

**Santa Barbara City College  
College Planning Council  
Tuesday, August 25, 2009  
1:00 pm – 2:30 pm  
A218C  
Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, S. Ehrlich, J. Friedlander, M. Guillen, K. Molloy, K. Monda, D. Nevins, J. Sullivan

ABSENT: P. Bishop, T. Garey, C. Ramirez

GUESTS: P. Butler, E. Frankel for T. Garey, L. Griffin, A. Scharper, G. Smith, M. Spaventa, J. Walker,

**Call to Order**

Superintendent/President Dr. Serban welcomed everyone to the first CPC meeting of the academic year and called the meeting to order.

1. Approval of the minutes of the June 17, 2009 meeting (attached)

**M/S/C [Guillen/Nevins] to approve the minutes of the June 17, 2009 CPC Meeting. Everyone in favor. Kim Monda abstained.**

**Information Items**

2. Accreditation team members (attachment) and accreditation related updates

Superintendent/President Serban announced that the Accreditation pre-visit will occur on September 4<sup>th</sup> when the Chair of the team, Dr. John Nixon, will come with the team assistant to go over logistics and what has happened since the Self-Study was written.

The Self-Study – The publication will be available next week, the initial ones were mailed to the members of the Self-Study Team.

Serban answered questions about the accreditation related updates and Accreditation Team Members. Some of the questions asked will be brought up to Dr. Nixon when he is here in September. There will be a total of 10 Team members plus the Team Assistant. Photographs of Accreditation Team Members and an Accreditation brochure will be sent campus-wide, so that everyone recognizes who they are.

Academic Senate President Alarcon asked about the time of year the call for proposing members to the Accreditation Teams comes up. It comes in October/November every year. This year, Superintendent/President Serban wants to send the call campus-wide and encourage people to volunteer. In preparation for the next accreditation visit 6 years from now, it is good to have more college employees with experience in serving in accreditation teams themselves. The accreditation visits occur in October and in March every year. In every cycle there are about 15 to 20 visits occurring.

CSEA President Auchincloss asked if staff members were ever a part of the Accreditation Teams. Superintendent/President Serban said that ACCJC has a hard time getting classified staff to serve because of the time factor involved. Auchincloss asked if the administration would support staff joining a team. Superintendent/President Serban would support them in conjunction with their manager because it is very important and an invaluable experience. The details for each person would have to be looked at when the time comes. Our preparation for the visit would be much enhanced if more people would have served in accreditation teams in the last few years, especially since things have changed so dramatically since 2002.

3. Overview of SBCC construction projects that SBCC received State funding for from 1996 to present prepared by Walt Reno - (attachment)

Superintendent/President Serban explained that Walt Reno is the Facilities Specialist from the State Chancellor's Office assigned to our college and has been for the last 20 years. She stated that this is an important document to read because it is the perspective of the Chancellor's Office. This is especially important in terms of the SoMA project (p3 of document). The last two pages relate to the renovations to the Administration Building and the Schott Center which are our most recent projects that are now at the Dept of Finance to be considered for the 2010 – 11 capital outlay budget. If approved, and they make it into the budget, there is still no money. The State has to pass a bond to get this funding. In any case, what this would mean for us is that we would get money for the preliminary plans and for the working drawings for both projects which would allow us to start the design.

Serban further explained the background of the recommendations made by the Chancellor's office for the Schott Center, and what they think in terms of local funding. When we submitted these projects, we did not mention contributions from local funds. In order to achieve the full construction; we need to contribute locally because the cost of construction is higher than what is allowable from the State.

Serban pointed to the example on page four of how they calculated the state allocation for SoMA. There is a certain allocation per square foot and it is per type of space. The values get readjusted for an inflationary point. Important to look at and understand the project because if we reapply later, they will apply this formula.

#### 4. Fall Enrollment Update Credit and Non- credit – Jack Friedlander, Ofelia Arellano

Superintendent/President Serban spoke about the television news coverage of the first day of school and was pleased with the positive coverage.

Executive VP Friedlander reported on the most recent enrollment information. In the overall enrollment on the credit side we are up by over 6%. When all is said and done we might be up 3.5 – 4% because we are not adding sections like we used to and we might be dropping a few more sections than we had in the past. Last Fall, we ended up with 19,544 students and this Fall we will most likely have over 20,000 students, Another way of looking at enrollments in terms of how we get paid is based on units. Looking at CA residents, as of this morning, the students were enrolled in 7% more units than last year and that is because we have close to 10% more full time students, taking 12 or more units, than we did this time last year, which is a huge increase and we are up in non-California resident students in terms of units about 3.7%. We have about 160 International Students right now who are looking to add classes. We have a target for increasing international students for this Fall and Spring which the Director of International Students is meeting.

Friedlander added that this year because of the State Budget situation, we are looking at how we can reduce our FTES closer to what the State is actually going to pay us. He and the Deans will be going over the sections that have been identified that will not be offered next Spring. Friedlander reported that there has been a big change in the types of courses that students are assessing into. He cited for example that in the past more international students would have assessed into ESL classes, now they are assessing into English Skills and English classes. These classes meet 4 – 5 hours a week. The problem is attempting to find enough classroom space. English Skills alone, in two years has increased by 20 sections of 5 hour classes which equals 100 hours of classroom space per week. Some English and Math classes are 4 hours/week in length, so for Spring they look at the priority list and match up the priority rooms and slots with what the students have to have as opposed to electives. Those are the adjustments we are going to have to make this year. One of the big pushes this year is to have more faculty offer more courses in hybrid fashion, so we can do classroom sharing going forward. We are just waiting for these new tools in Moodle to roll out; we don't want to

do too much at once. That is the big push for this for next year which will help us a lot. There was further discussion about classrooms.

VP Arellano reported for Continuing Ed regarding the challenges with the online registration. She looked at enrollments this morning; they are still very full although they did cancel about 13% of classes for fall. And as expected in terms of where the demands are, they are in the fine arts/crafts/jewelry etc. The other classes are slowly rising in terms of enrollment. Many CE students, about 47%, still wait to enroll the first day of class, so we will have a better idea of enrollments once school starts in September.

Superintendent/President Serban reported that the number of complaints regarding the Cont Ed online registration and the cancellation of sections has been significant. It is hard for Continuing Education students to absorb the concept of classes that are cancelled. It is the first time this has ever been done. The Community is very fond of their Continuing Ed classes. The number of complaints and how people are attached to those classes is tremendous.

#### 5. Report from Academic Senate Retreat – Ignacio Alarcon

Academic President Alarcon reported on the success of the Academic Senate Retreat held at St. Mary's Retreat Center, all day on Wednesday, August 19<sup>th</sup>. Part of the morning a facilitator from The Fund for Santa Barbara held a session which resulted in a three page report for the Senate. The report addressed how the Academic Senate functions, how the Senate communicates to different groups on campus, and the Senate's relationship to CPC. Details of this were discussed and Superintendent/President Serban will meet with Academic Senate Members to discuss further. Academic Senate Member Kim Monda spoke of creating a Master Calendar in order for the Senate to have a clearer understanding of what to plan and when. Academic Senate President Alarcon spoke about the Senate's discussion about the SoMA situation and came to consensus that they cannot really go with Option #1 to continue with SoMA, much to our regret for the college. Also they are concerned about how the college will be able to tend to SoMA's needs in terms of student space even without the building.

#### 6. Budget actions taken by other California community colleges (handout)

Superintendent/President Serban commented on this ever-changing list that she handed out. This list is useful in that it gives us a relative sense of where we are in terms of what other Community Colleges are experiencing. She reported that our college is in

much better shape because we did not have to implement some of the drastic measures implemented by other colleges. At other colleges, layoffs and furloughs are pretty widespread. Some colleges had cut as many as 20% of their sections. All colleges have done what we have, which is reduced costs in the areas of travel/conferences, and supplies. She reported that many colleges are concerned about the 50% law which says that 50% of our operational expenditures need to be on instructional related expenditures and there are definitions of what instructional expenditures means. There was further discussion regarding the details of the 50% law. Superintendent/President Serban reported that she feels, comparatively speaking, that we are in much better shape since we did not have to do any of these things at the level that some of the other colleges, such as having to borrow money. There was a Board of Governors Meeting with the Consultation Council and they reported information about additional deferrals in state payments from August to October.

### **Action Item**

#### 7. Decision on postponing construction of SoMA

**M/S/C [Alarcon/Molloy] we do not go with Option #1 so that we will not continue with the SoMA building and we go back in line to apply for the building whenever possible. Everyone in favor.**

Superintendent/President Serban reported that the final decision about postponing SoMA rests with the Board of Trustees. After they have voted, a top priority effort will be made to look at how we can improve the situation for the SoMA programs given what is possible in the buildings that we have. Further discussion took place about these details. CSEA President Auchincloss reported that the CSEA Consultation Group thought that it was important to fix and renovate what we have, even though they understand the importance of SoMA. Academic Senate Member Monda asked about the planning implications now that the college has to step back from SoMA. Superintendent/President Serban stated that there is a list of 70 deferred projects that are on a smaller scale that will continue and in essence there is a lot of planning and a lot of discussion that will take place regarding the SoMA programs and facilities. The top priority is the renovation of the Humanities Building. The issue now is what type of remodel for Humanities we can embark on given that we are not going to receive State money for this project. That is a discussion that needs to happen. We need to spend 85% of the first issue of the bond money by Nov 2011, within 3 years and it needs to be spent money, out the door. The first step is to put a user group together who will start the discussion about the design of the Humanities remodel and what we can afford and what is the minimum that needs to be done given what shape the Humanities Building is

in. She stressed that this needs to proceed as soon as possible. Academic Member Mondaa sked whether there would be any effort to consolidate the SoMA programs in our existing buildings now that they are not getting their own building. Both Superintendent/President Serban and Dean Smith stated that this is a discussion that needs to occur. Dean Smith said that there is a great desire to aggregate all SoMA Programs in one place and we have some specific ideas on how that might happen. VP Sullivan pointed out the urgency of these discussions taking place soon. A meeting has been scheduled for September 25. The swing space for those in Humanities will not be available until the Drama/Music is completed which will be December 2010 when the construction should be completed. More specific planning needs to take place. Our three year window for spending 85% of the bond money is November 2011. This means we need to start construction of Humanities in Spring of 2011 to be far enough into the process to have spent enough money and to have done enough work by November 2011. Meanwhile, we have some of the smaller projects from the deferred maintenance list also moving forward. Academic Senate Member Monda wanted to know what the planning process is for all of this. VP Sullivan answered saying that although this is a change to the already existing plan, it does not change the nature of what we established in terms of priorities.

Superintendent/President Serban said that there is a user group for each construction project. These are the people affected directly and they start the design phase. There were further questions clarifying how and when the user group will start this planning process. After the Board has made their decision about SoMA, the user groups for various projects – Humanities, Campus Center, etc - will be put together and start meeting.

## **Discussion Items**

### **8. Information from the State Budget Workshop August 18, 2009 – Andreea Serban**

Superintendent/President Serban reported from her two handouts. She stated that the reason this discussion is important is because we will have to make some very significant decisions about how categorical programs are going to function on this campus over the next 3 to 5 years. Leslie Griffin is working on an analysis and will report to us at the next CPC. This is not a short term situation. What these numbers are on this spreadsheet are from the State Chancellor's office and do not include any Federal stimulus money. This resembles the allocation that categorical programs will get in the long term. The reason it does not include any federal stimulus money is because the State is still calculating the split of federal money between the UC, CSU, K-12 and Community Colleges since it is divided based on a formula. Serban reported

from her other handout showing 12 programs that are eligible for the flexibility rule which means that money can be moved from one program to another program either within the 12 or other categorical programs that are outside the twelve. There were examples and further information about what these hand outs mean.

For the time being, the District is absorbing the costs because the State needs to spend more time to figure out how to handle this situation with categoricals.

She reported on the enormous cuts in advance apportionment to DSPS, EOPS, CARE and Matriculation: DSPS cut by 48%, EOPS cut by 40%, CARE by 40% and Matriculation credit by 51%. And in some cases the salaries and benefits for the current full time employees combined is actually more than the entire allocation that they would get from the State. No one knows for how long these levels of cuts for categoricals will continue because we don't know when the economy will recover. Serban reported that at the State Budget workshop, it was reported that 2010-11 is expected to be worse than 2009-10 because of the decline in property taxes and decline in income taxes (the unemployment rate being so high).

What this will mean is that if we commit as a college to a certain level of back-fill for categorical programs from our general fund reserves, we have to make some decisions first. First we need to decide what kind of minimum level of service will we want to have and secondly, if we back-fill from reserves, we need to know how long we can do that and what other things do we need money for. There were further questions and answers regarding State Requirements and Federal Requirements.

Executive VP Friedlander agreed. We do not want to dismantle the programs entirely, we want to know what we absolutely essentially have to maintain. When the money comes back, we are not starting from scratch. Several members of the Council asked about thinking in terms of three years rather than ten, looking at fiscal sustainability, how it is funded and the fact that we will be analyzing and discussing this in depth.

9. Budget for 2009-10 (attachment) – Joe Sullivan, Andreea Serban
  - a. Steps taken to reduce expenditures and raise new revenues – estimated impact on 2009-10 budget
  - b. Assessment of impact on college operations and programs
  - c. Planning for 2010-11
  - d. Ranking of resource requests identified in the 2008-09 program reviews
  - e. Program reviews for 2009-10 due Oct 15 – update the ones from last year as needed in terms of progress made towards objectives and resource needs

## 10. College priorities for 2009-10 (attachment)

Superintendent/President Serban went over this list of proposed college priorities for 2009 – 10 stating that the obvious priorities are the Budget and Accreditation but Emergency Preparedness was stressed. We need to meet the Federal Regulations and at the same time we need something that can work in a real situation. We have a workgroup in place, there are some steps that have been taken and now we need to put something in place at the operational level that is more real. Serban noted that only 3% of the students and 19% of the staff have signed up for the Emergency Notification Service - alertU. VP Sullivan said that when there is a disaster, it has been found that if there are too many names, the instant messaging system does not handle large volumes of concurrent communications. Academic Senate Member Frankel wants the committee to consider the emergency preparations for the West Campus. The current model does not seem to work well as there is no alternative electricity; it is short staffed, and no one to give direction.

Superintendent/President Serban said she is looking forward to receiving input from all groups over the next two CPC meetings about firming out what we want to focus on this year.

- a. Year 1 evaluation of college plan 2008-11 and district technology plan 2008-11 (handout) – VPs
- b. Objectives from the college plan 2008-11 and district technology plan 2008-11 on which to focus in 2009-10
- c. Planning agendas identified in the self study (attachment)

Superintendent/President Serban spoke about the necessity to accomplish all 25 items on the attached Planning Agenda Identified in the Self Study that we are now committed to. Some of these items overlap with objectives in the College Plan. In preparation for discussion at the next CPC meeting, it would be good to have an update on the status of College plan goals and objectives.

Jack Friedlander handed out a copy of the Progress Report on Achieving the Objectives in Goals 1 and 3 of the College Plan 2008 -11. He went through 7 areas in Goal 1 and one in Goal 3 and explained why and how they were On Target – (OT), Below Target (BT), Above Average (AA).

Superintendent/President Serban adjourned the meeting.



**Next meeting: Tuesday, September 1, 3:00-4:30pm A218C**

**Santa Barbara City College**  
**College Planning Council**  
**Monday, July 27, 2009**  
**3:00 pm – 5:00 pm**  
**A218C**  
**Minutes**

PRESENT: A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, J. Friedlander, T. Garey, M. Guillen, J. Meyer, K. Molloy, K. Monda, D. Nevins, C. Ramirez, J. Sullivan

GUESTS: L. Griffin, B. Partee, A. Scharper, G. Smith, M. Spaventa, L. Stark

**Call to Order**

Superintendent/President Dr. Serban called the meeting to order

**Information Items**

1. Annual apportionment report 2008-09

a. Target FTES to reduce if workload reduction is implemented for 2009-10

Superintendent/President Serban briefly reviewed, for the new members of CPC, what the apportionment reports mean. The apportionment report is submitted three times a year, and a significant portion of our funding relates to the California resident FTES. July 15 is the date of the annual report when we submit actual FTES generated during the prior fiscal year.

Superintendent/President Serban reported the good news: No FTES borrowed from Summer 2009. The college achieved all the growth allowable for 2008 – 09. She further explained in detail that the college generated slightly more FTES than the allowable growth.

On the non-credit side, the number in the enhanced credit, which is the higher reimbursement rate, is slightly higher than what was reported in 2007 -08, but lower in the non-enhanced which gets the regular reimbursement rate. This happened partly by design because in Winter 2009 we decided to reduce some classes to save money, and it may be also that implementation of Lumens, the new registration system has posed significant difficulties. The new system had glitches and even now there are still some issues.

Superintendent/President Serban continued reporting that the advantage to what has happened in terms of the growth in FTES we have experienced is two-fold: 1) the Deans and Jack have been already been more aggressive about cancelling

sections with low enrollments because we did not need to borrow from Summer 09 and we are continuing to experience significant growth. The Fall 09 headcount is up 22.4% as compared to last year and the units are also up a lot . 2) The workload reduction works in terms of dollars, meaning the amount that is cut from our general apportionment for 2009/10 becomes the dollar amount that guides what combination of FTES we want to cut without our funding being cut. As long as we stay within our allowable number, we can cut more from non-credit for example. There is no mandate that states that one has to cut equally percentage-wise, so the targets are 300 FTES from non-credit for 2009-10 and 300 for credit California resident credit. We don't have the official approval from the Governor on this budget. We are going with those numbers as our guiding numbers. All in all this is a very positive outcome in terms of the FTES achieved. She thanked everyone for their hard work which is truly appreciated.

b. Assessment of impact on college operations and programs

This year, since there is no growth funding, we want to produce only as much FTES for which we are funded. Serban stated that this will have an unfortunate impact on some students and instructors who will not have those sections to teach.

c. Credit and non-credit sections cancelled to date for Fall 2009 and impact – Jack Friedlander, Ofelia Arellano

Executive VP Friedlander reported that the Deans, and Dept. Chairs all worked together to identify Fall classes that need to be cut to work towards the target of 300 FTES to be cut this year. They stayed away from the priority courses and looked at the courses/sections that have low enrollment and historically have not made it to 20 students or more or the classes that can be combined without displacing students. So far, they have identified and cut 100 sections which equals 274 TLUs. Each TLU is an average of an hourly rate \$1,600 per TLU. Further analysis will continue for the Fall classes as well as going forward to the Spring semester to identify more classes that need to be cut or combined. So far 43 sections from the Spring semester have been identified. We are trying to have as minimal impact as we can on students. He reported that when Fall sections were cancelled with students, there was a procedure where the Administrative Assistants for the Deans contact the students, leave a voicemail message, and send them emails through Pipeline. By enlarge, the students that have been affected have been contacted and they have been making the adjustments.

VP Ofelia Arellano reported that the Fall Schedule of Classes went to print today. The Directors and Dean William "Ron" Christie will meet tomorrow to do an

analysis in terms of enrollment patterns for the past year. VP Arellano said that their focus is definitely on non-enhanced. The Directors will also look at courses that were low enrolled and that were cancelled. We still need to evaluate the feasibility of keeping those in our Fall Schedule. For non-enhanced, we are looking at again, low enrolled courses, multiple sections such that we can cancel and move students into other sections to increase efficiency so that is another strategy. We are also looking at the pros and cons of canceling versus reducing weeks again and the impact on our registration process. So those are the kind of things we are looking at and will have a proposal to Andreea next week in terms of how we are going to reduce. We have changed our cancellation policy in the past it was 17, in the Fall we are raising it to a minimum of 20 students. She reported that we are offering weaving this fall to allow us more time to do an analysis of space utilization.

2. Centennial kick-off event August 20 12pm-1:15pm La Playa Stadium

Superintendent/President Serban reported that the Centennial Planning Committee she is chairing, comprised of Barbara Ben-Horin, Stefanie Davis, Joan Galvan, Guy Smith, Karen Sophiea and others have been preparing events to acknowledge the College's 100<sup>th</sup> year. Serban said it is important to take the time to celebrate as a community and to acknowledge the great history of this College in spite of the current budget cuts. The College will have two events that are especially designed for the Centennial, this kick-off and another event. Everything else being done is using events that we have anyway, but focusing on the Centennial. She acknowledged Interim Director of PE Kathy O'Connor and the PE Department who have volunteered to do all the cooking and the serving at the August 20 event. SBCC Board of Trustees President, Dr. Katherine Alexander accepted the invitation to give a few remarks on behalf of the SBCC Board of Trustees. She is one of two Board of Trustees members in the State of California who has been acknowledged for her extraordinary longevity (over 40 years) by the California Community College League.

### **Discussion Items**

3. Status of funding for capital projects and options to consider regarding SOMA and other projects. (Attachment)

Superintendent/President Serban opened this discussion stating that the College needs to make a very difficult decision about how to proceed with the plans for the College's capital projects as well as how to proceed with SoMA. The attachment that was sent with this agenda delineated the current financial situation regarding the reduction in State Funding, what we are left with, the pros and cons of the two options available to us

ending with questions to assist in looking at how to proceed. The decision that needs to be made is whether to fund SoMA from Measure V funding or delay the project.

She stated that it has been an agonizing effort to even consider Option #2, which would be to revert the State matching funds for SoMA. Having to pose this option has been done with great difficulty because of the time, plus the financial and emotional effort that has been put into working toward the concept of SoMA, the fundraising, and the involving of the community at large as well as the college community. She noted that we must look at the critical questions of what is important now, five to ten years from now and what is important in 50 years from now. How important is SoMA for us from a standpoint of concept and looking into the future and where technology is moving, whether students want to have something of this type. On the other hand, it is a fact that we are not going to get any State Funding for Humanities and the Campus Center, for example. The best we can do is hopefully to get State Funding for the Schott and Administration Building within the next 3 to 8 years. We will not get any money from the State for any of the other of the projects in the lifetime of this bond, which is ten years. However, we do need to make a decision soon because we also need to expend a certain amount, about, 85% of the bond money, within three years – by November 2011.

Superintendent/President Serban acknowledged the tremendous efforts put forth by Dean Guy Smith, Foundation for SBCC CEO, Barbara Ben-Horin and her staff and the Foundation Board members on behalf of SoMA.

She opened the “floor” for comments and concerns from the Council. Academic Senator Garey wanted Option #2 clarified. Superintendent/President Serban stated that the college would reapply as if it was a new project. Our project would go back into the State’s que of projects and compete with all the other projects. The SoMA project scored very well in the list of the State’s projects. The big advantage we have is that we have gone through preliminary working drawings and the project is well known at the Chancellor’s Office. There was further discussion regarding how the State will respond to us reverting the State matching funds for SoMA, even though the State is the agency withholding \$10 M from our funding. It is the Chancellor’s Office that makes the ultimate decision which projects get done. CSEA Member Ramirez asked about the cost two, five, ten years down the road to get us back into the que. There was some further discussion about the costs and the credibility of the college with the public if we do or don’t build SoMA, We now have an opportunity to repair existing buildings that are sorely in need of repair. Superintendent/President Serban reminded that there are existing projects currently moving forward with repairs such as the Drama/Music remodel, the bridge, the Press and Conference Center and a few smaller projects.

The discussion that took place among the council members ranged from: 1) Concern about money for maintenance of the buildings if we do go ahead, and concern about money for the existing buildings that are falling apart. 2) This the time to do things that are visionary when things are difficult to get ready for times when things turn around, you do need to move forward. Leadership is sometimes about doing really difficult things when it is not popular to do so.

The Board of Trustees saw the attached information for the first time at the Study Session a few days ago and the same discussion took place. We need time to absorb and discuss all aspects of this situation. Superintendent/President Serban stated that SoMA is a project with future focus and if we want to move toward into the future, we have to do it when we can do it and we do have the money. She noted that she can easily make the argument that we should move forward with SoMA. But we will never get money for deferred maintenance projects except if we go out for another bond since there is no chance of any money from the State.

Academic Senate Member Garey asked if some of these maintenance projects are done, will it then reduce some of the demand on the general fund for ongoing maintenance. Yes.

Another point was brought up that there are three major goals in building SoMA: unify all SoMA programs under one roof, get needed studio space and allow the program to grow: Can some of the goals be met using Measure V funds to create some of the space needed and to allow the program to grow. Dean Smith said he hopes so because the space where many of the classes meet are in disrepair, especially Journalism.

Superintendent/President Serban stated that she will be discussing this situation with the chair of the Citizens' Committee to get a sense of what the community thinks. The next Citizens' Committee meeting is not until November 12<sup>th</sup> and, of course, we cannot wait until Nov 12<sup>th</sup>. It is now a different world than 14 months ago, and everyone understands the bind we are in, this is one of those few times where a big decision needs to be made that has extraordinarily long term implications. This is truly a very important decision, either way, there will be consequences.

There was further discussion regarding the consequences of reverting the State matching for SoMA , then applying for another new and separate bond. This is such a difficult decision because the voters may not want a new bond in the future. Everything is different now, there is no normal, there is no certainty.

Further discussion on maintenance centered around the fact that once the repairs start,

under the surface seems to always be in worse shape that anyone thought. Many of our buildings have major issues and we need to repair them.

Since this was a brainstorming session, the idea of privately borrowing the money until the State could fund was brought up since we would lose \$22 million if we pull out. Is this too big a risk? Too ridiculous? It was brought up that the issue is how much one spends in order to borrow the \$22 million and what one could do with that interest money. We still need to request for bids for SoMA and you don't know what the actual construction cost will be until you get there.

Superintendent/President Serban said that if we go with Option #2, basically we would stay within the Measure V money, and realistically acknowledge that only 4 projects have a chance for money from the State . She stressed that we cannot assume any State funding for anything but those four projects, because really it is not going to happen in the next ten years for the other projects, so then the concept is with the money from Measure V, we must look at how we can maximize that amount to do the most to refurbish the existing infrastructure. That is really the question.

Superintendent/President Serban asked the CSEA President Auchincloss if she would get a sense from the Classified Consultation Group sometime in the next two or three weeks. The Academic Senate will have an opportunity to discuss and come up with a sense of their thoughts by the next CPC meeting.

#### 4. Budget for 2009-10 (handouts) – Leslie Griffin, Joe Sullivan, Andreea Serban

##### a. Revisions based on July 20 communication from the League

Leslie Griffin went over the reports she handed out. She explained what the columns represent, and the contents. The Board-approved tentative budget from June 2008 will change but it is what gives us the legal ability to pay the bills. Based on the Governor's May revise and we know we have a lot of changes since then in Conference Committees and then in the Legislation that has been passed that we presume will be signed into law by the Governor. The numbers will be made clearer to us in communications from the Chancellor's Office as we go forward. This September, the Board of Trustees will adopt or approve an adopted budget and this, if we follow our budget principles, will be a balanced budget as our target.

On the handout, there is a projection for next year and including some significant things that we would want to achieve next year. The first is we know that PERS and STERS have announced some tremendous losses in the fiscal year that just ended.

We expect that we will be asked to contribute higher contributions into those two retirement plans. We have heard that maybe PERS would increase the amount from 9.7% from where we are now of a person's salary contributed into PERS by the District, to 11.7%. We don't know about STRS yet. She had not heard that the increased percent will be from the individual. The District's portion is what we are budgeting for at the moment. The other thing for the 2010-11 year, we would like to be able to make contributions to our construction and equipment funds because we have not made any really sizable contributions last year nor this year. We have equipment that needs to be replaced. We have maintenance in Construction projects that need to go forward.

b. Steps taken to reduce expenditures and raise new revenues – estimated impact on 2009-10 budget

Superintendent/President Serban reported on the reduction of expenditures and generation of new revenues. The savings from the unfilled vacancies are now coming through, savings from not spending, and savings from reduced travel. The SBCC Community has been very responsive as shown in the significant savings in supplies, travel and other areas. The most significant savings came from the vacancies in the positions that were not filled for months and in the reduction in the hourly rates. That is really where the bulk of the savings came from.

In this tentative budget and adopted, as of now, we have a structural imbalance. The structural imbalance is we are spending more than the revenue and the fundamentals of a structured balance is you don't spend more than you have revenues for.

No transferring money to equipment, and to construction. This will be the second year in a row to not replace equipment other than a very limited few.

The second page is very much a work in progress because there are some significant numbers that are still unclear that we are working on.

Controller Griffin and Senior Director, International Programs Smith have spent a lot of time looking at what is generated in additional revenue from International Students this Spring. Taking into account the costs associated with the increase, they are estimating an actual additional revenue of about \$350,000.

The targeted reduction of \$1.5 million in hourly rates between credit and non-credit is still being discussed and it may not be realistically possible considering some of the consequences of doing so. Both VP Arellano and Executive VP Friedlander are working with staff to explore what is realistically feasible. We may not be able to cut \$1.5 million from the hourly budget.



The cancelled sections may result in about \$300,000 in savings for fall. The reason we do not have a number for Spring yet is because we want to see what has happened in the Fall semester.

Non-Credit again is given a target to reduce 300 non-enhanced, non-credit FTES. We still need an estimate of what is achieved in savings in hourly instructors in Continuing Education.

The cell-phone and mileage allowances have been reduced; they are safe numbers to assume a savings because they are already in place.

Travel, we can reduce travel further and we will be discussing this next week.

Institutional memberships have been reduced and we know that this number is a true savings.

The other part that needs to be discussed is the Federal Back-Fill and how is it going to be distributed. It has been confirmed with the Chancellor's Office and the League that we have three years to spend this money.

There are six positions that we are not planning on filling which will save about \$500,000 from permanent classified staff and management positions that have become vacant: They are one LRC position, one Office of Student Life SPA, one Theatre Arts – Admin Asst., one DBA position in IT that has been vacant for two years now, one Catering LTA , Continuing Education – the permanent instructor position in OMEGA.

The numbers that have been identified with certainty are \$1.6 million, leaving \$2.8 million so that we have a balanced budget which we are working on. It is another reason to need another CPC meeting before September 1<sup>st</sup> because we need to review this before it goes to the Board. We want to achieve a balanced budget by saving permanent positions as much as possible. We have discussed the need for categorical programs that we will try in 2009 – 10 to back-fill permanent positions but only 2009 -10, come 2010-11 forward, we have to look more closely at what we can afford to backfill and what level of minimum service we want to offer in these programs.

Instructors' Association President Starke asked about the categorical backfill of the \$1.9 million on the tentative budget which resulted in a detailed discussion on what the actual backfill will be. Those staff members in the Categorical Programs need to go back and look again at their numbers. We now assume that these numbers are pretty stable and the impact on various programs is not equal. The cuts are extraordinary and since the money cannot be moved around, we will see in the future

what this means for full-time people and how that will work.

Instructors' Association President Starke asked where the \$1.5 million that we are targeting to cut in the hourly employees appears.

Superintendent/President Serban clarified that there is a difference in the hourly rates reduction and the \$1.5 million cuts target. The \$1.5 million target is a lot higher than what you can achieve by reducing the pay rates. By the reduction of hourly rates between restricted and non-restricted together, we would save \$700,000 in 2009-10. This is a \$1.5 million target from the unrestricted general fund, so it is very different.

Superintendent/President Serban further clarified that the cuts have been identified, but the money has not been taken out yet. There is further work that needs to be done in that area.

Instructors' Association President Starke asked if the following is correct: Seems then that what you are telling me is that we could have a categorical reduction that is almost \$1 million less than the number we are given here, plus some additional reduction from these hourly employees which could be \$500,000 or \$1 million. Superintendent/President Serban said that is what we are trying to achieve.

Instructors' Association President Starke pointed out that the ending fund balance that was projected \$11 million is now \$16 million. How did we do so well?

Superintendent/President Serban said these are the savings from the unfilled vacancies, supplies and travel spending. And there was additional revenue from growth at P2, we reported higher FTES at P2 than at P1, so there was money for growth that is now accounted for that was not accounted for before. Plus there were retroactive cuts that were projected, \$1.1 million, plus another \$500,000 that did not take place in 2008-09.

Controller Griffin pointed out that we had the savings that the Superintendent/President Serban mentioned because in the legislature when they passed the budget, they increased our deferral. This last Spring, we had system-wide \$540 million in deferred revenue that they took out during Spring months and gave back to us in July. They have increased that to \$703 million for Spring 2010, so we are going to have to have enough cash on hand to be able to handle even a larger deferral than we had in Spring 2009. The ball park figure is as best I could provide with the information I have available, that we will have a \$10 million deferral.

5. Approach to development of the Interim Educational Master Plan 2009-11 (handout)

Executive VP Friedlander handed out the draft approach to developing the Educational

Master Plan (EMP) that he and a workgroup are developing. He requested direction from the Council. The EMP is intended to define where the college is going in terms of educational programs and related facility needs and what plans does the college have to support the defined direction being taken currently and in the future. So far the workgroup has proposed that the plan contain: background information about the District, the process for developing an Educational Master Plan and a key part of that process is drawing from the Program Reviews that we did last year and that is where the information is coming from. The second important part of the EMP is how we link Program Review, budgeting, planning and facilities. All the Departments will be listed. He reviewed how the workgroup will continue with this effort.

In the Fall, he stated that we will take the draft through the consultation process recognizing that we will not have it completed then, but this is a draft that we can have done in time for the Accreditation Team visit.

Superintendent/President Serban stated that the reason to have an Education Master Plan (EMP) is because programmatic needs should drive facility needs. We need to acknowledge if there is a gap and where it is and what are the needs that have been identified, we can actually address. That is the thrust of this effort. She acknowledged the work done by Academic Senate President Alarcon and Executive VP Friedlander and the workgroup for the excellent work done on the Educational Master Plan. Executive VP Friedlander reported that Dean Scharper, Associate Professor of Theater Mokler and Academic Senate Member Garey found that looking at the Program Reviews led to informed discussions resulting in the distillation of ideas which are now included in the draft handout. This allows us to see more clearly what the overall direction of the college is, look at what fundamental changes we need to make in how we think about how we deliver and support our core mission in a way that we can afford. The discussion about the Education Master Plan continued, pointing out that this is an interim plan. Once we start the next cycle for the College Plan in 2 years or so, then this is when the Education Master Plan becomes really valuable because that should help drive the plans goals and objectives going forward.

6. College priorities for 2009-10 – This was not discussed at this meeting and postponed to another meeting.
  - a. Year 1 evaluation of college plan 2008-11 and district technology plan 2008-11
  - b. Objectives from the college plan 2008-11 and district technology plan 2008-11 on which to focus in 2009-10

Superintendent/President Serban asked that the Council meet before the scheduled September 1<sup>st</sup> meeting to vote on : 1) SoMA and 2) to look at the version of budget before it goes to the

Board for approval to become the adopted budget.

Superintendent/President Serban thanked everyone and adjourned the meeting.

**Next meeting: Tuesday, August 25, 2009, 1:00pm – 2:30pm**

**Santa Barbara City College**  
**College Planning Council**  
**Tuesday, September 1, 2009**  
**3:00 pm – 4:30 pm**  
**A218C**  
**Minutes**

**PRESENT:** A. Serban (Chair), I. Alarcon, O. Arellano, L. Auchincloss, P. Bishop, S. Ehrlich, J. Friedlander, T. Garey, A. Garfinkel, M. Guillen, K. Molloy, K. Monda, D. Nevins, J. Sullivan

**ABSENT:** E. Harrington, C. Ramirez , N. Ridgell

**GUESTS:** S. Calderon, C. Johnston, K. McLellan, K. Neufeld, K. O'Connor, B. Partee, C. Rivero, A. Scharper, J. Shapiro, M. Spaventa, L. Stark, G. Tenant, J. Walker

**Call to Order**

Superintendent/President Dr. Serban called the meeting to order. She welcomed Atty Garfinkel who will be representing the ASB President Emily Harrington who cannot attend because she is taking a class this semester that ends at 4:30pm. Atty serves on the Board Policies and Administrative Procedures Committee (BPAP) also.

**Information Items**

1. Budget actions taken by other California community colleges.
  - a. Superintendent/President Serban handed out a summary of budget actions for 2009-10 taken by other community colleges in California. These actions have been compiled from exchanges on the CEOs and CBOs listserves during July and August 2009. The importance of looking at this list is to see where we stand in relation to these other colleges: 1) we are in better shape than most other 72 community college districts. 2) these examples show the drastic measures some of these colleges had to take to deal with the state budget reductions which we were able to avoid due to proactive and deliberate actions started in 2008-09. This points out and helps us recognize that the measures we have taken are in order to avoid the more brutal measures that other districts have had to put into place. It reminds us that we have much to be grateful for. The overall consensus of this group is that 2010-11 is going to be worse.

**Discussion Items**

2. College-wide priorities for 2009-10 (attachment)
  - a. Superintendent/President Serban reminded us that this attachment was given out at the last meeting as well and we want to hone in on this between now and the next CPC meeting – September 22.
  - a. Year 1 evaluation of College Plan 2008-11 and District Technology Plan 2008-11

(handouts) – continued from Aug 25 meeting

- a. Human Resources – VP Ehrlich reported that on Goal 4 of the College Plan - Faculty, Staff and Administrators - that Human Resources (HR) is responsible for recruitment related objectives, establishing benchmark measures related to work place satisfaction and professional development issues of Faculty, Staff and Administrators/Managers.

She highlighted some of the successes and challenges they faced this year. Training is important. She stated that one of Human Resources' (HR's) goals is to systematically train more new Faculty and New Dept. Chairs in order to acquaint them with the routine College processes. She described further the details of what they plan on doing. The Adjunct Pool has been entered into People Admin. This creates an efficient systematic way of assisting Dept. Chairs in looking at their Dept faculty needs. HR forms have been revised. In spite of budget challenges, HR managed to hold an In-Service for classified employees which she feels is extremely important. HR was able to offer the In-Service this year because her Department had a bit of one-time staff development money left over, but the challenge will be next year. She reported that in cooperation with IT, HR is able to use the IT Conference Room that allows real- time interactive video conferencing for our employees. Deployment of online self-service benefits has been targeted for July 2010 and HR is working in cooperation with Payroll and IT. HR has worked in cooperation with many individuals at the College looking at the student and hourly structure and pay rate that was revised last fiscal year. HR has made large strides in working on the newly formed Board Policy – Administrative Procedures Committee (BPAP). The goal is to have all Board Policies and Administrative Procedures reviewed, changed as needed and new ones created, also as needed, by 2012. VP Ehrlich reported that currently the female workforce and female applicants are generally above 50%. The focus is on minority applicants. The minority faculty and staff target is to mirror the distribution of the student population because that is the ideal for the appropriate role models for the students. The student minority population is close to 40%. The data is still being analyzed for the faculty hires for the 2008 -09 year, 43% were female applicants, 36% were minority applicants which was a huge increase compared to last year or any prior year. Unfortunately, in the following year, with one more position and many more applicants those numbers dropped to about 38% and 24%, respectively. We still need to analyze that in order to see what needs to be done. VP Ehrlich stated that she believed that the success for the 2008- 09 hires was partly due to the involvement of the Director of Diversity which was a new position at the College filled in fall 2007. There was incredible cooperation from the Deans, Dept. Chairs, and Faculty within the Depts. The strategy that we have adopted is to very carefully advertise and promote positions. 4.2 To Establish benchmarks for assessment of workplace satisfaction. Two surveys have been completed this year. She discussed this further. 4.3: Collecting Data from individuals who decline positions or who resign. One known fact, the single biggest impediment to hiring in Santa Barbara is the high cost of living and housing. The question is whether there is anything else that we don't know about that we should be looking at. HR is looking at developing a survey from which to gather exit data. There were further

suggestions as to how to deal with this objective. Objective 4.4: To increase participation by at least 5% in classified and management professional growth programs. These are programs that have generated a lot of interest, but with limited management participation. At the management retreat held on August 14, we identified one reason that not many managers participate and that is because of a lack of knowledge of the program, which we will make sure gets communicated and clarified to all managers. Objective 4.5: Increase the percentage of employees who use the Coastal Housing services. We have actually had a significant increase in people who have taken advantage of these services. The savings in home purchases were estimated from \$68,000 to \$98,000. HR will gather information from employees who have participated in the program to find out what their experience was. Superintendent/President Serban thanked Academic Senate President Alarcon for translating the workplace assessment questionnaire into Spanish, which was used by employees from Facilities.

- b. Information Technology – VP Bishop discussed the Annual Tactical Plan for Implementation of the College Plan 2008-11 objectives related to technology and the District Technology Plan 2008 – 11 objectives. By design, some of the goals of both plans overlapped. Goal 1. The web printing implementation is completed. There is a link that allows anyone with a laptop on the college wireless system to be able to print to all the print stations across campus. There is a map of all the printers on campus and one can click on the printer to be used and it will automatically install the drivers, then one can print to that station that is set up for either a MAC or PC. Moodle, E-Lumen and Curricunet are all important initiatives requiring IT support. Much of the IT work related to these projects have been completed already. Objective 6.1. The installation of the Operational Data Store (ODS) is completed and performance issues being worked out. 6.3 Finished the implementation of Banner-Phase 1 and have to finish the payroll implementation. This has ramifications for doing Banner Self Service for Benefits. Phase II is expected to be completed in Spring 2010. The Clean Address Software determines what are bad addresses then offers suggestions as to what the correct address is, so the college will have the ability to clean up addresses. Bringing Credit Card transaction systems into PCI-DSS compliance is in progress. This is more complex and time consuming than anticipated. 6.4 Implementation of the District Technology Plan is in progress. 6.5 By spring 2009, complete the Continuing Education software conversion is all completed. Goal 8: Create an optimal physical and technological environment that ensures the best service to students and the local community. This refers basically to infrastructure and the expansion and completion of the Campus Wi-Fi network. He reported that now that the college has the opportunity to buy some wireless equipment from Westmont, and installation has started. At Schott and the Wake Center, refined firewalls need to be installed. The College needs to upgrade the network infrastructure. Superintendent/President Serban noted that the infrastructure upgrade will be funded through Measure V. VP Bishop reported on progress made on the District Technology Plan Objectives. On Objective 1.6, IT has completed more than 24 upgrades. Objective 2.2 The use of the ID card to make payments on campus has increased by 120% increase. Objective 2.3 - work has not started on developing the online tools for English and Math assessment testing preparation. Ed Programs has

responsibility for this objective. Objectives 2.4 and 2.5 are both in process and due to be completed this fall. Objective 2.7 refers to Moodle which Bishop reported is moving along at rapid pace. Objective 3.1. is in process. Objective 3.2 There will be a survey looking at training needs and modalities that will serve the user. 4.1 Develop a decision support system for enrollment management and institutional effectiveness research. This is in process. 4.2 and 4.3 are in the College Plan and already reported on. Objective 4.3 Enrolling 75% of Cont Ed student online is in progress.

c. Continuing Education – VP Arellano reported from College Plan updates relative to Cont Ed objectives. Objective 2.1: They are on target yet are facing some challenges. At the moment the CE Staff are collecting a lot of the baseline data for course completion manually. This issue itself is being addressed and is one of the main challenges. 2.2 The development of a Medical Assistant Program is underway and should be completed by the end of this year. The Health Care Interpreter Program is now back to non-credit and curriculum is being fine tuned. Objective 2.3: This objective has been completed due to the hard work of the Student Services staff. There is a 16% increase in the number of students served and program review has been completed for the Student Services function. 2.4 This objective is in progress. Objectives 2.5 and 2.6 in progress. Goal 4: Objectives 4.7 has been achieved. Faculty Evaluations slated to begin Fall 2009. Goal 6. In Progress: Lumens continuing to address, looking at new strategies for Winter 2010 registration challenges.

- b. Objectives from the college plan 2008-11 and district technology plan 2008-11 on which to focus in 2009-10
- c. Planning agendas identified in the self study (attachment)

### 3. Budget for 2009-10 – Joe Sullivan, Leslie Griffin

- a. Categorical programs – budget for 2009-10, requested backfill from general fund reserve.

Superintendent/President Serban discussed the augmentation in funding from general fund reserve requested by categorical programs for 2009-10. For DSPPS. The State will be giving us, as of now, only \$596,584. In the next iteration of this report we want to show: what is the State truly giving us versus what we are needing and what how much will come from a combination of District backfill from General Fund Reserves and DSPPS carry-over money from last year. She stressed that it is important to understand what the commitment from the General Fund Reserves is. Serban thanked Controller, L. Griffin and the Managers from these areas for the time and effort spent looking at their operations and budgets. The time factor was important because there will be a study session followed by the September 24<sup>th</sup> Board Meeting when the Board will vote on the adopted budget for 2009-10. In response to Academic Senate Member Monda's question about whether the adopted budget is always changing or not, President Serban stated that we have to have a balanced budget. Serban said that since we are agreeing to backfill from the General Fund Reserves because there is no other money, makes an impact on whether we arrive at a balanced budget or not. This year it does matter in the sense that these programs have been



severely cut and we are making a commitment that is far more than we would have had to consider making in the past. DSPS Director J. Shapiro reported that over 2,500 students requested accommodations for disability this past year. Every one of them was met in a timely manner and engaged in the interactive process which involved discussions with many of those at the meeting. Over 1,500 of those students actually used reasonable accommodations on campus, also provided those in a timely manner. There have been no Office of Civil Rights investigations through the history of this program because we have responded in compliance with Federal Law and this is because of the wonderful dedicated DSPS team. She reported that they have the same number of staff that that they had in the year 2000 and the numbers of those who have requested accommodations for disability have doubled and continued to rise. The formula for DSPS state allocation is based on the number of contacts, the number of students with disabilities and their accommodation usage. (No Federal money – it is all State money). Superintendent/President Serban pointed out that the real cut for DSPS in terms of State Funding is 48.6%. There was further clarification and discussion about the funding for DSPS this year.

Superintendent/President Serban stated again that in 2010-11 there is going to be a real problem because there will be no more carry over and there will be no more Federal backfill and the cut from the State will continue. Director Shapiro stated that it is difficult to predict costs because each year the disabilities differ and their needs differ. For example, last year there was an increase in deaf population, so the costs of interpreters being high, increased our expenses, and this year, there is a large population of blind students. There are more veterans and it is difficult to determine what those needs will be and what it will cost. Superintendent/President Serban stated that the positive side is that the level of service for 2009-10 should be fairly close to the level of service in 2008 -09 given the augmentation from general fund reserve which we are providing to DSPS and other categorical programs in 2009-10. It is 2010 -11 that we need to look at this fall.

EOPS. Dean B. Partee reported on the expenses and revenue of EOPS and stated that two of the major components of EOPS is the child care component as well the book grant component. Without those two components, the college will lose EOPS students – because of the fact that they will make the decision to take less units or not come to school at all. This year EOPS did not use any of the Federal Stimulus dollars and decided to save that money for the next two years. Superintendent/President Serban gave a bit of background: Even with the \$300,000 back-fill from the General Fund Reserves, this will still mean a direct reduction in service to students in childcare support, book grants, cash grants, and support for covering course fees. There was further discussion about the increase of step and column. Superintendent/President Serban stated that EOPS is taking the biggest hit because when you look at the total expenses, they have an 18% decline compared to last year, compared to DSPS 7.3 decline, Matriculation has a 4.6 decline.

**MATRICULATION CREDIT:** Dean McLellan explained the unique situation in Matriculation funding, the flexibility that they have, the timing of monies received, the unspent saved money, the way they must budget because the money is not there when the year started, the budget problems they face and how they deal with them. He stated that the Matriculation staff and the Matriculation committee have identified what is needed from the District back-fill this year which is \$145,000. Superintendent/President Serban acknowledged all the work done on the Matriculation Budget and said that with \$879,762,

and the General Fund Reserves back-fill the level of service should be very close to the level of service in 2008 – 09. Superintendent/President Serban reported information on the actual cuts, 51%, from the State to Credit Matriculation. Academic Senate Member Molloy and Superintendent/President Serban will meet to discuss the Basic Skills Credit. Superintendent/President Serban said that we are providing an additional \$600,000 from general fund reserves for categorical programs in 2009 -10, in addition to what we had already budgeted from the general fund for these programs. She then asked for comments from the CPC members about how they feel about level of back-fill for 2009 -10 only. Academic Senate Member Nevins said he is supportive of this level of backfill for this year because it allows us to maintain services and gives us time to have a sensible conversation about 2010 – 11. Academic Senate Member Garey stated that he too is supportive of the fact that this backfill is going where it is truly needed. VP Sullivan agreed with Garey. He said from his perspective that this year we can absorb it and he acknowledged that this has not been an easy road and everyone has worked hard to make this work. Academic Senate Member Monda expressed her appreciation for all those who took the extra time to come to the meeting. She also expressed her concern about the process for planning for 2010-11. There was further discussion about this. Superintendent/President Serban stated that we do have a good structure in place to prepare and plan for 2010-11. The issue is how to use the existing structures effectively. Student Senate Member Garfinkle will be taking this information back to the Student Senate. Academic Senate Member Nevins said he is echoing Monda's concern about planning for 2010 – 11. Further discussion regarding that ensued. Dean Spaventa pointed out that part of the frustration around planning has been because some of these budget changes have been occurring over the summer when most faculty are not on campus. She also said that she thinks planning anything for the following year during this entire year is going to make a big difference. In summary Serban, Garey, Nevins, Shapiro agreed that in the history of the College we have never had cuts like this from the State, and that with these deep cuts, the college-wide, high level of fiscal commitment to our core student services is significant for 2009 - 10.

b. Planning for 2010-11 (to be continued)

4. College Desktop/Laptop Provisioning Procedure (handout)

VP Bishop handed out a copy of this procedure. If an employee is working from home or other locations, that we don't, as an institution, provide the home equipment to work remotely. Having said that, if someone specifies that they want a laptop and if they take it occasionally somewhere else, we don't prohibit that. Superintendent/President Serban stated that we are clarifying that from now on, when we hire people who telecommute, they need to understand that they need to provide for their own equipment as the maintenance issues are untenable.

Superintendent/President Serban adjourned the meeting.

**Next meeting: Tuesday, September 22, 3:00-4:30pm Physical Education Conference Room**