

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**April 6, 2004
3:00 – 4:30 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, J. Sullivan, A. Serban, K. McLellan, L. Rose, G. Carroll, E. Frankel, T. Garey, P. Haslund, L. Auchincloss, J. Jackson, R. Ladanyi

ABSENT: L. Fairly, B. Hamre

GUESTS: L. Griffin, S. Coffield, C. Purdie (for L. Fairly), P. Naylor

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the March 9th and March 16th CPC meetings.

M/S/C [Carroll/Rose] unanimously to approve the minutes of the March 9th meeting

M/S/C [Ehrlich/Carroll] unanimously to approve the minutes of the March 16th meeting.

Lana Rose suggested, and the Council concurred, that last names rather than first names be used in the narrative text of the minutes.

2.0 Announcements

2.1 Jack Friedlander reminded the Council that requests for resource augmentations that meet the criteria (A & B) need to be submitted to him by April 9th. They will be taken to Executive Council and brought forward to CPC at the April 27th meeting.

2.2 Jack Friedlander reported that the faculty hiring process is going well. So far, each person to whom we have offered the position has accepted. Sue Ehrlich indicated that all candidates are aware of the housing challenges in the area. She also announced that the college "message board" at the website www.sbccc.edu/messageboard would be functioning as soon as President Romo sends out the announcement of this new site where, among other items, available housing will be posted.

2.3 Dr. Friedlander announced that the Oracle Financial Aid module has now "gone live" thanks to a tremendous effort by our staff and Oracle. The "go live" date for the Oracle Student System is on target for November 1st. The core parts of that system will be in place by that date for Spring 2005 registration.

3.0 Information Items

- 3.1 Sue Ehrlich said that at the Board at their February meeting approved a classification study to be done by Ewing & Company. She said we have negotiated with CSEA with respect to issues that have to do with how the study will be conducted but not with the implementation of the study. The implementation will be addressed in the next round of negotiations. Orientation meetings for staff and supervisors will be in the next couple of weeks. She said the study will be completed this fall.
- 3.2 Joe Sullivan reported that on March 31st a number master keys were stolen from a custodian cart. He said that critical doors would be re-keyed immediately. Mr. Sullivan and EC will be evaluating the feasibility of using an electronic card-key entry to doors on campus. These are called "smart cards" that can be programmed to access specific doors. If a card is lost or stolen, the lock and a new card can be reprogrammed. There would be a significant savings over time. However, it would cost about \$120,000 to install such a system. It would take approximately three years to install electronic card keys throughout the campus. Joe Sullivan said there would be considerable consultation and discussion on this system before a decision is made whether to implement it. The Council advised Mr. Sullivan that there were several additional doors that needed to be added to the list of the areas that needed to be re-keyed immediately.

4.0 Discussion Items

4.1 Needs from Equipment & Construction Funds

Joe Sullivan distributed and discussed the budget for the Construction and Renovation Fund and the status of: (1) the state capital outlay projects (100% funded by the state); (2) the state major maintenance projects (50% district match); and (3) the district major maintenance projects (100% local funding). Mr. Sullivan also provided a spreadsheet on the Equipment Replacement Fund (Fund 41) for the fiscal year 2003-2004 (revised March 26, 2004). This itemizes the source and use of funds for technical equipment and non-technical equipment by department.

4.2 Cost savings of not filling classified positions

Joe Sullivan provided an accounting of the dollars saved from the unfilled classified positions. Salary and benefits provide a savings of \$334,533 for the fiscal year 2003-04. Keith McLellan asked to clarify the procedure for making an assessment of which of these positions should be reinstated. Dr. Friedlander responded that the process would be the one we are going through of identifying resource requests that meet the two critical needs criteria established by CPC and approved by EC. Joe Sullivan indicated that a request would be for a "new position" as these positions have been deleted from the budget model. He said each positions put forth now would be evaluated as to whether it is a critical need or requirement. Dr. Friedlander said that for the first round of critical resource requests for spring of next year, if one or more of the unfilled classified positions is critical it will be considered in the context of other requests. Liz Auchincloss asked whether there was a procedure for reinstatement. Jack reiterated that the process would be what we are doing now which will be presented to CPC on April 27th.

4.3 Three-year Comparison of Unrestricted General Fund

Joe Sullivan gave a report on the updated three-year comparison of the unrestricted General Fund from 2002-03 to the projected budget for 2004-05.

4.4 Budget development timeline

The timeline was provided to the Council.

5.0 Action Items

5.1 Smoke-Free Workplace Policy 2510

M/S [Carroll/McLellan] to approve the smoke-free workplace policy.

Liz Auchincloss reminded the Council that at its last two meetings the representatives to CPC for the Associated Student Body and CSEA indicated that their constituencies favored the signs designating a 20-foot non-smoking buffer around the buildings as opposed to designated smoking areas. Rose Ladanyi echoed Liz Auchincloss' remarks. Peter Haslund said the Academic Senate's view was to support the proposed policy although the vote to do so was not by a large margin.

In regard to the question of signage to designate the 20-foot smoking area, Joe Sullivan responded that since this policy designates the campus as a "non-smoking" campus with designated areas, we are not required to have signage outside of every entry -way to buildings about the 20-foot smoking policy. We will need signage to designate that the college is a non-smoking campus and to indicate the designated smoking areas. Mr. Sullivan will clarify this issue prior to the April 27th meeting.

There was further discussion on the language under "Temporary designated smoking areas..." and the order of this language in the policy. This will be corrected and brought back.

M/S/C [Rose/Garey] to postpone the vote until April 27th to allow time for clarification on the signage issue and to contact other colleges to determine how the designated smoking area policy is working on their campuses.

Joe Sullivan clarified that under the authority of this "Smoke-Free Workplace Policy", we are to guarantee to all individuals the right to a smoke-free workplace. That is what we are trying to do and is the ultimate goal. Under this policy, we will be a non-smoking campus with designated smoking areas.

Jack Friedlander will make arrangements to contact Santa Monica, Questa and Hancock community colleges to inquire about the success of their non-smoking policy. An updated designated smoking areas map will also be provided.

6.0 Other Items

The next CPC meeting will be April 27th.

7.0 Adjournment

Chairperson Jack Friedlander adjourned the meeting.