

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

January 27, 2004

3:00 – 4:30 PM

Room A218C

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, J. Sullivan, A. Serban, K. McLellan, J. Jackson,
L. Auchincloss, G. Carroll, E. Frankel, T. Garey, P. Haslund

ABSENT: L. Fairly, B. Hamre, L. Rose

GUESTS: L. Griffin, S. Coffield, P. Naylor and Carol Purdie [for Lynda Fairly]

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the December 2, 2003, CPC meeting.

**M/S/C [Frankel/Auchincloss] to approve the minutes of the December 2, 2003
CPC meeting. Tom Garey abstained.**

2.0 Announcements

2.1 Revision of the college's AB1725 full-time faculty obligation as a result of action
taken by the Board of Governors at its November, 2003 meeting.

Jack Friedlander said that, unbeknownst to the college, at the Board of Governors' (BOG) meeting in late November, the Board took action that resulted in reducing each college's full-time faculty obligation for Fall 2004. We knew the BOG was approving new guidelines which said that in order for the FT faculty obligation to kick in, certain conditions had to be met, specifically fully funded COLA, growth and categorical programs as well as more money for the system than was received in the prior year. Since the new conditions for requiring colleges to increase their FTFO were not met, the BOG took the following two actions: (1) the FTFO for Fall 2004 was reduced to the number required for Fall 2002; and (2) the requests from colleges, including SBCC, for a one-year deferral to fill full-time faculty positions in Fall 2003 resulting from growth in 2002-2003 (four positions for SBCC) were automatically extended to next year. Therefore, the college's FTFO for Fall 2004 was reduced to 221 from 228. Thus, the college will be filling 19 positions instead of the 21 positions we anticipated. Jack is recommending to the Academic Senate that it respect its ranking of positions which means that we would not fill the new ESL or the new English Composition and Literature positions (the 20th and 21st ranked positions).

The Chancellor's Office indicated that if the Governor's budget holds through the May revise, we would receive the same COLA that K-12 would receive. Thus, the

conditions would be in place to require that colleges hire additional full-time faculty members in Fall 2005 as a result of funded FTES growth in 2004-2005. Jack anticipates that if the college achieves its FTES target for next year, it would result in the college needing to add four or five new faculty positions in Fall 2005.

- 2.2 Jack Friedlander informed the Council that OSS is finally going well. Oracle has seen the light to make a very simple, user-friendly self-service screen. He said that we gave Oracle a mock-up of what the self-service screens should look like. Oracle indicated that it would be able to make about 95% of the changes we requested. Oracle's senior executives and User Interface staff assigned to OSS now fully understand the need to design for the mass retail market where the users can use the product without any instruction. Jack said that through a lot of effort we finally got their attention to the point where they are going back and redesigning the whole student interface. Oracle will complete the changes we requested in time for our "go live" in November. Also, we will work with them in their efforts to redesign the student self-service pages and navigation. Jack reported that the implementation of the new financial aid component of OSS is going well and is on target to be in place by April 1, 2004. He also indicated that it is fortuitous that Jeff Hanley, who has been appointed as the new Chairman of the Board for Oracle to replace Larry Ellison, now lives in Santa Barbara and has expressed to John Romo his personal interest and commitment to making the OSS product successful at SBCC.

Andreea commented that there is a small but dedicated group of people at the college who are working diligently and effectively to have OSS implemented by November. Jack Friedlander and Sharon Coffield are two of those people. Jack added that if it weren't for Andreea and a number of the members of our staff in IRD, Educational Programs and Business Services, we would be nowhere close to implementation and it would have been a total failure. Keith McLellan added that with the tact Jack has taken and his leadership in the past several months, along with the team with whom he is working, confidence in this project is much higher. Keith added that a lesson learned is that we shouldn't be passive with our vendors. He wanted to commend Jack, Bill Hamre, Andreea and Sharon, among others who have been very forthright with the vendors and the process and policy in house of being able to talk candidly and honestly. This is the only reason we have turned the corner in making this happen.

3.0 Information Items

4.0 Discussion Items

[Items 4.1 and 4.2 addressed together]

- 4.1 Analysis of the state budget for 2004-05 and its implications for SBCC
- 4.2 Overview of SBCC's budget model
- A. Overview of budget model
 - B. Discussion of budget model assumptions
 - C. Identification of the variables that should be used in planning the college's 2004-05 budget

Joe Sullivan distributed a handout that identifies a proposed budget for 2004-05 for SBCC using as a source the Community College League information as of January 12, 2004, and comparing it with our budget for 2003-04, for both the unrestricted and restricted budgets as well as the equipment and construction fund budget.

Joe also distributed, as part of his media presentation, a budget projection model that he and Leslie developed that is based on a number summary of assumptions that affect the college's budget. The model will enable the college to readily see the impacts of increases/decreases in revenues and expenditures on our current and projected budgets. Joe stressed that his presentation was to show how the model works and at a future date would reflect actual figures from which scenarios could be viewed. The Council expressed its appreciation for the work that went into preparing the model.

4.3 Identification of goals and objectives in the College Plan for which additional resources are needed.

Joe Sullivan distributed a handout of the goals and their objectives for the facilities area of the College Plan. For each goal and objective he indicated whether the college is on target for meeting those goals and objectives. Leslie Griffin will address the fiscal support area at the next CPC meeting.

4.4 Proposed changes to *District Policy #2510, Smoke-Free Workplace*

Joe informed the Council that we are required to change our smoking policy on campus to reflect the new law that says that there is no smoking allowed within 20 feet [or more] of an opening of a building. He added that meeting the requirements of this new law would require the college to place signs next to such areas on campus (i.e., doors and windows). If we are going to have to comply with the law, then we need to determine what is the simplest way to do so. An alternative to placing signs outside of every open area into a building is to establish the college as a smoke-free campus with designated smoking areas. A map was distributed to CPC members that identified tentative designated smoking areas. The map and designated areas will be updated and distributed at a later time. Jack indicated that CPC is the appropriate governance body to make the recommendation to the college president. Members of CPC should take this proposed policy change to their respective constituencies for input and feedback. Tom Garey questioned the enforcement of this policy. Joe replied that there would be no way to get blanket compliance. We have the policy to: (1) comply with the law; (2) provide the greatest benefit to the greatest number of people; and (3) encourage compliance. However, he said we would not have adequate staff to strictly enforce this policy. Cards, flyers and announcements informing people about this policy will be distributed and the policy would be published and publicized. Most of the enforcement comes from peer or voluntary compliance. Carol Purdie commented that, although the Wake Center is quite a different campus, the policy is in place there and by and large is achieving its intended purpose. Joe indicated that we plan to develop a reasonable policy that would bring the college into compliance and would result in a substantial decrease in people smoking near open doors and windows outside of campus buildings.

5.0 Other Items

5.1 Process to begin developing 2004-05 college budget will begin at next CPC meeting on February 3rd. John Romo will attend the meeting.

A. Mid-year budget analysis will be conducted in February and discussed at Feb 17th CPC meeting.

5.2 Review of the *Master Calendar for Planning and Budgeting*

A. To be discussed at February 3rd meeting

6.0 Adjournment

Upon motion, Chairperson Jack Friedlander adjourned the meeting.

Fiscal Support	
<i>Goal 17: Provide state-of-the-art administrative systems to record, communicate and evaluate the College Plan in monetary terms and to carry out the business of the college.</i>	On target - In order to effect mid-year budget reductions for fiscal year 2002/03 and a reduced operating budget for 2003-04, the consultative bodies of the campus considered proposed reductions (both in terms of dollars and % reduction) and the expected impact of such reductions. Based on the budget analysis and recommendations of the consultative bodies, the Board of Trustees adopted a 2002-03 mid-year budget reduction and a 2003-04 fiscal year budget.
Objective 78. Improve systems and processes to assist college staff in allocating resources and making decisions based on accurate and timely fiscal information.	On target - In a collaborative process involving the Academic Senate, the College Planning Council and the Board of Trustees, the campus crafted Principles of Budget Development, which were adopted by the Board of Trustees on March 27, 2003.
Objective 79. Improve systems and processes that provide training to faculty and staff on how the college is funded and how resources are allocated.	On target - Budget presentations were made to the Board of Trustees, Fiscal Committee of the Board of Trustees, College Planning Council, and forums open to faculty and staff. As State budget decisions were made, the impact on campus budget was communicated in committee meetings and in campus-wide e-mail budget updates.
Objective 80. Improve college business processes to streamline effort and gain efficiency.	On target - The salary model, which is the heart of the budgeting process, was streamlined by electronic validity checks with HR and payroll data. The salary model was enhanced to provide evaluation of the College's capacity to meet the state required full-time faculty obligation. Tools for improving the College's ability to budget part-time instructor expense are in progress. Student payroll processing made great strides in efficiency with the implementation of an on-line payroll timesheet system.

Master Calendar for Planning and Budgeting - Detail by Month and Area

1/26/2004

Month to be brought to CPC	Area	Item/Person(s)
July	College-wide - budgeting	Update state budget, implications for the college, response as needed (discussion item) (Cabinet)
September	College-wide - budgeting	Identification of budget principles - every three years (discussion item) (President, CPC)
	College-wide - planning	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
October	Technology	Update on the technology component of the college plan (information item) (Bill Hamre)
	Business Services	Annual financial and budget report (information item) (Joe Sullivan, Leslie Griffin)
	College-wide - budgeting	Current year's growth and implications for faculty positions (information item) (Jack Friedlander, Andreea Serban, Joe Sullivan) Fall FY FTES estimate and implications for next year's college budget (information item) (Andreea Serban, Joe Sullivan) Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC) Review of prior's year growth (if any) and implications for classified positions and other budget adjustments (Joe Sullivan)
	College-wide - planning	Annual Assessment of Institutional Effectiveness (information item) (Andreea Serban)
November	College-wide - budgeting	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
December	Business Services	Long-range development plan - only when revisions are made (information item) (Joe Sullivan, Alex Pittmon) Schedule maintenance, annual and five-year plan (information item) (Joe Sullivan, Alex Pittmon)
	College-wide - budgeting	Discussion of reallocation of existing expenditures and exploration of new ways of doing business to allow for budget reallocations (discussion item) (CPC)
	Educational Programs	Faculty hiring process and rankings (information item) (Jack Friedlander)
January	Business Services	Space inventory - changes from prior year (information item) (Joe Sullivan, Alex Pittmon)
	College-wide - planning	Semiannual review of college plan (discussion item) (VPs and Andreea Serban)
February	College-wide - budgeting	Governor's budget for following year and implications for college funding (discussion item) (Joe Sullivan) P1 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Andreea Serban) Prior fiscal year actual final FTES allocation and implications for current year funding, if any (information item) (Andreea Serban)
	Technology	Update on the technology component of the college plan (information item) (Bill Hamre)
	April	Technology
May	Business Services	Five-year construction plan with detail (discussion item) (Joe Sullivan, Alex Pittmon)
	College-wide - budgeting	May revise of Governor's budget for following year and implications for college funding (information item) (CPC) P2 Attendance report for current fiscal year and implications for college budgeting for next FY (information item) (Andreea Serban)
	Technology	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly) ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez) Update on the technology component of the college plan, Web development plan (information item) (Bill Hamre)
June	Business Services	Annual college budget (discussion item) (Joe Sullivan, Leslie Griffin)
TBD	Educational Programs	Five-year educational plan (information item) (Jack Friedlander)
When needed	Human Resources	Institutional policy review (discussion item) (Sue Ehrlich) Updates on staffing (information item) (Sue Ehrlich)

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	January	Space inventory - changes from prior year (information item) (Joe Sullivan, Alex Pittmon)
	May	Five-year construction plan with detail (discussion item) (Joe Sullivan, Alex Pittmon)
	June	Annual college budget (discussion item) (Joe Sullivan, Leslie Griffin)
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	March	Update on the technology component of the college plan (information item) (Bill Hamre)
	April	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly)
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	May	Continuing Education rankings of new and replaced computers (discussion item) (Lynda Fairly) ITC Rankings of new and replaced computers (discussion item) (Kent Richards, Laurie Vasquez) Update on the technology component of the college plan - Web development plan (information item) (Bill Hamre)