

**SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL  
December 5, 2000  
3:00 – 4:30 PM  
A218C**

**MINUTES**

PRESENT: J. Friedlander, B. Fahnestock, B. Hamre, S. Ehrlich, L. Fairly, B. Cordero,  
A. Serban, L. Rose, K. O'Connor, T. Garey, J. Webber, J. Lynn

**1.0 Call to Order**

The meeting was called to order by chairperson Jack Friedlander.

**1.1 M/S/C/ [Garey/Rose] to approve the minutes of the November 7, 2000  
CPC/DTC meeting, as amended, as follows:**

*Item 1.3, pg. 2, para 4:* Dr. MacDougall is now asking CPC to proceed with its ranking but that proposals for ongoing funding will not be considered for funding until after the 2001-2002 state budget is announced.

*Item 1.3, pg. 2, para 5 (cont. on pg. 3):* However, Dr. MacDougall requested that the council ~~not distribute any of the~~ ongoing resource requests not be considered until the state budget for 2001-2002 is known after July, 2001, and until there is a full understanding of what other demands might be made ~~of~~ for those funds.

1.2 Dr. Friedlander asked to have an item added to the agenda under 3.6, proposal for reclassification of vacant Information Resource Division positions.

**1.3 Announcements**

There were no announcements to the council.

**2.0 Information Items**

2.1 Sue Ehrlich announced that Human Resources and Legal Affairs would be operational with Oracle by July 1, 2001.

**3.0 Discussion Items**

Dr. MacDougall joined CPC to address the following items:

### 3.1 Administrative one-time requests for 2000-2001 unallocated PFE funds

Dr. MacDougall distributed a list of one-time requests for the \$600,000 of the unallocated PFE funds for 2000-2001. Dr. MacDougall gave a brief description of each of the nine recommended projects for which one-time PFE funds are being requested. Questions were raised about the legitimacy of using the PFE funds to support facilities projects.

In the case of cosmetology, Employee's University and the assessment room, the facilities projects would allow for greater student access to instructional programs. With respect to the assessment room, Dr. MacDougall noted that these funds are needed to implement a PFE project that was approved by the council in the prior year. The council approved the assessment room but there was not enough money. For the assessment room, \$100,000 is needed to help offset the cost of the HVAC for SS250.

Some council members questioned Dr. MacDougall about the legitimacy of using construction funds for PFE requests. Dr. MacDougall responded that although we are asking for one-time funds to support construction, these funds are needed to help achieve PFE outcomes such as increasing student access to programs and services. Dr. MacDougall noted that in the case of cosmetology, we would be using \$300,000 from the construction fund plus \$300,000 from one-time unallocated PFE funds to help meet the PFE request.

Furthermore, Dr. MacDougall noted that he had discussed with the council on several occasions this year, his intent to use a large portion of the one-time PFE funds to support major unfunded, unbudgeted construction projects. He further noted that there were not ample funds in the construction fund to pay for all these projects.

With respect to the Continuing Education Division, the \$80,000 targeted towards Continuing Education's facilities needs represents about 17% of the funds available. This is within one-percent of the portion allocated for Continuing Education.

Dr. MacDougall provided the justification for the Systems Administrator position for Campus Pipeline and WEB CT. A few of the council members expressed concern about the need for this position at this time and its impact on IRD staff. Bill Hamre noted that this position would minimize the impact on the staff and that having a student portal is a key component of the college's redesign program. After much discussion, Dr. Friedlander said that he would meet with Bill Hamre, Mike Gallegos and Guy Smith to review the concerns expressed in Deans Council and by members of the College Planning Council regarding the impact of Campus Pipeline on IRD and the importance of hiring a systems administrator on a one-year contract.

After Dr. MacDougall left, the council continued its discussion of the recommendations for one-time PFE funds presented by Dr. MacDougall. While members of the council felt that each of the recommended projects was important, they questioned whether the PFE funds were the appropriate source of funds. In the case of the Systems Administrator for Campus Pipeline and WEB CT, the question was discussed whether this position was needed at this time. Bill Hamre stated that the position is needed in order to provide adequate support for the Web CT file server used for the online classes and for the file server that will be used for the Campus Pipeline pilot project. Bill Hamre stated, that if needed, he would try to find other sources of funds to support the systems network management software implementation project.

Dr. Friedlander agreed to convey the council's concerns to Dr. MacDougall. He also stated that he would withdraw the request for \$10,000 to support development of the Alcohol & Drug Certificate Program.

### 3.2 Update on Cosmetology Program facilities issue

Dr. MacDougall reported that as a result of excellent work by SBCC staff and county counsel, the college is able to offer cosmetology courses at the Magnolia Shopping Center without having to comply with the Field Act standards. The cosmetology program needs to be located in a commercial facility in order to function effectively, more specifically, the program is dependent upon having a steady stream of customers to apply the skills they have learned. Dr. MacDougall also noted that the college is also negotiating with the Magnolia Shopping Center management to lease additional space to allow for the expansion of the cosmetology program. It has been estimated that the cost of remodeling the additional space would be approximately \$600,000. According to Brian Fahnestock's calculation, the additional FTES generated from the expanded facility would yield enough income to offset the \$600,000 costs within a five-year period. The college is also attempting to negotiate a 10-year lease on both the existing and the new rented facilities at the Magnolia Shopping Center.

Kathy O'Connor questioned whether the additional revenue from the FTES generated by the cosmetology department would be directed to reimburse the budget accounts from which the \$600,000 for the remodel were derived. Dr. MacDougall responded by saying the money would go in the General Fund which is used to cover college expenses.

### 3.3 Update on SBCC's application for an experimental self-study for accreditation

Dr. MacDougall reported to the council that the college has submitted its request to the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges to do an experimental self-study for accreditation. Dr. MacDougall reported that he received word from David Wolf, ACCJC Executive Director, stating that he is very impressed with the study the

college is proposing to do and would recommend to the Accreditation Commission that our request be approved. The Accreditation Commission will be meeting in January and will act on our proposal at that time.

#### 3.4 Human Resources and Legal Affairs (HRLA) reorganization plan

Sue Ehrlich presented her proposal for reorganizing the Human Resources and Legal Affairs Department. She distributed handouts describing what is being proposed and the rationale for doing so. Although the council members were in support of the need to upgrade the salaries of staff in HRLA, they expressed major reservations about doing so. Bill Cordero noted that the criteria Sue Ehrlich used to justify the upgrade of each classified staff in her area could also be applied to a number of other staff members throughout the college and therefore it would be difficult for managers to tell staff in their areas they are not eligible for a reclassification based on district policy while HRLA staff is allowed to have the reclassification. Mr. Cordero's comments captured the sentiment of most of the other members of the council.

Dr. Friedlander stated that he would share the concerns expressed by the council with Dr. MacDougall and would inform the council of the status of this proposal at its next meeting.

#### 3.5 District Policies Project

To be addressed at December 19 CPC meeting.

#### 3.6 Proposal for reclassification of vacant Information Resource Division (IRD)

Bill Hamre distributed materials on IRD Human Resources issues which outlined two positions in IRD, the ones vacated by Dave Seibel and John Morrison. Mr. Hamre reported that although there is a good applicant pool to fill John Morrison's vacated position, the first two candidates turned down the offer due to salary considerations. Given how competitive it is to find qualified information technology talent, Mr. Hamre is recommending to the council that one of these positions be upgraded to Senior Information Systems Analyst and the other position upgraded to a Database and System's Administrator. Mr. Hamre stated that the funds to pay for the upgrades would come from his budget. He stated that the district's capacity to move forward to provide the level of IT support needed by the district was dependent upon having qualified people in those positions. He also noted that it would cost much more money to outsource the tasks that need to be completed compared to hiring staff at the levels he is proposing. Members of the council understood the need to reclassify the two vacant positions in IRD.

**4.0 Action Item**

**4.1 M/S/C [Rose/ to endorsement of SBCC Telecommunications and Technology Infrastructure Program.**

**5.0 Other Items**

Dr. Friedlander noted that the council would need to meet on December 19<sup>th</sup> to address the items on the agenda that were not covered at today's CPC meeting. These items will be followed by a continued discussion of the one-time PFE requests:

Andreea Serban, Director of Institutional Assessment, Research & Planning:

1. Roles and Responsibilities of the Office of Institutional Assessment, Research and Planning.
2. Institutional Research Agenda for 1999-2000 and status of projects updated as of November 8, 2000.
3. Institutional Research agenda for 2000-01.

Sue Ehrlich:

1. District policies project
2. Update on HRLA reorganization plan

**6.0 Adjournment**

**M/S/C/ [Rose/O'Connor] to adjourn the meeting at 4:50 p.m.**