

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
August 19, 1997

MINUTES

PRESENT: Dr. Peter MacDougall, J. Friedlander, L. Fairly, K. Hanna, C. Hanson, K. O'Connor, J. Romo, L. Rose, J. Lynn

ABSENT: D. Barthelmess

Call to Order

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

Approval of Minutes of July 8

M/S/C To approve the minutes of July 8 as submitted (O'Connor/Rose)
UNANIMOUS

One-Time Resource Requests

Dr. MacDougall was present to report on the decisions made on the One-Time Resource Requests recommended by the College Planning Council. The items in Chart 1 were approved for funding.

Chart 1

<i>One-Time Resource Request Approved</i>	<i>Funds Allocated</i>
Credit Card Registration (Credit and CE)	\$6,200
Alternative Methods for Delivering Instruction	\$40,000
Electronic Applications	\$5,000
Parent-Child Workshop Project	\$10,000
Academic Senate Summer Projects	\$4,240
Cooperative Learning 1	\$20,000
Batting Cage	\$1,300
Assessment of Institutional Effectiveness	\$10,000
<i>Total Allocation</i>	<i>\$96,740.</i>

Chart 2

Additional One-Time Requests Sources

Action/Possible Alternative Funding

Technology Training Program

Costs may be absorbed from the Project Redesign implementation costs

Development of New Budget Model

The President will work with Dr. Hanson to identify funds for this project.

Phone Instrument Changes

Funding from College-wide Equipment

Electronic Recruitment

Will be handled as part of the Website Project

On Line Biology Course Development

Will be handled via an FII grant

Pre-Post Orientation Options

Will be discussed with Vice President Fairly

Mr. Romo asked about the disposition of the request for upgrading the phone system at Continuing Education (\$10,000), which he considers an important priority. Dr. MacDougall responded that he and Dr. Hanson would review this request again to possibly identify a funding source.

State Budget

Dr. MacDougall provided an overview and assessment of the state budget. Generally, the budget is very positive although there are still some questions. Highlights from the budget include the following:

- ◆ **COLA & Growth**

The cost-of-living adjustment is 2.97% and 3% for growth statewide (SBCC's growth target is 2%).

- ◆ **Instructional Equipment, Technology & Library**

Very positive in that there is an increase of \$464,000 to the base. (This is almost 25% of the base needed for equipment.) In addition, the College will receive \$985,212 in a one-time block grant. The lottery could provide 50% more toward the \$1.65 million needed for equipment replacement. The amount needed from ending balances would be reasonable (approximately \$500,000).

- ◆ **Scheduled Maintenance and Special Repairs**

This allocation is generous and funds will be allocated based on the districts deferred maintenance plans. Units are urged to contact Dr. Hanson if they have projects which could qualify for funding. (Mr. Romo requested a list of current maintenance projects and accompanying balances. Dr. Hanson will be distributing this information after the final budget is adopted.)

Dr. MacDougall stated that there are other areas in the state budget for which clear directions are lacking:

\$65 million (from Proposition 98 funds) for welfare reform. It is expected that the College will be receiving guidelines in the near future and that grant proposals will be submitted. The deadline for TANF funding is October 10. Allocation of TANF funding will occur with the First Principal Apportionment in early spring.

\$10 million matriculation for non-credit students. John Romo reported that this item came out of a legislative committee and that the intent is unclear at this time. He will contact other community colleges for more information.

\$10 million Economic Development and \$10 million Job Development: More information is needed. Vice Presidents Romo, Fairly and Friedlander were asked to keep alert on funding possibilities.

\$8.7 million for Telecommunications Infrastructure: Bill Hamre will follow up.

\$9.073 million for Student Access Through Innovation: Mrs. Fairly will follow-up.

\$10 million for Child Care: If this is a grant, and not a loan, the College should pursue it.

\$3 million EOPS/CARE Augmentation: Mrs. Fairly will work with her staff to identify funding possibilities. It is assumed the augmentation is directed at program expansion.

Dr. MacDougall stated that the College is particularly gratified at the COLA and the allocation for equipment. This revenue comes at an opportune time for the College.

Budget Items

Dr. Hanson provided an overview of college budget items, beginning with the ***Changes to the 1996-97 Adopted Budget for the 1997-98 Adoption Budget***. Total revenue increase is \$2,563,087, including almost 1 million dollars in COLA. Additional expenditures to the 1997-98 budget are \$397,076 prorated growth funds for Salaries; \$1,077,869 prorated growth funds for growth related expenses; \$59,000 health and welfare increases COLA 96-97 (3.6%); \$250,000 1997-98 automatic salary step increases; and \$809,459 proportional share of estimated 1997-98 COLA for salaries (81%). Growth and block grant funding has been excluded from total new revenues pending budget settlement and District capacity to grow. There will be no augmentation to the 4000 and 5000 accounts in 97-98, due primarily to the loss of Basic Skills funding. Additionally, 14% of the COLA was used to offset the deletion of Basic Skills funding.

The Adoption Budget General Fund Summary (Unrestricted Only) shows a TOTAL BEGINNING BALANCE OF \$4,959,67 and TOTAL EXPENDITURES of \$37,549,826.

Expenditures against the Other Appropriations for Contingencies Fund (\$545,501) include \$250,000 for Conversion, \$95,000 for One-Time Resource Requests and \$200,000 for Redesign.

Equipment Replacement

Attachment 5 outlined the Equipment Replacement Fund Budget Status for technical and non-technical equipment as of 8/6/97. The budget reflects a beginning balance of \$2,424,839, on-going Instructional Equipment allocation of \$464,150 and a one-time allocation of \$985,212. The block grant and the lottery have been important in augmenting the resources needed to meet college needs. The caveat is that the vice presidents need to determine how much of the \$2,424,839 has already been allocated.

Cost Analysis of Classroom Replacement for the Administration Building and the LSG Remodel

Dr. Hanson presented a preliminary cost analysis to lease/buy temporary buildings for classroom use during the Administration and LSG remodel projects. The costs for 7 classrooms, including dismantling and removal, is approximately \$255,000. In addition, the college is waiting for a response from FEMA to its request to use 7 labs currently located at another community college campus. The only costs associated with temporarily locating the labs at SBCC would be to move the labs from their present location. Where the labs will be placed at SBCC needs to be determined. In the event that the "free" labs are not available from FEMA, Dr. Hanson said that he was prepared to look at other options, including leasing them. The administration remodel will begin in December, 1997 and the LSG remodel is scheduled during the Spring of 1999.

Mr. Romo raised several concerns regarding the proposed classroom and office moves necessitated by the remodel projects. He observed that he had not been involved in any of the discussions on moving the RORC operation. Moreover, he cautioned that moves be planned carefully to ensure

that space was available, that funds are set aside in order to avoid crisis planning, and that staff involved in the moves be provided with as much information as possible. Dr. Hanson emphasized that no decisions had been made with regard to where staff would be located during the remodel projects and that a series of meetings are scheduled to discuss this issue. Mr. Romo commented that the College should also be looking at office space, in addition to classrooms, for the remodels. Dr. Hanson stated that there would be space available in either the R Building or in the three adjacent buildings, and that he anticipates very little remodeling will be made to the R Buildings.

SBCC Full-Time Faculty Obligation for 1997-98

Dr. Friedlander reported that the College received conflicting documentation from the Chancellor's Office on SBCC's Full-Time Faculty Obligation for 1996-97. Initially, the College's FTFO for 1997 was calculated to be 174.7 and it was on this basis that the College conducted its hiring process last year. On June 12 the College received notice that its FTFO was 171.7. In effect the College has exceeded its FTFO by 3 FTE. The FTFO for 1998 is established at 176.7. Kathy O'Connor remarked that the State Academic Senate passed a resolution intended to broaden the definition of FTFO by including counselors and librarians. Dr. Friedlander noted that the Governor vetoed proposed legislation allocating funds to increase the number of full-time faculty at community colleges and for staff development.

Update on Process for Database Conversion and Redesign Implementation

In Bill Hamre's absence, Dr. MacDougall provided a update on the Conversion Project Plan which was begun in May of 1997 and will be completed by December of 1998. The attachments provided an overview of the timeline and where the College is in the process. Within the Student Information System component of the conversion, a pilot is being developed for implementation in December and January. In addition to Student Processing activities, the pilot project will involve major processes in Academic Affairs, including catalog management, scheduling, faculty load, hourly payroll, instructor evaluation, facilities management and research.

In response to a query from the Committee, Dr. MacDougall reported that we are about 1.2 million short from the total committed to the Conversion Project (\$2.9 million). In February, the President plans to transfer \$900,000 from the Salary Stability Reserve Account to the Technology Replacement Fund. Dr. MacDougall remarked that the PRELIMINARY PROJECT DEVELOPMENT PLAN demonstrated the positive impact of the Conversion Project on the 26 Redesign Projects planned for 1998-2001. Theoretically, the conversion process will reduce by 50% IRD staffing needed for implementation of the projects.

Lastly, Dr. MacDougall referred to Attachment A, a flow chart of the Delta Systems 2000 evaluation process. He remarked that it is important to understand what the conversion system is expected to achieve and noted that it is being driven by (1) Project Redesign System Projects, (2) IRD Work Order Requests and (3) The College Plan. The Conversion, an extremely ambitious, challenging and complex project, is being coordinated by George Beahan, with the assistance of many staff members, particularly the IRD Staff. The College will be submitting several grants which, if funded, will provide substantial support for the college's redesign projects.

Update on ISAP/ELSP Merger

Mrs. Fairly reported that the Student Affairs staff worked with the Human Resources Department and determined that the new position of Director of International Students is a Classified Management Position 44. With Dr. MacDougall's approval, the position is being advertised. Charles Hanson reviewed the proposed budget. In the interim, a clerk has been hired and Oscar Zavala continues to offer support as needed. The only remaining issue is the number of TLUs allocated to the ELSP Director (ESL Department) which is being discussed with Dr. Friedlander and the ESL Department.

Report on the Results of the Spring 1997 Student Survey

Dr. Friedlander reported that the an executive summary report of the Spring 1997 Student Survey results and recommendations from the Student Success Committee will be published in the College Memorandum and distributed to college staff via email.

The next meeting of CPC is scheduled for Tuesday, September 3 at 3:00 p.m. in A218C.

The meeting was adjourned at 4:45 p.m.

cc: 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
October 7, 1997

MINUTES

PRESENT: J. Friedlander, Chair, D. Barthelmess, L. Fairly, K. Hanna, C. Hanson, M. James
(for J. Lynn), K. O'Connor, D. Oroz
ABSENT: B. Hamre, J. Romo, L. Rose (all excused)

1.0 CALL TO ORDER

The meeting was called to order by Dr. Friedlander at 3:04 p.m.

ACTION ITEM

2.1 Business Services Proposed Reorganization

Dr. Hanson cited a number of factors which have led to the recommendation by Business Services to reorganize. These factors include the retirement of the Accounting Supervisor and the need to shift some of the comptroller's responsibilities to the conversion project. The proposal would establish a new **Fiscal Manager** position, whose primary responsibilities would be more related to fiscal procedures and analysis than to accounting services. Other responsibilities are the areas of accounting operations, budget preparation/control, categorical programs, construction fund, internal auditing, federal, state and county reports, equipment replacement fund, manual warrants and revolving cash funds. The new **Payroll Manager** position would be responsible for the payroll process, District employee benefits and interfacing with providers, Interpreting and administering retirement systems, collective bargaining contract policies. The remaining position under the reorganization plan is the current Auxiliary Accounts Manager, who is responsible for cashiering/registration/deposits, trust accounting, financial aids trust accounts, and the Cafeteria and Children's Center accounts.

Dr. Hanson distributed a **preliminary** job description for the **Fiscal Manager** position and is working with Human Resources on a final reorganization plan. Dr. Hanson stated that some hourly dollars will be allocated to support the new positions, and emphasized that no additional District resources are being requested by Business Services.

Although there was support for the Business Services Reorganization, representatives of the Academic Senate requested additional time to bring the proposal to the faculty. In addition Dr. Hanson was asked to bring back to CPC specifics on financial support and reclassification of positions.

M/S/C TO ENDORSE THE CONCEPT OF THE PROPOSED BUSINESS SERVICES REORGANIZATION PLAN (Fairly/Barthelmess)

UNANIMOUS

REPORTS/DISCUSSION

3.1 Update on SBCC's TANF/CALWORKS Funds

Mrs. Fairly stated that the College is submitting grant proposals for TANF and CalWORKS Funds. These are state funds allocated to districts for funding additional costs of providing instruction and support services to TANF students (e.g., counseling, career assessment, curriculum redesign, and job preparation activities). Funds available total \$90,652. In addition the College is submitting grant proposals for CalWORKS funding in the amount of \$368,290. CalWorks funding is based on the number of AFDC welfare recipients who were enrolled at the college in 1995-96. Funds would be used to augment existing services for new students under welfare reform.

3.2 Update on Project Redesign

In the absence of Bill Hamre, Dr. Friedlander gave a brief update on Project Redesign. Evaluation of the San Joaquin Delta Student Information System 2000 is currently underway to determine how it can be used as a framework for developing an Oracle environment at SBCC. It is anticipated that the process for assessing SBCC requirements vs Delta 2000 documentation will be completed by the middle of October. The process then gets validated and the programming begins in January of 1998. Dr. Friedlander reported that Oracle consultants will be on campus this year and will require work space.

Dr. Friedlander announced that Oracle has launched a new program called *The Oracle Academic Initiative* which provides academic institutions with software, support services, curriculum and staff development resources to develop technology education programs in colleges and universities. SBCC has recently signed a Letter of Intent with Oracle whereby we would incorporate the teaching of some of the Oracle products into courses in the CIS department (George Federman, chair of CIS, will become Oracle-Certified as part of his sabbatical leave activities next year).

3.3 Faculty Representative to the District Technology Committee (DTC)

Karolyn Hanna announced that Roberto Robledo and Greg Cain have been selected by the Academic Senate to be the faculty representatives on the District Technology Committee as voting members. In addition, Karolyn Hanna is a member (nonvoting). Mark Ferrer, Chair of the Instructional Technology Committee, is also a voting member of the committee.

The meeting was adjourned at 5:00 p.m.

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

COLLEGE FUNDRAISING PRIORITIES 1997-2000

For presentation to College Planning Council on 11/4/97

College-Wide

Project Redesign---acquisition of needed technology to improve the teaching/learning process

Faculty /Staff Support---President's Excellence fund, endowed Outstanding Faculty Awards (\$100,000), endowed Distinguished Professorships (\$1.5 million)

Student Support---with emphasis on department internships and book scholarships

General College Endowment---for support of programs, facilities and students

Academic Affairs

1. Equipping of the new Advanced Technology Center on the East Campus (\$300,000)

2. Equipping of the renovated Nursing Learning Laboratory (\$500,000)

Student Affairs

1. Operational funding for the athletic program and specific teams that rely on community support--women's golf, soccer, volleyball (\$50,000+ annually)

2. Childcare assistance for CARE single parents and additional welfare to work students (\$75,000 annually)

Adult Ed

1. Supplemental funding for the CIOF Center--laboratory renovations, equipment, and program (\$200,000+)--1997

2. Funding for the master plan improvements to facilities and landscaping at the Schott and Wake Centers (\$2-3 million)---1998-2000

Construction/Renovation of Facilities/Landscape

1. Completion of projects in the campus master landscaping plan (see attached)

2. Digital/Video Arts Building (\$6-8 million)

3. International Studies Center (\$3-4 million)

4. Gymnasium renovations and stadium improvements (\$2+ million)

5. Lecture/Demonstration Classroom for HRC

6. Infant/Childcare Center--off campus (\$1.5-1.75 million)

7. Improvements to Studio Theatre (\$.5 million)

8. Classroom renovations to: A160, A163, A211 including HUAC (\$.6 million)

9. LSG Remodel--to cover increased costs not covered by the State funding (seismic etc. \$.5-.8 million)

Landscape Projects

Palm Court & Fountain	\$1 million
Castillo Point Overlook, East Campus	\$500,000
West Campus Bikeway and Overlooks	\$500,000
Campus Center Terraces/Free Speech Grove	\$450,000
La Playa Stadium Entry/Plaza (lower level)	\$375,000
East Campus Clock Tower & Plaza	\$300,000
Wake and Schott Center Landscaping	\$300,00
East Campus Entrance Sign & Lighting	\$50,000

Santa Barbara City College

TO: SBCC College Planning Council
FROM: Peter R. MacDougall 
DATE: November 4, 1997
SUBJECT: Facilities Master Plan Revision - Background and Process

During this past year, discussion has taken place regarding the need for additional campus facilities—both immediate and long-term. For example, Dr. Friedlander discussed with the Academic Senate the preliminary planning taking place regarding a Technology Building and an International Programs Building. Those items were discussed with the Board of Trustees, and a third general classroom building east of the Student Services Building was proposed.

Because the new structures are not part of the College's existing Master Plan, the Master Plan must be revised to include these structures and any others that might be even remotely considered to meet the long-term needs of the College.

Planning principles include maintaining open bluff areas on the East and West Campuses and ensuring that any new buildings represent an appropriate "fit" with existing structures. This limits building sites and sizes. Parts of the Minutes of the Board of Trustees' September 25, 1997, Study Session pertaining to the most recent discussion of campus facilities development issues are enclosed.

Recently, I met with the Academic Senate and reviewed my follow up regarding the two buildings, the potential need for a third, and other facility issues. There were questions regarding the opportunity for campus review. I outlined the process that has been followed for campus facility development. The Board of Trustees and the College Planning Council have been the entities involved in the General Plan. Needs that have resulted in facilities being included in the College's Master Plan have emerged from the College's plan and discussions in Cabinet and CPC.

When a decision is made to build a building; e.g., LRC, Student Services, IDC, and Business/Communication Buildings, the faculty, Deans and Vice Presidents are integrally involved in planning those facilities. The groups who are the primary users of the facilities have been responsible for determining space utilization and definition. This principle of involving the users in the specific planning of a building is essential to ensure the facility is most supportive of program delivery. The dual approach of defining responsibilities for general facilities planning and specific building definition has served the campus well. It represents our present approach.

Process: The proposed general directions for revising the College's Facilities Master Plan are now being presented to the College Planning Council for review.

Within the November 1997 - March 1998 period, the College Planning Council will be involved in a review of the proposals for developing the College Master Plan. Concerns regarding planning principles, the potential construction of buildings and other issues will be included in the CPC deliberative process. Specifics will include review of the site plans, discussions regarding the process to be followed with the College planner; e.g., Coastal Commission review, submission to the Chancellor's Office, possible EIR, and the timing for such actions.

Planning Considerations:

1. Planning Principles
 - a. Non-use of campus bluff areas
 - b. "Fit" with existing structures - limited space, build to the maximum
2. Buildings Proposed: Locations, Size (Footprint and Structure) and General Use
 - a. West Campus Structure
 - ◆ Technology Classroom
 - b. East Campus Structures
 - ◆ International Student Programs and Classrooms
 - ◆ General Classroom and Offices (east of Student Services)
3. Planning Considerations
 - a. Steve Stanley, Adviser, Environmental Consultant
 - b. Chancellor's Office - Campus 5-Year Plan
 - c. Coastal Commission - LRDP
 - d. Possible E.I.R.
4. Timing and Process as to Designation of Specific Purpose for Buildings
 - a. Can be permanent, tentative, or TBD
 - b. Must be decided when seeking funding

PRM:al