

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
October 29, 1996**

MINUTES

PRESENT: J. Friedlander, D. Barthelme, L. Fairly, K. Hanna, K. O'Connor, D. Oroz, J. Romo, L. Rose
ABSENT: B. Hamre, C. Hanson (excused)
GUESTS: Three Members of the Accreditation Visiting Team: Lea Templer, Professor, Economics; Pegi Ard, Vice President, Business Services, Cabrillo College; and Allan MacDougall, Director, Information Resources, Saddleback Community College District

CALL TO ORDER

The meeting was called to order by Dr. Friedlander at 3:05 p.m. in SS250.

ANNOUNCEMENTS

Accreditation Team Visit

Dr. Friedlander introduced the members of the visiting Accreditation team and welcomed them to the meeting.

Fall 1997 Full-time Faculty Obligation

Dr. Friedlander announced that the Chancellor's Office has projected the Full-time Faculty Obligation for SBCC for Fall 1997 at 173.7 FTE. (The Full-time Faculty Obligation for the Fall 1996 year is 162.7.) The College is now in the hiring process to fill an estimated 20 new and replacement positions for 1997-98. Departments will be submitting their requests to the Office of Academic Affairs by the end of the first week in November. The Academic Senate has set two dates to hear presentations from the departments requesting new and replacement positions. Requests will be reviewed and ranked by the Academic Senate by the end of November. The College Planning Council will review the ranked requests and send its recommendations to the President.

Welding Program

Dr. Friedlander reported that after a lengthy study he is recommending that the Welding Program be discontinued in its present location by the Spring 1997 semester. The rationale for this recommendation is based on the following considerations:

1. **Lack of job market.** The Economic Development Department provided statistics showing that there are currently 125 persons employed in welding in Santa Barbara County in construction, manufacturing and the oil industry. The projected growth in the number of jobs to the year 2000 is 5 new positions and 20 replacement positions. In the area of welding/machine setters there are 20 operators employed in the county and no growth is projected to the year 2000. Welding machine operators number 10 in the county and no growth is projected to the year 2000.
2. **Use of Welding space to benefit instructional programs in the Administration Building.** Reallocating the space in the Welding Shop will enable the College to provide computer lab space for graphic communications, electronics, multimedia arts and technologies, drafting, auto services, telecommunications and the computer art design programs; and provide a Technologies Division

classroom with priority for environmental horticulture. Media Services would move into the welding area and the Media Services area would then be transformed into an ESL/Foreign Languages Computer Lab, which would more than double the number of computers available for the 1000 or so students enrolled in foreign languages and ESL courses. The existing language lab would be converted into two additional 30-35-space classrooms.

The instructor in the welding program would be assigned to teach the welding courses as part of the Marine Diving Technology curriculum in 1997-98 and would be given a post-retirement contract for 1998-99 to teach welding to students in the MDT program. The offer to have the welding program instructor remain at the college on a full-time basis in 1997-98 and on a post-retirement contract in 1998-99 is contingent upon the submittal of his retirement at the end of the 1997-98 academic year.

Dr. Friedlander stated that the administration is continuing to review the recommendation to discontinue the Welding Program with the Academic Senate.

APPROVAL OF MINUTES OF October 15

M/S/C To approve the minutes of October 15 as submitted (Rose/Fairly) - Ayes: Unanimous

ACTION ITEM: Request from Continuing Education to fill vacant Certificated position: Parent-Child Workshop (Hanne Sonquist)

Mr. Romo provided a brief background on this request for a faculty replacement in Continuing Education. He noted that there are only four tenured certificated faculty members in the CE division and that they differ markedly from the credit tenured faculty in terms of (1) percent of contract (80%); and (2) assignment (primarily responsible for facilities maintenance, state certification, all budget and fiscal matters of the workshop, teaching classes and supervision of programs, parents, children and staff). Given the uniqueness of this position, Mr. Romo requested an exception from the normal faculty hiring procedures, including the review and ranking process conducted by the Academic Senate. During the discussion it was acknowledged that there was lack of clarity on CPC's role in the hiring process (for both credit and non-credit faculty/counselors) and members suggested that the Council address this concern at a future meeting. It was also suggested that Mr. Romo look at the possibility of expanding this director position from its current 80% to 100% and any salary implications.

Questions and Answers from the Accreditation Team

The meeting concluded with a brief but informative question and answer session with the accreditation team visitors. Their questions revolved around the role of CPC in decision making, membership and voting; how decisions are made with regard to the discontinuance of instructional programs; and the degree of involvement by college groups in decisions regarding the use of facilities (instructional programs).

The meeting was adjourned at 3:00 p.m.

JF:jdm

cc: Cabinet, Deans, Assistant Deans, Department Chairs, Academic Senate, Instructor's Association, CSEA, Classified Council, College Information, *The Channels*, Rob Reilly, Publications

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
November 19, 1996

MINUTES

PRESENT: J. Friedlander, K. McLellan (for L. Fairly), K. Hanna, C. Hanson, K. O'Connor,
D. Oroz, J. Romo, L. Rose

ABSENT: L. Auchincloss, D. Barthelmess, B. Hamre, L. Fairly (all excused)

Call to Order

The meeting was called to order by Jack Friedlander at 3:08 p.m.

Approval of Minutes: November 5, 1996

The minutes were approved with the following corrections: "The vice presidents will field test the template." (Rose/Oroz) Ayes: 7 Abst. (1)

Budget Revisions

Charles Hanson distributed copies of the **1996-97 BUDGET REVISIONS**. The district will increase funded credit enrollment by 5%, or approximately 579 FTES, to meet the 1996-97 revised state enrollment (FTES) Cap for SBCC. Efforts are underway to increase credit enrollments by expanding course offerings in the fall, spring and summer terms, Saturday classes; and, possibly, adding a second summer session in 1997. Marketing efforts are being expanded, including the resumption of mailing class schedules to all area residents.

A portion of the new growth funds will be used to offset costs associated with expanding course offerings. These include:

Certificated hourly salaries	\$378,641
Readers (5% increase)	3,395
LRC Tutors	9,843
Publications (Spring schedule)	4,300
Multimedia Arts & Technologies (Hourly Classified and Supplies)	40,000
Learning Support Services LTA (Previously approved)	35,000
<u>Saturday Registration Costs</u>	<u>5,996</u>
Total	\$477,175

On December 12, the Board will be requested to revise the 1996-97 budget to reflect the additional revenues and expenditures noted above. Other changes in revenue may occur after the college receives the Chancellor's Office first apportionment report in February, 1997.

In response to concerns raised about specific expenditures (e.g., MAT costs), Dr. Hanson noted that the vice presidents and Dr. MacDougall had discussed the items to be funded and that the President approved the expenditures. Dr. Friedlander noted that the MAT is a WSCH-generating program; but, as a new program, there are costs associated with its implementation. This issue of the process used to allocate new resources will be revisited at the next Cabinet meeting. The more fundamental issue, members reiterated, is the need for CPC to develop a process to recommend the prioritization and allocation of resources. Members noted that a process should be in place as soon as possible, especially as the College moves toward implementation of Project Redesign and the goals and objectives of *The College Plan*.

Replacement Equipment (Non-Technology) Allocations

Copies of the 1996-97 Replacement Equipment Allocations was distributed by Dr. Hanson. The allocations to the vice presidential areas are:

<u>Unit</u>	<u>% Total</u>	<u>Allocation</u>
Academic Affairs	66.8196	\$267,278
Business Services	19.9841	79,936
Continuing Education	4.5844	18,337
President’s Area	5.2131	20,;852
Student Affairs	<u>3.3988</u>	<u>13,597</u>
	100%	\$400,000

A substantial reduction from the previous year (10%) occurred in Academic Affairs due to the reappraisal of the replacement cost of the Bell saturation diving system. Shifting Media Services and the Word Processing Center inventories to the President’s Office (due to organizational changes) and the sale of the Dental Assisting Equipment also reduced the percentage/allocation to Academic Affairs Area. Business Services’ inventory increased by 4 percent; Continuing Education, 1 percent; President’s Office, 3 percent and Student Services 1 percent. The accounting office has set up appropriation accounts in Fund 28, and vice presidents are asked to begin allocating Replacement of Equipment funds to their accounts. Dr. Friedlander noted that the Word Processing Center is part of Academic Affairs and, as such, the inventory for this support service should be part of the Academic Affairs’ equipment inventory.

Equipment Allocations (Technology) 1996-97

Dr. Hanson distributed a summary report on the Equipment Allocations - Information Technology. The District has proposed changing the equipment policy by setting as a target doubling the annual allocation for Replacement Equipment (from \$320,000 to \$600,000) and for New Equipment (from \$480,000 to \$800,000). The proposal will go to the Board at the December 14 meeting.

The 1995-96 Balances are:

Prior Allocation:	\$462,212
New Equipment	250,000
Other Projects	225,000
Foundation	70,000
Redesign	250,000
Total	\$1,252,312

The 1996-97 Balance is \$1,206,850 (Sources of funds:\$586,880 (state grant); \$320,000 (Lottery) and \$300,000 (State Grant) Dr. Hanson agreed that approximately \$850,000 is available for computer technology this year. (to be allocated by the District Technology Committee).

Equipment Allocation - Vice Presidents

1996-97 Equipment allocations to the Vice Presidents are as follows:

Academic Affairs	\$267,278
Business Services	\$ 79,935
Continuing Education	\$ 18,337
Student Affairs	\$ 13,597
President's Areas	\$ 20,852

College-wide Equipment Allocations

Balance 1995-96	\$154,824
Proposed Allocations	\$ 80,000
1997-98 Suggested Allocations	\$ 80,000

The College Plan: Development of Process for Prioritizing and Allocating Resources.

Vice Presidents were requested at the last CPC meeting to develop a template outlining the costs for implementing the goals and objectives contained in the College Plan. Keith McLellan, representing Lynda Fairly's unit, submitted a analysis of the costs for implementing **Objective 2b** in the **Community Responsive** section of the College Plan. **Provide community college students, faculty and staff with seven-days-a-week, 4-hours-a-day access to a college-wide information system from both on- and- off--campus (June 1988).** Using this template as a basis, a matrix was developed for listing the resources needed to achieve the goals and objectives of the College Plan. The matrix is shown on the following page.

D R A F T

**Santa Barbara City College
College Plan
Resource Analysis - Sample Template
11/25/96**

- 2b. Provide community, students, faculty, and staff with seven-days-a-week, 24-hours-a-day access to a college-wide information system from both on- and off-campus (June 1998). Implement a comprehensive computer-based College-wide Information System (CWIS) to provide students, faculty and staff with greater access to college support information.**

Produce a plan for intranet and internet data elements, document management, page production and page maintenance.

Design and produce templates for Web page production.

Produce and publish initial text-based pages, interactive pages, interactive data-base options and interactive instructional support pages.

Internal support and distributed maintenance and support text-based pages, interactive pages, interactive data-base services and interactive instructional support services.

YEAR ONE			
Resource	Handle with Existing Resources	Not Handle with Existing Resources	
Specify if New and if On-Going or One-Time Only	Hours or Budget To Allocate	Hours Needed	Budget Needed
Faculty			
Staff			
Activity Support			
Training			
Consultant Services			
IRD Personnel			
Hardware/Software			
Other: (specify)			

Members offered the following suggestions/comments:

1. Timelines should be reasonable.
2. Cost analysis of all objectives is imperative.
3. If the objective is on-going or requires several stages of development, are there sufficient resources to reach end results?
4. Units which cannot meet objectives due to fiscal constraints should consider pooling resources and personnel to implement objective.
5. Units should ascertain whether objectives overlap between units.
6. Does the objective need support from college committees or support serves? If so, how much (dollars, time and personnel)?
7. May require reallocation of resources.

Members agreed that units would submit resource requests to the CPC in February. John Romo, Bill Hamre and Jack Friedlander will meet to synthesize the resource requests and place them into an overall matrix that will serve as the basis for ranking the resource requests.

Announcement

Dr. Friedlander announced that the College anticipates hiring 20 new tenure-track faculty for 1997-98.

Adjournment

The meeting was adjourned at 4:55 p.m.

c: Cabinet, Deans, Assistant Deans, Department Chairs, Academic Senate, Instructor's Association, CSEA, Classified Council, College Information, *The Channels*, Rob Reilly

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
December 3, 1996

MINUTES

PRESENT: J. Friedlander, L. Fairly, B. Hamre, K. Hanna, K. O'Connor, D. Oroz,
J. Romo, L. Rose

ABSENT: B. Hull

Call to Order

The meeting was called to order at 3:05 p.m. Minutes of October 29 and October 19 were distributed and will be approved at the December 17 meeting.

Approval of New Faculty Positions 1997-98

It was suggested that this item be presented for information only, based on member's recollection that new faculty hirings no longer require CPC endorsement.

Dr. Friedlander reported that the District will fund 20 new/replacement faculty positions. The Senate has reviewed all 31 new/replacement faculty positions submitted by academic departments, and at its last meeting, the Senate voted to recommend the following positions, in ranked order:

- | | |
|------------------------------------|------------------------------|
| 1. English #1 | 14. Computer Science |
| 2. Math #1 | 15. ESL #1 |
| 3. Spanish #1 | 16. CIS |
| 4. Biology #1 | 17. English #2 |
| 5. Art | 18. Marine Diving Technology |
| 6. Automotive Services | 19. Biology #2 |
| 7. Essential Skills #1 | 20. Essential Skills #2 |
| 8. Math #2 | 21. Philosophy |
| 9. French | 22. Math #3 |
| 10. Multimedia Arts & Technologies | 23. Communication |
| 11. Physical Education | 24. ESL #2 |
| 12. Music | 25. Associate Degree Nursing |
| 13. Chemistry | 26. Radiologic Technology |

Dr. MacDougall is considering filling the 20th ranked position with either a third Math or third English faculty position or a second Essential Skills position. The decision will be based on the applicant that has the greatest potential for making a significant contribution to one of these three departments. Discussions are continuing between the President, the Vice President, Academic Affairs and the President of the Academic Senate on this issue.

Process for Allocation of Resource Request

Charles Hanson provided the timeline the College uses in its budget development process, noting that this information would be helpful to CPC in determining its timeline for allocating departmental/unit resource requests. In general, budget development begins with the Governor's Proposed Budget which is announced in January. By February, the College has developed the Preliminary Budget (includes adjustments to the previous fiscal year's adopted budget and P1 for the current year and other anticipated revenues and expenditures). The Tentative Budget is presented in May and the Adopted Budget is sent to the Board for approval in June. Dr. Hanson suggested that department/unit resource requests be submitted from January through February. By that time the College has a reasonably clear picture of income and expenditures for the year. Other factors need to be explored before CPC embarks on the allocation of resources project such as contractual employee salary obligations and allocations to contingency accounts and costs for major college projects (e.g. conversion).

CPC's role in the allocation of resources which take place in ITC and DTC was also discussed, and several members opined that CPC should approve any major acquisitions that exceed the existing funds allocated to that committee. Other points made during the discussion: ideally the budget should be driven by (1) the College Plan, (2) Project Redesign, and (3) department/unit resource needs. If new funds are limited, what is the process for reallocation of existing funds? Dr. Hanson emphasized that it is important for the College to have a firm grasp on the budget (all revenues, including annual one-time funds, and other augmentations) and expenditures (one-time and on-going) by February.

John Romo reported that he and Bill Hamre have completed their analysis of the College Plan and will bring to the Council their assessment of the measurability of each objective. Several objectives need to be revised because they are too activity-oriented. The measures template is being developed and will be distributed to vice presidents next week.

John Romo reported that productive discussions have taken place in Cabinet with George Tamas on the process for identifying the resource needs associated with the goals and objectives in the College Plan. Mr. Tamas has additional ideas on how to improve this process, which he conceded is difficult and complex. Members requested that Mr. Tamas be invited to a CPC meeting in February to discuss *change management*, the process being discussed in Cabinet as a means of achieving the goals in the College Plan in a systematic way which will integrate objectives and eliminate duplication. An expanded report on this process will be given at the February 4 meeting by John Romo and Bill Hamre.

Next CPC Meeting(s)

Members agreed to meet on December 17, 1996 and February 4, 1997. A meeting may be called in January.

Adjournment

The meeting was adjourned at 4:03 p.m.