

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**May 1, 2001
3:00 – 4:30 PM
A218C**

MINUTES

PRESENT: J. Friedlander, L. Fairly, B. Fahnestock, S. Ehrlich, K. McLellan, L. Rose, K. Hanna, K. O'Connor, T. Garey

ABSENT: B. Hamre, A. Serban, J. Lynn

1.0 Call to Order

1.1 The meeting was called to order by chairperson Jack Friedlander.

1.2 M/S/C [Rose/Ehrlich] to approve of the minutes of the March 20, 2001 CPC meeting.

M/S/C to approve the minutes of the April 17, 2001 CPC/DTC meeting with the following corrections:

Item 3.1: A handout was distributed to the council from Andreea Serban to reflect the changes to the language in item 3.1.

Item 3.2: last paragraph: Correct spelling of Lana Rose's name.

Item 4.0, paragraph 1: Tom Garey asked to clarify his comment to read:

We need to demand that the vendors with whom we are working to acquire computer and technology related services and adjust their products to meet our needs rather than make us adjust to meet their needs.

1.3 Announcements

Dr. Friedlander stated that he would delay the approval of the minutes of the April 17, 2001 CPC/DTC meeting until enough members of the council arrived to constitute a quorum.

Dr. Friedlander announced to the council that Jim Lynn had submitted his letter of resignation from CPC effective June 1, 2001. Dr. Friedlander read Mr. Lynn's letter [attached] which stated that he is very appreciative of the time he spent on the council,

the importance of the council and the dedication of its members to the college. His resignation was based on his need to spend more time in his job in the library and his belief that it is important that other members of the classified staff have an opportunity to participate at this level of the governance process.

CSEA will submit the names of five nominees to replace Mr. Lynn to Dr. MacDougall who will make the selection of the person to represent the classified staff at CPC meetings.

2.0 Information Items

2.1 Update on faculty and administrative positions

Dr. Friedlander reported that all but the French position and three of the Associated Degree Nursing (ADN) positions have been filled. An offer has been made to the final candidate for French. The college is continuing its efforts to recruit qualified applicants for the ADN positions. Dr. Friedlander reported that since Janie Guillermo was hired to fill one of the new ADN positions, the college will replace her vocational nursing faculty position with a one-year temporary contract. Dr. Friedlander stated that although the number of applicants for the faculty positions was lower this year than in past years, we were extremely fortunate to have been able to select such outstanding individuals for each of the faculty positions for which job offers were made. He also reported that the interviews for the Dean of Educational Programs position would take place on May 4th and 5th and the three finalists for that position will be interviewed on Thursday, May 10th.

Lynda Fairly stated that the search will begin to replace the Institute of Business Assistance Director position that was vacated by Eli Pitts. The new position will have the title of Director, Business Outreach.

2.2 State Academic Senate meeting (*Rose/O'Connor/Hanna*)

Dr. Friedlander asked Lana Rose and Karolyn Hanna to report on activities that took place at the state Academic Senate meeting that would be of interest to the council.

Lana Rose said that there was a great deal of discussion regarding the 50% law. She learned that Santa Barbara City College allocates the highest percent of its general fund budget of all California community colleges to instruction. More specifically, she noted that the percentage of the college's general fund budget allocated in direct support of instruction was about 57%.

Kathy O'Connor said that a major focus of the discussions at the sessions she attended pertained to new Title 5 guidelines regarding distance learning. She stated that since the Chancellor's Office had not made its deadline for completing the proposed revisions to Title 5, they were granted a six-month extension to do so. Kathy O'Connor stated that the Chancellor's Office is struggling with the best way to determine the reimbursement rate for laboratory portions of distance learning classes. The Chancellor's Office is awaiting an opinion from the Department of Finance on the potential increase in costs if

the laboratory component of distance learning courses is funded in the same way as when the same course is offered in a classroom-based format.

Kathy informed the council of a resolution passed at the Academic Senate meeting that was for colleges to involve the Academic Senates in the selection process for any consultants that are hired, particularly for technology. This resolution is intended to prevent the hiring of consulting firms that are not familiar with the educational needs of community colleges.

Dr. Friedlander stated that he has become aware of a different way of coding distance learning classes which would enable the college to receive full reimbursement for laboratory portions of these classes. He will share this information with Dee Dee Dullea so that she can make the coding changes needed for the college to receive full reimbursement for these courses.

Kathy O'Connor said there was continued discussion of Tech II and the importance of having the governor approve the funds for this initiative in the budget for next year. Dr. Friedlander stated that given the energy situation and projections of a slowing economy, it is highly unlikely that any funds will be available in the state budget to support Tech II for next year. Kathy O'Connor responded that although that might be true, the discussion was to continue to inform the governor of the importance of the funding of Tech II to advance distance learning and the uses of technology in the community colleges.

Karolyn Hanna noted that one of the major points of discussion in the sessions she attended was the proposal to use state funds to support a master's and a doctoral degree program in community college leadership led by Claremont College. The Academic Senate expressed major reservations about using state funds to support a private institution for this purpose. The Senate also expressed concern about its limited involvement in the development of this proposed initiative.

Tom Garey added that he attended a meeting of the California Community College Independents, a consortium of bargaining units. At the meeting, Bob Moore, a member of the Board of Governors, questioned whether community colleges were under-funded in light of the fact that so many end the year with substantial budget surpluses. Tom stated Mr. Moore has some interesting ideas in terms of how community colleges should be funded. Dr. Friedlander said that a meeting will take place at Pierce College where Mr. Moore will be talking to a group of college presidents about proposals on how to fund community colleges. Dr. Friedlander said either he or Dr. MacDougall would provide the council with more detailed information on Mr. Moore's remarks.

2.3 The schedule for the next CPC Planning session was announced:

Dr. Friedlander reminded the council that the next presentations pertaining to the college's planning efforts would take place on Wednesday, May 9th from 3:00 to 5:00 PM in SV 10. Members of the council commented on how valuable they found the presentations that were made the prior week.

May 9th Presentation

Steven Velasco, UCSB Director of Institutional Research and Planning *and*
Dr. Bill Watkins, Executive Director, UCSB Economic Forecast Project

- 2.4 Clarity on the amount of one-time PFE money that has been committed for 2000-2001 and the amount of one-time PFE funds that will be available for 2001-2002.

Dr. Friedlander stated that since Brian Fahnestock needed to attend a meeting of the Board's facilities committee, he would like to take items 2.4 through 2.7, and 3.4 out of order.

Brian Fahnestock distributed and reviewed a spreadsheet which showed the ongoing commitments for PFE funds, the amount of money available for one-time uses in 2000-2001, and the amount that would be available in 2001-2002. The discussion focused on the amount of money that would be available for 2001-2002. Brian noted that there would be \$268,168 available in one-time funds for next year. This amount represents 40% of the total PFE funds available in 2001-2002. The remaining 60% of the funds will be allocated no earlier than January 2002. However, 18.9% of those dollars would automatically be distributed to Continuing Education as their share of the PFE allocations. That would leave \$217,484 available for the council to fund one-time requests. If the request to fund the COLA for PFE is included in the state budget, the amount of funds available for one-time funding would be approximately \$271,000. Dr. Friedlander noted that the amount of one-time funds that CPC had recommended for approval for 2001-2002 totaled \$458,577 which greatly exceeded the amount that is available for funding. As a consequence, CPC will need to rank one-time requests as well as ongoing requests for PFE funds at its May 15th meeting.

- 2.5 Funding of CPC-ranked one-time PFE proposals

Addressed in 2.4.

- 2.6 Facilities Items – Five-year master plan

Brian Fahnestock distributed a list of the district's top six facilities projects that were submitted to the state for funding. He noted that there was a reasonably high chance that the remodel of the Physical Science Building would be funded since the state is giving high priority to those projects which address safety concerns.

Dr. Friedlander asked, if funded, when would the construction take place on the Physical Sciences Building classroom remodel/expansion project. His reason for asking the question was that a number of the Science Village classrooms would be needed to be used to accommodate the classes and faculty who are currently in the Physical Science Building. Dr. Friedlander also asked how long the construction project would last so that he could plan on the allocation of the Science Village classrooms for future use. Brian Fahnestock responded that the earliest construction would start is in 2004/2005. He went on to say that the actual construction component of the project could be completed in less than one year.

Brian Fahnestock said that the district made a decision to call the Physical Education remodel project a “classroom remodel/expansion project” since any project that involves a physical education facility would be given a very low priority for funding by the Chancellor’s Office and the Department of Finance. The district based its justification for this project on the need for classroom remodels and expansion. However, the cost of the project is just under \$4 million dollars which would translate into \$1 million dollars for each of the classrooms. Brian said that the high cost per classroom may substantially reduce the likelihood of this project being funded by the state. Kathy O’Connor stated how important this project is for providing access to the Physical Education Building for people with physical disabilities and questioned why the issue of access wouldn’t receive special consideration from the state. Brian responded by saying that the state is not putting funding to meet ADA compliance high on its list of top priorities and, as such, the need for improved access to this building would not be a significant factor in the state’s decision on whether or not to fund this project. Brian said that in retrospect we should have submitted the general classroom building as our number two priority in light of the cost effectiveness of this \$7.5 million project for the amount of square feet of classroom space. It would yield a significantly greater space than that for the classroom remodel/expansion project that would take place in the Physical Education Building.

Brian Fahnestock described each of the other SBCC district requests submitted to the state. He said it is not likely that any of these projects would be funded in the next budget cycle.

- 2.7 Review of capital construction projects submitted to the state Chancellor’s Office for funding (*Fahnestock*):

Item 2.7 was addressed in Brian Fahnestock’s responses to item 2.6.

3.0 Discussion Items

- 3.1 Planning assumptions for the development of the College Plan for 2002-2005

Dr. Friedlander reminded the council that each of the vice presidents would give presentations on major trends taking place in their areas and the implication of those trends on college practices for the next three years. This information, coupled with the information from representatives from the external agencies, would help guide the council in its work in developing the new college plan that will take place at the planning retreat in early June.

PRESENTATION: Vice President Sue Ehrlich

Vice President Sue Ehrlich made a presentation on trends that were taking place in the Human Resources area of the Human Resources and Legal Affairs unit of the college. The trends and their implications were included in the handout Vice President Ehrlich distributed to members of the council. Sue said that one of the implications of an aging workforce was a need to increase training to improve on-the-job safety for faculty and staff. Dr. Friedlander stated that the college anticipates receiving a substantial increase in

its workers' compensation costs due to the fact that the district went from having the fewest number of claims for injuries to the highest number of claims in its consortium for this past year. Tom Garey asked Dr. Friedlander if these accidents were a result of inadequate maintenance of the district facilities. Dr. Friedlander responded that many of the claims for workers' compensation resulted from a variety of accidents such as people tripping, falling down and engaging in activities that resulted in accidents that were not the fault of anybody or a facility deficiency. It was noted that the rise in these types of injuries is a consequence of an aging workforce. The recommendation was for the district to increase its efforts to examine all of its facilities to make sure there is proper lighting and its walkways are in good repair. Furthermore, the district must be as diligent as possible to avoid these kinds of accidents occurring in the future.

Sue Ehrlich continued by saying that we will see an increase in the kind of repetitive injuries we are becoming aware of in the last decade. Unless the college takes preventative steps to avoid these injuries from occurring, they will proliferate as a result of people spending significant portions of their jobs at stationary terminals.

A great deal of discussion focused on the potentially adverse impact the high cost of living in Santa Barbara will have on attracting and retaining a well-qualified workforce. Dr. Friedlander noted that a greater number of faculty and staff are commuting from either Ventura County or North Santa Barbara County. The increasing number of faculty and staff living in communities outside of Santa Barbara will decrease the likelihood that they will be involved in the ongoing life of our community. He commented that the increasing the number of people commuting to the college will change the nature and fabric of the college and its relationship to the community. Dr. Friedlander said that he will note in his report to CPC additional implications of this trend of faculty commuting longer distances to the college in terms of their level of involvement in college, departments and governance activities. Sue Ehrlich said that the single most prevalent reason for applicants turning down interviews or job offers is the cost of living in the area.

The council reiterated the importance of the college taking an active role in developing the talents of its existing workforce as well as those of students to meet the district's needs for qualified staff at all levels. If the college does not take this proactive approach, it will find itself in the same situation as is faced by many colleges in the Bay Area which is to have numerous positions remain vacant due to the lack of unqualified applicants.

PRESENTATION: Vice President Lynda Fairly

Lynda Fairly, Vice President, Continuing Education, distributed the list of trends that are taking place that will affect Continuing Education during the next three years as well as the implications of those trends for this division and the college. She stated that several of the trends and implications pertain to both the credit and non-credit programs of the college and that she and Dr. Friedlander would coordinate their efforts to prevent overlap.

Vice President Fairly focused most of her comments on the implications of each of the trends for the Continuing Education program. One of the trends taking place is that many recent retirees find they are not ready to fully retire from the workforce, are looking to re-

enter the workforce, and need training to do so. She felt that the college can play a major role in identifying and delivering that training for those individuals.

She also noted that a greater number of baby boomers are being placed in positions where they need to provide intergenerational assistance for their aging parents and for their children. She said that these people would benefit from having instruction on how best to address the issues associated with taking care of older adults such as providing for on-going long-term care needs. She also reported that Continuing Education should play a major role in identifying and assisting these individuals to complete their high school education through the college's GED program.

PRESENTATION: Executive Vice President Jack Friedlander

Dr. Friedlander distributed a handout on trends that may affect the college's credit programs and services. Dr. Friedlander stated that the deans will be reviewing this list in much greater detail next week and they will be working with him to identify the implications of those trends for the college. He stated that given the amount of time remaining at today's session of CPC, coupled with the need to join the Board of Trustees Facilities Committee meeting, it would make sense for him to give his presentation at the May 15th meeting of CPC. Members of CPC agreed with the recommendation.

3.2 Format and outcomes at the CPC planning retreat on June 5th through 7th (8:30 a.m. to 12:00 noon, A218C/BC214).

Dr. Friedlander stated that the format for the CPC planning retreat sessions was discussed at the April 17th CPC meeting. He provided a brief overview of the format for each of the three days as well as what would take place during the summer to complete the first draft of the College Plan.

3.3 Process for completing the College Plan for 2002-2005

Dr. Friedlander asked the council to review the handout that he had distributed on the steps to complete the college planning process. Kathy O'Connor asked that we add the following step prior to item #5: *Input will be solicited from faculty, classified staff and students.*

Kathy O'Connor stated that at a recent meeting of the Academic Senate's Planning and Resources Committee, Andreea Serban gave an excellent explanation of the data showing the extent to which we are meeting each of its goals and objectives in the college plan. Kathy recommended that Andreea make the same presentation to the College Planning Council at its retreat in June. Kathy informed CPC that Andreea Serban will be given an award for her achievements in research and planning at a national conference at the time of our planning retreat. However, since Andreea does not want to miss a second day of the CPC planning retreat, she decided not to remain at the conference to receive that award. Dr. Friedlander was not aware of this conflict because at the time the dates were set for the retreat Andreea was not aware that she would be receiving this award. He reminded the council that it had already changed the dates of the planning sessions to minimize the amount of time Andreea Serban would miss. Unfortunately, it is not

possible to change the dates of the retreat at this time. Dr. Friedlander said he would meet with Andreea Serban to integrate her presentation of the data into the discussions of the planning retreat.

3.4 Budget Principles

Brian Fahnestock distributed a handout on the budget principles for 2001-2002. He stated that the budget principles identified three major sources of income for the college; COLA, growth funding and an increase in local discretionary revenues. He identified demands for these dollars such as increases in salaries and benefits, additional funds to support college programs; funds to support growth, including the mandated additional five full-time credit faculty positions; potential salary increases, substantial increases in the costs of paying for energy; and changes in step/column salary increments for existing faculty and staff. He noted that at this time the governor is proposing a 3.91% COLA. However, given the demands on the state budget, there is no guarantee that the college would receive that level of funding. Dr. Friedlander noted that there has been no discussion of reducing the COLA from the proposed 3.91%. Brian discussed the sources and potential uses of district funds with the council.

3.5 Vision Statement

Dr. Friedlander asked the council to review the most recent version of the vision statement. Dr. Friedlander noted that this latest version incorporated the feedback and suggestions Dr. MacDougall received from each of the college's consultation groups. The vision statement has been reviewed by the Academic Senate, Classified Council and the Associated Student Body.

M/S/C unanimously [O'Connor/Hamre] to approve the final version [May 1, 2001] of the vision statement that will be submitted to the Board of Trustees at its May meeting.

3.6 Survey of rise in spending on Information Technology

Article attached to 5-1-01 CPC agenda for the perusal of CPC members.

4.0 Other Items

There were no other items.

5.0 Adjournment

The meeting was adjourned at 4:30 p.m. by chairperson Jack Friedlander.