

## COLLEGE PLANNING COUNCIL

March 18, 1997

### MINUTES

**PRESENT:** Kathy O'Connor, Don Barthelmess, Lynda Fairly, Bill Hamre, Charles Hanson, Karolyn Hanna, Jim Lynn, Dan Oroz, Rene Robinson (for John Romo), Lana Rose  
**ABSENT:** Jack Friedlander, Bill Hamre, John Romo (all excused)  
**GUESTS:** John Kay, Lupita Tannatt

### CALL TO ORDER

The meeting was called to order by Kathy O'Connor in the absence of Dr. Friedlander.

### APPROVAL OF MINUTES:

MS/C To approve the minutes of October 29 as submitted. (Fairly/Barthelmess)  
Ayes: 4  
Abst: 2

M/S/C To approve the minutes of November 19 as submitted (Hanson/Rose)  
Ayes: 3  
Abst: 3

M/S/C To approve the minutes of December 3 as submitted (Rose/Fairly)  
Ayes: 6  
Abst. 1

For the record, Lana Rose asked for a clarification of the **total** number of new certificated full-time contract faculty to be hired for 1997-98 (referenced in the minutes of December 3). Don Barthelmess asked that the minutes reflect his presence at the December 3 meeting.

### BUDGET

Dr. Hanson reviewed the Principles of Budget Development which will be submitted to the Board of Trustees in April. These are principles used in the past for budget development. Two basic principles in the document are: Don't count on funds until they have been received and maintain the 5% budget contingency fund. It was recommended that the principles include a statement maintaining the integrity of faculty and staff salaries. Ms. O'Connor opined that the annual target allocation of \$600,000 for the establishment of equipment replacement of computer inventory is inadequate and should be increased to reflect real costs. CPC will take action on the Principles at its April 15 meeting.

The C.P.C. meeting schedule vis-a-vis 1997-98 BUDGET DEVELOPMENT was established as follows:

<b>April 15</b>	<b>Regular meeting (Preliminary Budget Orientation and Discussion &amp; Budget Principles)</b>
<b>May 6</b>	<b>Regular meeting</b>
<b>May 20</b>	<b>Regular meeting (1997-98 Tentative Budget)</b>
June 3	Board Fiscal Committee
June 9	Board Study Session
June 26	Board Meeting (1997-98 Tentative Budget Approval)
August 21	Board Meeting (1997-98 Adoption Budget Approved)

### **ORACLE UPDATE**

This item was deferred due to the absence of Bill Hamre. However, Ms. O'Connor stated that faculty met with Oracle representatives on March 13. Consensus among participants was that the SBCC faculty did an excellent job in their presentations to Oracle.. Discussion followed on the following issues related to this project: level of commitment by Oracle; costs (immediate and long term); cost of feasibility study; need for conversion; benefits to SBCC; other options . It is expected that the Board of Trustees will be asked to endorse the proposal for conversion at its next meeting.

### **PROPOSED CHANGES IN CREDIT DIVISION ACADEMIC CALENDAR FOR 1998-99**

John Kay, chair of the Planning and Resources Committee, reported on the proposed changes to the academic calendar proposed by the Planning and Resources Committee. The impetus for this effort came from several sources: (1) results of SBCC student and faculty surveys showing strong support for calendar changes; (2) calendar changes in other community colleges which have received positive attention; (3) advancements in technology resulting in colleges rethinking the way instruction is offered and enhanced; and (4) necessity for responding to rising enrollments and dwindling. The proposed changes in the calendar meet State calendar regulations for funding (State regulations require a 175-day academic calendar, including 15 flex days). The SBCC plan would provide three flex days per calendar year. Flex days allow faculty time to work individually or in groups on academic planning and professional development activities.

The Committee is recommending the following calendar:

1. 175 day college calendar (reduced from 177 days)
2. Two, sixteen week semesters beginning Fall, 1998. Fall semester would begin August 26 (flex days on August 26-28); classes would begin August 31, 1998. Fall semester would end December 22, 1998. Spring semester commences January 22 (flex day on January 22), with classes beginning January 25. The semester ends May 25, 1999. The 16 week calendar would permit course experimentation with a modular format of two eight-week sessions.
3. There would be no winter intersession between semesters for the 1998-99 calendar year.
4. An eight-week summer session within which flexible summer sessions of various lengths could be scheduled.

The advantages of the Proposed Calendar are:

1. Improves student success
2. Lowers student attrition
3. Less faculty "burnout"
4. Synchronizes SBCC calendar more closely with UC and CSUC campus calendars
5. Provides time for professional growth and development activities
6. Provides more efficient use of facilities
7. Permits early summer job market opportunities for students

The disadvantages of the Proposed Calendar are:

1. Requires reconfiguring class schedules and instructional materials such as course syllabi
2. Raises questions of accountability during non-teaching or "flex" days
3. Issue of monitoring non-teaching activities
4. Additional costs

Some issues are still to be resolved. These includes reworking faculty policies with regard to office hours, committee work, faculty contracts, and compensation. Liz Auchincloss emphasized the need to look at the impact the new calendar would have on classified staff. Dr. Kay urged everyone concerned to study this calendar proposal carefully in terms of its feasibility.

## **COLLEGE PLAN MANAGEMENT**

Lupita Tannat summarized her activities as project manager for implementation of the College Plan. She has met with each of the vice presidents to review their goals and objectives, the activities being undertaken to achieve the goals and objectives, adjust timelines if necessary, and identify obstacles or problems in implementation. The next major objective is to define, using program management methodology, the measures to evaluate whether an objective is being achieved.

The next meeting of the CPC is scheduled for April 15.

The meeting was adjourned at 4:35 p.m.

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

**SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL  
March 11, 1997**

**MINUTES**

**PRESENT:** Dr. MacDougall, Kathy O'Connor, Charles Hanson, Lana Rose, Bill Hamre, Lynda Fairly, Dan Oroz, Don Barthelmess, and Jim Lynn.

**ABSENT:** Jack Friedlander, John Romo, and Karolyn Hanna.

**1.0 CALL TO ORDER**

1.1 The meeting was called to order at 2:34 p.m. by Bill Hamre.

**2.0 REPORTS/DISCUSSION**

**2.1 Mid-year budget adjustments for 1997/98**

Dr. Hanson presented two reports on 1997/98 mid-year budget adjustments and P1 analysis projections. Items of special note were:

- General Revenue deficit is \$369,574
- Temporary housing assistance is a new section added by Student Services to help students.
- International and non-resident tuition are listed independently of each other.
- Basic skills replaced property tax but the end result will be a deficit of \$40,000.
- Added classes/sections and growth have contributed to the increase for instructors.
- Anticipate need for additional 10 to 12 temporary buildings at a cost of \$30,000 per unit plus moving cost of up to \$10,000 per building (costs based on leasing which Dr. Hanson indicated is preferable).
- Currently estimating a revised budget of 1.9 million which is based on revenue on hand. This results in a difference of \$689,000 which is attributable to ongoing rehabilitation and regular maintenance expenses.
- After discovering that the LSG structure required reinforcement, the Board elected to have additional seismic strengthening added to the building. The College contributed \$250,000 to the project because the State contributions were limited. (Dr. Hanson will continue to pursue request for State restitution.)

- At the direction of Dr. MacDougall, HVAC has been added to the LSG renovation plans. This in turn resulted in money for renovation being drawn from the rehabilitation fund.
- Project Redesign includes classified funding for Susie Dahlstrom, George Tamas and George Beahan. Mr. Hamre was asked to provide the Council with a breakdown of Project Redesign future needs revenue allocation at an upcoming meeting.
- Information Technologies refers to Web Master, a two year limited term position to which \$180,000 has been committed. The College has one Web master. The future needs budget figures are based on two years of funding for the new Web Master position. The suggestion was made to provide a clearer heading for the positions listed under the heading of Information Technology.

Equipment Replacement was discussed in depth. This included ongoing funds (\$561,000) that are designated for that account and the State lottery fund allocation (\$800,000). Block grant funds for equipment replacement are not anticipated this year. The feasibility of adding a new line item to the current projections to designate \$200,000 for departmental institutional initiatives in order to allow faculty the opportunity to apply for new project funding was discussed. The funds in question would be transferred from another area and not in addition to the total sum of future needs revenue.

**Motion (Lana Rose):** Add a line item of \$200,000 in the additional revenue category, beginning in the current fiscal year and continuing each year thereafter, that would be dedicated to institutional initiatives that would allow departments the opportunity to make proposals and receive financial support for projects which would not be limited to the purchase of equipment.

**Second (Kathy O'Connor)**

**Vote:** Unanimous (Mrs. Fairly and Dr. MacDougall absent for vote.)

Further discussion evolved concerning coordination of equipment replacement at the time that buildings are being either constructed or remodeled. The point was made that responsibility has been given to the deans and that they therefore have a responsibility to follow through and ensure that equipment needs are addressed. There was a consensus that the lack of planning when new buildings are constructed results in the shortage of funds to purchase new equipment is an institutional error which should be addressed. A suggestion was made that large blocks of equipment replacement funds should be designated specifically for the furnishing of new facilities.

**Motion (Kathy O'Connor):** Recommend that the Council consider large equipment needs for remodels and new facilities and consider how replacement of equipment is going to compensate over the long term for the added inventory and increase in allocation.

Second (Jim Lynn)

Vote: Unanimous (Mrs. Fairly and Dr. MacDougall absent for vote.)

2.2 Expected FTES growth for 1997/98 and 1998/99

Bill Hamre distributed an FTES Chart and outlined both the 1997/98 projections and year-to-date actual. Specific areas of discussion were as follows:

- Basic skills funding is guaranteed (\$402,277).
- SBCC qualifies for 80% of funding through early Fall.
- P1 estimate is expected to achieve an FTES level that would qualify the College for all but about 50 FTES.
- The uncertainty with the 2<sup>nd</sup> semester of ESL results in the FTES estimate being a best guess.
- Following Spring registration, there was a shortfall of 120 FTES on the credit side.

The basic message is that there is a significant shortfall in terms of growth dollars that will be used through the year from what was provided at the P1 apportionment and that 120 FTES shortfall translates into a \$400,000 revenue loss. In terms of current year discussion regarding next year's budget, there is a 3% system wide growth allocation for California Community Colleges that will be offered next year. A decision will need to be made as to whether or not the College should cut it's losses for the current year or look at intervention strategies during the Spring and Summer term and use some of the Summer FTES for this year. In discussing the Statewide condition of enrollments, it was noted that SBCC falls below average. A suggestion was made to return to enrollment development strategies in subsequent meetings.

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