

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

December 2, 2003

3:00 – 4:30 PM

Room A218C

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, L. Fairly, B. Hamre, J. Sullivan, K. McLellan,
A. Serban, G. Carroll, E. Frankel, P. Haslund, L. Auchincloss and J. Jackson

ABSENT: T. Garey, L. Rose and Ryan Cox

GUEST: P. Naylor

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the October 28th CPC meeting.

M/S/C [Carroll/Frankel] to approve the minutes of the October 28th CPC meeting.

2.0 Announcements

Lynda Fairly told the Council that she had received an email [referencing the *Sacramento Bee*] that our current governor is not going to reduce the funding to community colleges. Jack Friedlander added that the Governor has indicated he "has no plan" for balancing the state budget if the \$15 billion deficit reduction bond does not pass.

3.0 Information Items

3.1 The Academic Senate's ranking of new and replacement positions to be filled in 2004-05.

The list of faculty positions, new and replacement, to be filled for 2004-05 was distributed along with the timeline for the faculty hiring process.

3.2 Filling of vacant classified and certificated positions (*other than the 21 faculty positions to be hired for Fall 2004*).

Jack Friedlander reported that this past year we have had an informal hiring freeze. However, John Romo has indicated that he is going to be much stricter in terms of enforcing the freeze until we have greater clarity on the state budget for next year. While this is not a formal freeze, he will be much more restrictive in terms of what is approved.

In regard to Mike Gallegos' position of Dean of Technologies which he will vacate on June 30th, Jack has met with each person that reports to Mike as well as Bill Hamre and

Kent Richards, to develop two scenarios: (1) not filling the position given the fiscal realities, and (2) having an interim plan for reassigning Mike Gallegos' responsibilities to existing staff. However, Jack said the more he looks at this position, he is convinced that it is an important critical position to fill but given the fiscal situation he is considering these backup alternatives.

4.0 Discussion Items

[4.1 & 4.2 addressed as one item]

4.1 2002-03 annual review of the College Plan for 2002-2005; and

4.2 Identification of goals and objectives in the College Plan for which additional resources are needed. Presentations by the vice presidents.

Jack Friedlander opened the discussion by indicating that the goals and objectives in the College Plan that are identified by the vice presidents are still very important but without additional resources they may not be fully achieved or achieved.

Sue Ehrlich, Vice President of Human Resources and Legal Affairs, began by distributing the *Coastal Housing Partnership Employee Housing Needs Survey Results 2003* which outlined the challenges of the housing market in the South Coast area. She also distributed the list of the goals and objectives associated with her area.

With respect to classified staff training, she said one possibility, which would have a cost associated with it, would be the addition of one more step in the Professional Growth Incentive Program for classified employees. Another issue is developing housing resources. Sue said that John Romo has made a strong commitment to personally be involved. An electronic bulletin board for housing will soon be available to the campus community. In regard to the reclassification study, Jan Jackson inquired whether there was funding available to support any reclassification. Sue responded that this would be part of negotiations whether funding is available or not. Liz Auchincloss expressed her concerns in regard to the process used by the Ewing Company to do the reclassification study.

Keith McLellan offered the excellent suggestion of having, for the purposes of faculty and staff, the college redefine its local "community" to include the Ventura, Lompoc, Santa Maria, Buellton and other outlying areas. He recommended that the institution's efforts to attract and retain faculty and staff include these communities in terms of being a place to live and to commute to the college. Keith went on to suggest that the college recognize the community involvements of faculty and staff that live outside of its service area. Sue said these comments were appreciated and she offered to put a statement on our website to define our employment group in this broader way which would also be an incentive and encourage people to consider our "community" for employment.

Lynda Fairly, Vice President of Continuing Education, discussed three objectives in her area of continuing education. One is the need to develop a technology-based infrastructure. According to Bill Hamre, we have until 2006 to have a new integrated system up and running or we will be without backup. This expense could be near \$500,000 as a base price. Lynda said the second goal is to identify strategies with the

local high schools to encourage their students who fail the high school exit exam to transition to non-credit basic skills classes and then to SBCC. The exit exam has been put off until 2006 so it is not of immediate concern. The third is to increase by 5% per year the number of students who enroll in the non-credit ESL/GED basic skills short-term vocational program and then subsequently enroll in SBCC credit courses within the next year. Lynda said there is currently a transition program in place but it is hard to know if we are meeting that goal since it is difficult to track the students as they are not required to use a social security number to register. She said we only have ad hoc information from what instructors are telling us of the number of students who are transitioning into the credit program.

Bill Hamre, Vice President of Information Resources, distributed an outline of the four themes of his presentation: access to college information, anytime/anywhere access, evaluating the impact of technology, and integration of technology. The resources required for his area to achieve its objectives in the College Plan are equal to the amount that would need to be backfilled to offset the state budget cuts to technology equipment and support. Bill said the current year budget for instructional equipment replacement is only 25% of what it was the year before and only 10% of what it was two years ago from state funding. As a consequence this year we have drawn down reserves from Fund 41 and he doesn't see that state funding for technology equipment will improve next year. We have as a college, based on recommendations by DTC and approved by CPC, extended the PC replacement life cycle from three to four years. We are looking at ways to extend the life of the PCs even beyond the four-year level. TTIP has significant cuts this year that we, as CPC, agreed to backfill. These are in the areas of faculty and staff development training for technology support in the amount of \$90k year from which we received from TTIP funds. Also this year we cut our total cost of ownership funding which we had used to fund the contract for Sprint on the web hosting. That is over \$200k that we backfilled for this year and for which there is an ongoing demand for continued funding each year. Funding for new technology initiatives is on hold until we better understand the budget climate for the balance of this year and next year. However, regardless of the state budget, we will continue to have expressed needs for new and replacement technology initiatives. This has impacted our ability to respond to faculty requests to add mediated classrooms. In the last two years, 80% of our requests for new initiatives have been for smart classroom implementations. The other area where there is a specific request is on the student Cyber Center. Jack said that we are looking to the Foundation for external or private funding for this computer lab as well as for the math lab. Bill also discussed support needs for technology support positions.

Joe Sullivan, Vice President of Business Services, will give his presentation at a later date.

5.0 Other Items

The next meetings of CPC are scheduled for January 27, 2004 and February 3rd.

6.0 Adjournment

M/S/C [Haslund/McLellan] to adjourn the meeting.

**Designated Smoking Area Policy
Santa Barbara City College**

I. Introduction

Santa Barbara City College is committed to maintaining a safe and healthy environment for its students, faculty, and staff on its campuses and properties. In accordance with the recommendations of the United States Surgeon General, the Centers for Disease Control, the Environmental Protection Agency, the United States Department of Health and Human Services, and legislation of the State of California, Santa Barbara City College is taking appropriate measures to reduce or eliminate possible exposure to second hand smoke on its campuses.

The legislature of the State of California and the public through the initiative ballot have enacted legislation banning smoking from workplaces and all buildings accessible to the general public. Additionally, law AB 846, effective January 2004, prohibits smoking within 20 ft of a building's main exit, entrance, or operable window and in any vehicle owned by the state.

II. Policy

1. Santa Barbara City College shall be a smoke free campus except for officially posted designated smoking areas effective _____. In addition, the use of smokeless tobacco is prohibited in any campus building.
2. Tobacco products shall not be sold or distributed in any manner on campus. This includes free samples distributed by vendors. Advertising and sponsorship of campus events by tobacco companies is also prohibited.
3. This policy shall apply to all SBCC facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.
4. This policy pertains to students, faculty, staff, administrators, visitors, and the general public attending campus events.
5. The campus shall make available to students, faculty, staff, and administrators information about smoking cessation programs.

III. Implementation procedures

Signs prohibiting smoking and signs designating smoking areas shall be prominently displayed. The Designated Smoking Area policy will be communicated through inclusion in course schedules and catalogs, student orientation materials, employee handbooks, and various media.

Notification and Education

Santa Barbara City College will develop a consistent means of communicating the policy and procedures (including maps) to students, employees, and community members. This notification may include:

1. Class schedule
2. College catalog
3. Orientation guide
4. Notice with enrollment confirmation
5. Campus-wide signs at campus entrances, buildings, the bridge and walkways
6. Posters and banners
7. Website
8. Ads/Articles in the Channels
9. Letter to faculty and staff
10. Employee handbook
11. Facilities / Student Activities request form
(for off-campus groups)

Education and Enforcement

Any student, employee, or community member found to be in noncompliance with the policy shall be:

1. Reminded of the policy verbally
2. Given a card with the policy and a map
3. Subject to administrative action including but not limited to: a verbal warning, review of the policy, health education referral, and disciplinary action under the Standard of Student Conduct
4. Revocable facility use for groups that are noncompliant

The following resources shall be employed to ensure consistent education and enforcement:

1. Administrators, faculty, and staff volunteers will be provided with policy orientation and policy cards to be distributed to non-compliant smokers
2. Student workers will be trained to respectfully remind non-compliant smokers of the policy and distribute policy cards
3. Specified administrators will deliver warnings and disciplinary action to smokers who refuse to comply after educational reminders
4. Security will be available to intervene if a situation develops

III. Evaluation

Evaluation will assess the following objectives:

1. Knowledge of policy within the campus community
2. Consistent enforcement of policy
3. Decreased amount of tobacco litter on campus
4. Use of tobacco cessation programs

Master Calendar for Planning and Budgeting - Detail by Month and Area

1/26/2004

Month to be brought to CPC	Area	Item/Person(s)
July	College-wide - budgeting	Update state budget, implications for the college, response as needed (discussion item) (Cabinet)
September	College-wide - budgeting	Identification of budget principles - every three years (discussion item) (President, CPC)
	College-wide - planning	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
	Technology	Update on the technology component of the college plan (information item) (Bill Hamre)
October	Business Services	Annual financial and budget report (information item) (Joe Sullivan, Leslie Griffin)
	College-wide - budgeting	Current year's growth and implications for faculty positions (information item) (Jack Friedlander, Andreea Serban, Joe Sullivan)
		Fall FY FTES estimate and implications for next year's college budget (information item) (Andreea Serban, Joe Sullivan)
		Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
	College-wide - planning	Annual Assessment of Institutional Effectiveness (information item) (Andreea Serban)
November	College-wide - budgeting	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
December	Business Services	Long-range development plan - only when revisions are made (information item) (Joe Sullivan, Alex Pittmon)
		Schedule maintenance, annual and five-year plan (information item) (Joe Sullivan, Alex Pittmon)
	College-wide - budgeting	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
	Educational Programs	Faculty hiring process and rankings (information item) (Jack Friedlander)
January	Business Services	Space inventory - changes from prior year (information item) (Joe Sullivan, Alex Pittmon)
	College-wide - planning	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
February	College-wide - budgeting	Governor's budget for following year and implications for college funding (discussion item) (Joe Sullivan)
		P1 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Andreea Serban)
		Prior fiscal year actual final FTES allocation and implications for current year funding, if any (information item) (Andreea Serban)
March	Technology	Update on the technology component of the college plan (information item) (Bill Hamre)
April	Technology	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly)
		ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez)
May	Business Services	Five-year construction plan with detail (discussion item) (Joe Sullivan, Alex Pittmon)
	College-wide - budgeting	May revise of Governor's budget for following year and implications for college funding (information item) (CPC)
		P2 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Andreea Serban)
	Technology	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly)
		ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez)
		Update on the technology component of the college plan, Web development plan (information item) (Bill Hamre)
June	Business Services	Annual college budget (discussion item) (Joe Sullivan, Leslie Griffin)
TBD	Educational Programs	Five-year educational plan (information item) (Jack Friedlander)
When needed	Human Resources	Institutional policy review (discussion item) (Sue Ehrlich)
		Updates on staffing (information item) (Sue Ehrlich)

Master Calendar for Planning and Budgeting - Detail by Area and Month

1/26/2004

Area	Month to be brought to CPC	Item/Person(s)
Business Services	October	Annual financial and budget report (information item) (Joe Sullivan, Leslie Griffin)
	December	Long-range development plan - only when revisions are made (information item) (Joe Sullivan, Alex Pittmon)
		Schedule maintenance, annual and five-year plan (information item) (Joe Sullivan, Alex Pittmon)
	January	Space inventory - changes from prior year (information item) (Joe Sullivan, Alex Pittmon)
	May	Five-year construction plan with detail (discussion item) (Joe Sullivan, Alex Pittmon)
	June	Annual college budget (discussion item) (Joe Sullivan, Leslie Griffin)
College-wide - budgeting	July	Update state budget, implications for the college, response as needed (discussion item) (Cabinet)
	September	Identification of budget principles - every three years (discussion item) (President, CPC)
	October	Current year's growth and implications for faculty positions (information item) (Jack Friedlander, Andreea Serban, Joe Sullivan)
		Fall FY FTES estimate and implications for current and next fiscal year budget (information item) (Joe Sullivan, Andreea Serban)
		Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
		Review of prior's year growth (if any) and implications for classified positions and other budget adjustments (Joe Sullivan)
	November	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
	December	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
	February	Governor's budget for following year and implications for college funding (discussion item) (Joe Sullivan)
		P1 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Andreea Serban)
		Prior fiscal year actual final FTES allocation and implications for current year funding, if any (information item) (Andreea Serban)
	May	May revise of Governor's budget for following year and implications for college funding (information item) (CPC)
College-wide - planning		P2 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Andreea Serban)
	September	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
	October	Annual Assessment of Institutional Effectiveness (information item) (Andreea Serban)
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	May	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly)
		ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez)
		Update on the technology component of the college plan - Web development plan (information item) (Bill Hamre)