveyed and we then raised our prices generally up to the market amount, however, in some cases, we are still below market. Menu items went up different percentages; it was not just a percentage across the board.

Brian informed CPC that Jerry Phillips, who was in the position as the assistant food services manager, is being moved into the Food Services Manager position and will have the ultimate responsibility of making food services profitable. The cost for this position is coming out of the food services budget.

M/S [Rose/McLellan] to waive the rules and move Item 3.4 to action. The motion was carried unanimously.

M/S [Rose/McLellan] to move approval of the reorganization of Campus Food Services and the job description for Food Services Manager. The motion was carried unanimously.

3.5 Master Planning Calendar

Andreea Serban indicated that Dr. MacDougall had originally suggested the idea of CPC having a master-planning calendar. Andreea compiled an initial list of items relating to the college's planning and budgeting process and incorporated them into a

draft of items that should be addressed by CPC. During June, she met with the vice presidents and department managers to discuss considerations for the calendar. She asked the council members to view the planning calendar and be prepared for a presentation to the council for items specified from their areas. Dr. Friedlander stated that to promote informed decisions, this body would need to be provided with relevant information on a regular basis.

4.0 Action Items

Addressed in Item 3.4.

5.0 Other Items

5.1 Should CPC meet on September 3rd?

CPC will not meet on September 3rd. The next meeting will be September 24th.

6.0 Adjournment

M/S/C [Garey/Fahnestock] to adjourn the meeting at 4:40 p.m.