

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**April 27, 2004
3:00 – 4:30 PM
Room A218C**

MINUTES

PRESENT: J. Friedlander, B. Hamre, L. Fairly, J. Sullivan, K. McLellan, A. Serban, T. Garey,
L. Rose, G. Carroll, P. Haslund, E. Frankel, L. Auchincloss, J. Jackson, R. Ladanyi

ABSENT: S. Ehrlich

GUESTS: J. Schultz, L. Griffin, S. Coffield, P. Naylor

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the April 6th CPC meeting.

**M/S/C [Carroll/Rose] to approve the minutes of the April 6th CPC meeting.
Tom Garey abstained.**

2.0 Announcements

- 2.1 Andreea Serban reported that the system-wide enrollments are down 6.7% fall 2003 compared to fall 2002. In fall 2003 the system had an unduplicated headcount of 1.6 million; in fall 2002 the system had over 1.7 million. Dr. Serban remarked that this is a tremendous decline, even worse than what was anticipated. In terms of unit load, SBCC experienced in fall 2003 more full-time students. She added that 20.7% of the students were full-time at the system level. Dr. Friedlander added that we want to determine whether this will affect our overall chance of receiving additional FTES. Dr. Serban indicated that we will probably receive more funded FTES even though there were more full-time students system-wide which may off-set much of the overall decline in headcount.
- 2.2 Jack Friedlander announced that Kathy Molloy was selected as the new president-elect of the Academic Senate.
- 2.3 Jack Friedlander reported that all faculty positions except the PE track and cross-country position have been filled. He said that we had a superb quality of finalists and are very fortunate to have the persons who accepted the positions as members of our faculty.
- 2.4 Dr. Friedlander related that John Romo traveled to Minneapolis to be present when SBCC student Ben Eidelson was named to the All-USA Academic Team for Community

Colleges. Ben received national recognition for his achievements at Santa Barbara City College.

3.0 Information Items

3.1 Update on state budget deliberations

Jack Friedlander reported that the latest information from CLCC is that revenues for the state in the last month or so have come in higher than expected. It is too early to determine if the increase in state revenue will expand the amount of money available for Prop. 98. Thus, at this point in time, we shouldn't count any more dollars being available to expand the full Prop 98 dollars available for K-14. Dr. Friedlander and Tom Garey expressed a concern that dollars to fund COLA may come from equalization. The statutory COLA for next year is going to be 2.4 percent as opposed to 1.87 percent because of inflation. The unknown is where that money is going to come from to pay for the entire COLA.

3.2 Interim reorganization for Educational Programs

Dr. Friedlander discussed the interim reorganization of Educational Programs implemented as a result of the resignation of Michael Gallegos as Dean of Educational Technologies. The intent is not to fill that position for one year. The responsibilities of that position will be absorbed by other administrators in Educational Programs. There is quite a savings as a result of not filling that position. Dr. Friedlander wants to preserve that position because of the extra responsibilities the deans are taking on as a result of not filling that position. The reorganization was endorsed by the Instructional Technologies Committee and it will be on the Academic Senate agenda as an information item to discuss any concerns.

3.3 Status of remodels for Campus Center, Sports Pavilion and Physical Science Building

Campus Center

Joe Sullivan reported that the initial bids were too high and they have gone out for re-bids. Alex Pittman will act as the general contractor as a cost saving measure. It should be completed by the end of summer.

Sports Pavilion

The remodel is scheduled to start in January. The temporary buildings will go in for the Life Fitness Center which is scheduled to move on December 10th. Joe Sullivan said that although there will be a loss of 37 parking spaces in this move, there is plan being developed to add a minimum of 149 parking spaces over the next couple of years. Alex Pittman, with an outside contractor, has been putting together proposals that will provide additional spaces. The intent here is to develop enough parking spaces so that we do not have to build a parking structure in order to build the SoMA building.

P.S. Building

The remodel timeline has been extended until the completion of the construction of the Sports Pavilion in order to not lose existing classroom space. Vice President Sullivan said we are going through the planning stage and completing the working drawings and then will ask for the extension of this project so as not to lose the funding.

3.4 Faculty hiring (*addressed under 2.3*)

4.0 Discussion Items

4.1 Overview of college budget projections for 2004-05 *and*

4.2 Update on college's multi-year budget projections

Joe Sullivan provided and discussed the spreadsheet which incorporates the revised salary models, the expense budgets for the supplies and materials and other operating expenses. He said we now have a consolidated budget based on the input to date from the governor's January proposals. Joe Sullivan informed the Council that the recommendation to the Board would be that we operate at a deficit for this year. When we receive the May revise and have more information we can address the deficit in 2005-06 as the primary issue going forward to balance the budget. Vice President Sullivan said that we can estimate receiving \$1m in growth money which is not included in the budget but cautioned that the deficit factor is also not included in the budget. He will bring a four-year projection to the next meeting. Dr. Friedlander indicated that the budget reflects the reinstatement of sabbaticals, the \$4.8m for equipment and \$1.2m for the construction fund. The intent is to keep these items in the budget subject to the May revise in the final budget and the Board's willingness to draw down end-of-year balances for the third year to balance the budget. President Romo will recommend to the Board that we discontinue drawing down our balances beyond next year because we cannot continue to rely on deficit spending. Dr. Friedlander said that the Council will start its work on the budget on May 25th and into next year to determine how we are going to correct our structural imbalance, through additional revenue and reductions in expenses. Vice President Sullivan added that in this budget we didn't include the cost of the classification study once its completed, any estimate on the outcomes of the collective bargaining agreement that would be negotiated this year, the funding for sabbaticals leaves, and the funding of the construction and equipment funds which are in discussion with the Board.

5.0 First Hearing

5.1 Educational Programs, Continuing Education and Business Services requests for one-time funds, budget restorations and budget augmentations

Jack Friedlander discussed the total of requests for one-time funding, restoration of budget reductions and requests for budget augmentations for Educational Programs. He said given where we are with the instructional deficit, John Romo has asked each of the vice presidents to do their best to meet their most pressing needs within their own budget areas. What will be brought back on May 25th are those items that meet the two criteria established by CPC that rise to the point of urgency or a program that will not be able to operate without these dollars. Dr. Friedlander said there will be a fairly limited number of items for CPC's consideration.

5.2 Web Policies

Bill Hamre said this is the first hearing of a very distilled set of web polices that has undergone review all year. He said Keith McLellan has worked very hard on refining this policy which has been discussed in the Academic Senate. The purpose of these policies is to establish some structure and standards for navigation, accessibility, compliance and

also ensuring the accuracy and recency of content on the web page through various levels of the web pages. These policies were developed by a workgroup of faculty and administrative staff and were reviewed with the vice president of HR/LA. The Board policy statements have been reviewed and approved by the Instructional Technology Committee, the Academic Senate and District Technology Committee. Keith McLellan said this has been a 2.5- to 3-year process. The recommendation is to separate out general policy from operating procedures. This is now the policy statement. There is another group working on the procedures which are being reviewed by ITC and DTC. There is nothing in this document that differs from what was approved last year in both spirit and content by ITC and the Academic Senate. The Academic Senate will be asked to approve the abbreviated web policy. This is a policy statement that authorizes the President to develop operating procedures. The operational procedures are in the process of being developed will go back through consultation.

M/S/C [Garey/Rose] to move the item to action.

M/S/ [Rose/Garey] to approve the web policies.

Keith McLellan indicated that we had a high level of conceptual and procedural consent on this policy. Bill Hamre said that CPC will have ultimate review and approval of the procedures after they have gone through consultation. Procedures do not have to go to the Board for approval.

The motion was unanimously approved.

6.0 Action Items

- 6.1 *Smoke-Free Workplace Policy 2510.* Tobacco Prevention Settlement Program can provide \$3,400-plus for signage to support a designated smoking area policy at SBCC.

M/S [Carroll/McLellan] to approve the Smoke-Free Workplace Policy 2510 effective September 1, 2004 with the understanding that a workgroup will be formed to identify the designated smoking areas and to make specific recommendations as to the signage. Those recommendations will be brought back to CPC for ratification. The policy will be reevaluated once it has been implemented and if changes are needed.

Jack Friedlander indicated that the clarification on the obligation we have to go to a designed smoking area under the law or signage was distributed to CPC by Joe Sullivan. The next step is to form a workgroup to identify designated smoking areas. Appropriate constituent groups will be represented on the committee [CSEA, students, faculty, administration, security, facilities]. The committee will also determine the location of the signage. This will be an evolving process. Dr. Friedlander acknowledged that it would be a fair assumption that, if needed, the policy would be re-evaluated in one year. Tom Garey recommended that once the committee makes its recommendations, it be brought back to CPC for ratification. A decision was made to implement the policy for the fall semester so that this can be announced in our publications. Liz Auchincloss added that insofar as staff discipline for a violation of this policy it would be subject to negotiation.

M/S/C [Garey/Rose] for a friendly amendment to have the policy effective September 1, 2004.

The original motion was carried: Yeas: Nine; Nays: Liz Auchincloss and Jan Jackson (*representing CSEA*) and Rose Ladanyi (*representing Associated Students*); Abstention: Tom Garey

6.2 See item 5.2, Web Policies

7.0 Other Items

CPC will not meet on May 4th.

CPC will next meet on May 25th from 10:00 a.m. until 12:00 noon. CPC will determine a date for a summer meeting at that time.

Jack Friedlander acknowledged Lana Rose for her 10 years of participation in CPC and for her exceptional and valued contributions to the Council.

8.0 Adjournment

On motion [Garey/McLellan] the meeting was adjourned by chairperson Jack Friedlander.