

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL

July 20, 2000
1:00 – 2:30 PM
A218C

MINUTES

PRESENT: J. Friedlander, B. Fahnestock, S. Ehrlich, L. Fairly, B. Cordero, L. Rose, K. Hanna, K. O'Connor, J. Lynn, A. Serban, T. Garey, K. Richards

EXCUSED ABSENCE: B. Hamre, K. McLellan

1.0 Call to Order

- 1.1 The meeting was called to order by Chairperson Jack Friedlander.
- 1.2 The minutes of the May 16, 2000 meeting were approved.
- 1.3 Announcements

Tom Garey announced that *Violet* is continuing to play despite the *News-Press* article that indicated that it was closing. The play is a success.

Kathy O'Connor announced that the Academic Senate approved the no-cascade model of replacement technology at its July 19th meeting with the caveat that there be specialized cascading after it has been presented to ITC and DTC.

2.0 Information Items

- 2.1 Bill Cordero announced that Debbie Barber has been selected to fill the Director of Marketing and Enrollment Management position. The PIO position has been filled by Kay Bruce. Angie Esqueda has taken the position of secretary in the President's Office and Allison Canning Curtis has been hired as the admissions supervisor. There will be two senior secretary positions open in Educational Programs. Bill further outlined several positions to date that have opened in his area.

Jack Friedlander announced that the assistant dean's position for Vocational Education and Development has been offered to a candidate and we are awaiting an acceptance. Dr. Friedlander also announced that Kent Richard's new position/title is Director of Information Technology, Networks and Communication. Kent Richards noted that IRD is recruiting to fill several staff positions.

Dr. Friedlander reported that the HRC department will be filling several LTA and food service technician positions. The new Bacara Resort and Spa is recruiting employees from the local community and has hired two of the LTA's in HRC. It is anticipated that at least one additional LTA will leave the college to work for Bacara.

Brian Fahnestock informed CPC that he has hired Ed Blaschke as a construction administrator as a two-year position, primarily for the LSG remodel.

2.2 Review of state budget for California community colleges

Dr. Friedlander distributed a spreadsheet showing the major items included in the 2000-2001 state budget for California Community Colleges.

2.3 Review of the college's budget for 2000-2001

Vice President of Business Services, Brian Fahnestock, distributed a copy of the tentative budget for the Santa Barbara Community College District for fiscal year 2000-2001 along with the cover letter to the Board of Trustees. Brian enumerated some of the changes in the preparation of this year's budget:

1. The budget was based *not* on the adopted budget of the prior year but on the adjusted budget of the prior year to make it more reflective of actual college income and expenditures. The goal is to produce a budget that is closely aligned as possible with actual income and expenses. This should reduce the amount of time spent on making adjustments in the budget during the course of the year;
2. The use an accurate salary model where every person was captured in the organization and their actual cost determined; and
3. Rather than waiting until year-end to transfer money to other funds, it will be determined what will be transferred to other funds and that will be put in the budget initially. In the past, the budget was based upon the last year's adopted budget.

2.4 Update on facilities projects

Brian Fahnestock announced that Leslie Griffin has taken over Dave Pickering's position as Controller for the college. Updates were then given on the following projects:

A. LSG remodel

The project will go to bid in the next two months with a start date of October or November with anticipated completion in two years.

B. Temporary office buildings

These buildings will not be completed by the opening of school because of the busy schedule of the contractor. It is anticipated that the two office buildings containing 34 offices will be completed by the end of September.

C. Facilities requirements to enable SS250 to be used as a computer assessment center

Approximately \$45,000 of the PFE funds was set aside for wiring of SS250 to allow for computerized assessment. Another \$25,000 was set aside to pay for additional staff time. The air conditioning will also have to be upgraded as well as the LAN capability of the building. Those two items alone are approximately \$125,000, which will increase the cost of this project to \$250,000. This project has been under discussion and will move forward with an anticipated completion by the end of December, 2000.

D. Gym remodel

Although the state finding for the \$4 million gym remodel project has not been officially approved, we believe there is a good chance that it will be approved a year from now. This project calls for expanding the size of the weight room and adding four classrooms above the weight room. In addition, there will be an elevator that will go from the bottom floor up to the roof and a walkway onto the roadway to make wheelchair parking below accessible to the upper campus. The mechanical and air conditioning in the building will also be replaced.

E. Other projects

Brian Fahnestock distributed a list of summer projects. One high profile project is the Palm Court Fountain on west campus. The project is primarily funded by a generous donation from Eli Luria.

On east campus, the donor-funded Castillo Overlook project will begin this summer. This will be a \$700,000 project to improve the area.

The refurbishing of the track has been completed and was also entirely donor funded.

A study is being undertaken to expand the off-campus space for the Cosmetology Department by one-third to accommodate student demand and to allow for the expansion of the curriculum and to provide more adequate space in which to conduct classes. The final decision on whether to expand the number of square feet rented for the Cosmetology program will be made this August or early September.

2.5 Proposed changes for parking

Brian Fahnestock distributed an aerial survey sheet that defines the parking areas for the campus. He put forth a proposal of possible changes for eliminating the confusion of the parking signs and reduction of some of the traffic for the upper level. A discussion ensued and Brian agreed to form a committee to attempt to resolve parking issues.

Brian will be attending the Coastal Commission meeting in Huntington Beach in August to discuss the long-range development plan for SBCC. The college is self-permitting, meaning it is its own regulatory body and can hold hearings on any long-range development plans. However, the college is in the coastal region necessitating Coastal Commission approval for projects.

2.6 Partnership for Excellence

A. Review of projects that have been approved

Dr. Friedlander stated that a \$900,000 cap had been set in terms of ranking the PFE proposals for 2000-2001 and indicated, from the spreadsheet, what items were funded. The college has been advised that it will receive \$1.9 million in PFE funding for 2000-2001. This represents a substantial increase in funding from the \$1.2 million that was projected as a best case scenario. The council will need to address how to allocate the extra money. Superintendent/President Peter MacDougall had recommended the council to do an analysis of the implementation of the College Plan and identify the college's needs. CPC voted to endorse this recommendation to analyze the plans for achieving the objectives in the College Plan before allocating the PFE funds that have yet to be committed to projects. CPC will make a recommendation as to what process should be pursued to invite proposals for those funds.

B. **ACTION ITEM:** Request to move forward with two of the three PFE proposals that were ranked by CPC for funding but fell outside of the \$950,000 cap.

Jack Friedlander reviewed from the spreadsheet of PFE proposals and noted that all but the last three items that CPC recommended be funded were approved. The proposals that fell below the \$950,000 cap were the ADVANCE Program for Working Adult, Dual Enrollment & Professional Studies Coordinator position and an Online Counseling position. The Dual Enrollment Program and Professional Studies program generate a significant number of FTES for the college. The person providing the leadership for these functions is funded by a grant. Currently \$71,000 of this grant is being used to pay for this position. We anticipate that this grant will be in place for at least five more years and may be renewed. There will be 54 classes offered at the high schools this fall semester. Dr. Friedlander's proposal to Dr. MacDougall and to CPC is that the \$71,000 [request for \$84,462] from the Tech-Prep grant be available for one-time funding each year until such time as the money is needed for the position.

The ADVANCE Program had two aspects to funding, one administrative, the other hourly counseling. The full-time Dual Enrollment and Professional Studies Coordinator could handle the administrative part of the ADVANCE program but not the counseling. The hourly portion would come out of growth funds because it would generate growth. If agreed, the coordinator position would encompass both the ADVANCE and Dual Enrollment programs. The ADVANCE Program will become incorporated with the Dual Enrollment Program and the Professional Studies Department programs.

The difference in the funding requested for the Dual Enrollment & Professional Studies Coordinator (\$84,462 from \$71,000) is that when the proposal came to CPC, it was to have that position at a Coordinator II level. The difference between the position now and the present request should be on a permanent basis. The difference [\$13,000] would come from PFE funds to make up the difference and the \$71,000 would be available for one-time, ongoing funding.

M/S/C [Rose/Fairly] to move the item 2.6B to action.

M/S/C [Rose/O'Connor] unanimously to fully fund the Coordinator II Dual Enrollment/Professional Studies Program position from the 2000-2001 PFE allocation as proposed with the understanding that the salary portion of the Tech-Prep grant of the position (approximately \$71,000 a year). The PFE funds (approximately \$70,000 a year while the Tech-Prep grant is in place) not being applied to pay for this position would be available to support one-time requests. When the Tech-Prep grant is ended, the position will be 100% funded from the PFE dollars set aside for this purpose.

A discussion ensued on the rationale for taking out the Adjunct Online Advising Counselor for consideration. Dr. Friedlander added that the money left for allocation after the funding of the approved projects is approximately \$1 million based on the projected PFE funding of \$1.9 million to the college.

Dr. Friedlander recounted that during the prior CPC/DTC meeting, a plan was presented for replacement of technology on a 3- and 4-year cycle but a concern was voiced by Kathy O'Connor that there is a \$50,000 shortage to fully implement that plan. Dr. MacDougall related that he is not prepared to commit to contributing the \$50,000 until the state budget is submitted. There is one-time funding in the state budget for 2000-2001 for technology but not on-going funding. The Tech II plan, which hopefully will be in the next state budget cycle, includes funds for technology equipment acquisition and replacement, as well as staffing needed to support technology. Dr. MacDougall's immediate proposal to CPC is that the first demand on the \$71,000 available for one-time funding would be the \$50,000 needed to fully support the replacement of technology plan. At such time as Tech II passes, \$50,000 of these funds would be allocated to the college's technology replacement fund, thus freeing the \$50,000 of one-time PFE dollars for other uses. Dr. Friedlander stated that, at best, if the Tech II plan goes

to the Governor and if he approves it as part of the overall budget, it will be in place this time next year.

In regard to PFE funds for next year, Dr. Friedlander reminded CPC that when PFE was first proposed to Gov. Wilson, it was for three-year funding. Chancellor Nussbaum is now going to be asking for five years of funding, although there has not been an opportunity to review the proposed 2001-2002 budget to know what Chancellor Nussbaum is proposing.

C. Method to be used in determining split of PFE funds for Continuing Education and the other units of the college

Dr. MacDougall has communicated to the council that the method to be used for the split for Continuing Education is whatever figures the state uses to determine our PFE allocation. That is going to be calculated on actual year-end state-funded FTES.

Dr. Friedlander reported that last year we came in over CAP in our FTES and how that actually gets funded will depend on how much FTES was produced by other community colleges. The increase in the college's FTES helped increase the amount of PFE funds we received for 2000-2001.

2.7 Update on the conversion project with Oracle

Jane Craven, Dean of Educational Programs, reviewed the timeline for the Oracle software release and for the college's conversion and gave an update on a project with Oracle and five other colleges in the United States to develop a student system for colleges and universities. SBCC has been involved in this project for over a year. Oracle is getting close to releasing its Student Solution. Over the next few weeks, the partner colleges will be meeting with Oracle on "design reviews". At that point the functionality that is going to be in each of the three modules will be known. Those modules being the Admissions/Recruitment module, the Records and Registration module and the Student Finance module. The development of the Financial Aid module is lagging behind the other three. At the end of this month, Oracle will be releasing a content document that will include all of the functionality that is going to be in their Student Solution. In September, the Customer Relationship Management package will be released. It will be a way to manage recruitment and marketing. Later this year, the college as part of the partner agreement, will be involved in the beta testing of the Student Solution. Financial Aid beta testing will be in February 2001. The actual student Oracle product will be released in February. In May all modules will be tested including the Financial Aid module. In June of next year, Financial Aid will be released and will be implemented in February 2002.

2.8 College Plan

- A. Approach being taken by Educational Programs to develop implementation plans to achieve the goals and objectives in its areas

Dr. Friedlander announced that five cross-functional teams have been formed in Educational Programs and that each team has the responsibility of developing an implementation plan that corresponds to meeting the objectives of the College Plan. Plans will be submitted by early November, leaving November and December to look at the gap analysis.

A timeline will be structured at the next meeting so that a process is in place at the time Spring semester begins.

3.0 Other items

None

4.0 Adjournment

The meeting was adjourned by Chairperson Jack Friedlander at 2:40 p.m.