SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL and
DISTRICT TECHNOLOGY COMMITTEE

September 21, 1999
3:00-4:30 PM
A218C

MINUTES

CPC Present: J. Friedlander, B. Hamre, D. Oroz, L. Fairly, B. Fahnestock, B. Cordero, K. McLellan, J. Lynn, L. Rose, K. O'Connor, J. Kruidenier

DTC Present: D. Ringer, M. Ferrer, L. Vasquez, D. Ringer, K. O'Connor, Michael Young and J. Lorelli

Excused: K. Hanna and T. Garey

1.0   Call to order

The meeting was called to order at 3:05 PM.

2.0   Approval of minutes from August 24, 1999, meeting

M/S/C [Rose/Fairly] to approve the minutes as corrected. L. Rose reported that Kathy O'Connor is to serve as faculty member from the Academic Senate to DTC (Item 9.1).

3.0   Information

3.1   Update on summer session and fall semester enrollments and FTES

A.   Implications for meeting FTES growth target for 1998-99 and 1999-2000

Dr. Friedlander reported that last year we did not achieve all the growth FTES that were available to the college. SBCC did grow 1.8%, mostly attributable to non-credit FTES, which are funded at a lower rate than credit FTES. Because of the stronger than expected enrollment this past summer and fall, plus new FTES-generating initiatives that will be implemented during the year, the decision has been made to use credit FTES to claim all the growth and basic skills funding the college is eligible to receive in 1998-99. This decision is based on projections that the college will generate sufficient FTES to achieve all the growth and Basic Skills funds it is eligible to receive in 1999-2000.

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Associate Vice President Bill Hamre reported that to achieve our maximum growth and basic skills FTES using credit FTES, we would have to take 150 credit FTES from this past summer session and apply it to last year. This will give us a larger base on which to base this year's growth, giving the college more capability in the current year to grow. Our objective is to meet the growth target of 2.4% this year, plus an additional .6% to claim all the Basic Skills funds the college is eligible to receive.

Vice President Linda Fairly reported to the Council that Continuing Education grew by 30 units FTES this past summer. She also noted that enrollments in non-credit classes are very strong so far in the fall 1999 quarter. Thus, if we didn't generate a sufficient amount of credit FTES this year, it is likely that the college could achieve its FTES target using non-credit FTES. Dr. Friedlander noted that he would convey this information to Dr. MacDougall as well as the Council's recommendation to use credit FTES from summer 1999 to claim all the growth and Basic Skills FTES the college is eligible to receive in 1998-99.

B.   New FTES targets for credit and non-credit for 1999-2000

Bill Hamre will provide the revised credit and non-credit FTES targets for 1999-2000 at the October 5 CPC meeting.

3.2   Classified Staff Positions

A.   Elimination of secretary position in Academic Affairs

Lucy Prieto, secretary in the Office of Academic Affairs, gave notification of her retirement effective Sept. 30th.

B.   Creation of a senior secretary position in Academic Affairs to provide support for one of the deans of Academic Affairs

Dr. Friedlander presented his proposal to eliminate the secretary position in his office and to create a senior secretary position. A senior secretary position is needed to support one of the deans of Academic Affairs. A senior secretary is the level of secretarial support that is provided to deans of Academic Affairs and Student Affairs. The maximum cost difference between the senior secretary and secretary positions is $2,784 and will be funded by the instructional support cost center. This is a vacated position that has been temporarily filled with hourly employees for the past year.

3.3 Report from Janet Shapiro on the source of funds for the LTA position in DSPS

This classified position will be 100% categorically funded from the DSPS budget. Although reductions in state support are not anticipated, the DSPS budget contains sufficient funds in non-permanent staffing categories to absorb modest reductions should they occur. Having such a buffer is important in avoiding reductions in categorically funded full-time positions as a result of modest fluctuations in state support for DSPS.

3.4 Other announcements

There were no other announcements

4.0 College Plan for 1999-2002

4.1 Status reports on the College Plan Work Groups

Members of the Council reported that the work groups in which they are involved are all proceeding well.

4.2 Process for reviewing college-wide requests for Partnership for Excellence funds that are not addressed by any of the existing work groups

Dr. Friedlander made the following recommendations to handle requests that do not fall into any of the work groups established to review strategies and resources requested for achieving the goals and objectives in the College Plan.

1. DTC will serve as the work group for reviewing institutional-wide technology proposals. DTC will forward its ranking and recommendations regarding the proposals it receives to CPC following the same timelines and procedures established for the other work groups.

2. Proposals from Human Resources for achieving the goals and objectives in the College Plan that do not fit into the ones considered by the other work groups will be submitted directly to CPC.

Dan Oroz' proposal will be reviewed at the next meeting to determine whether it fits the merits and guidelines for a proposal for PFE funding.

4.3 Proposed changes in the timeline for completion of the strategies for achieving the goals and objectives in the College Plan

Dr. Friedlander recommended changes in the timelines to allow the work groups more time to achieve their objectives and to consider proposals from faculty and staff. The revised timeline allows CPC to complete its rankings by December 1st. If the projects recommended for support are approved by Dr. MacDougall and the Board of Trustees, funds will be allocated in January 2000.

- September 28: Proposals are due to the chairs of the work groups.
- October 26: Proposals and rankings from various work groups will be submitted to Jack Friedlander
- October 27: Jack Friedlander sends the proposals to the Academic Senate and the Student Services Advisory Committee
- November 3: Academic Senate begins hearings of proposals
- November 10: Academic Senate continues hearings of proposals
- November 11: Student Services Advisory Committee begins hearings of proposals
- November 16: CPC begins hearings of proposals
- November 17: Academic Senate takes action on ranking proposal
- November 18: Student Services Advisory Committee takes action on ranking proposals
- November 18: Student Services Advisory Committee takes action on ranking of proposals
- November 23: CPC continues hearings of proposals
- November 30: CPC completes ranking of proposals
- December: Recommended ranking of proposals sent to Dr. MacDougall and to the Board.

    4.4   Amount of Partnership for Excellence funds available for distribution: $297,000. This amount does not include the funds allocated to Continuing Education to help achieve equalization of funding with K-12 providers of non-credit instruction.

Joint CPC/DTC Meeting (3:40 PM)

1. Introduction of DTC representatives

Mark Ferrer, Laurie Vasquez, Dennis Ringer, Michael Young, Kathy O'Connor and John Lorelli were introduced as the members of DTC.

2.   Timeline for reviewing and ranking replacement and new computer requests

CPC/DTC members reviewed the timeline for the allocation of new and replacement computer equipment for 1999-2000. The allocation process for 2000-2001 will begin in spring 2000.

Bill Hamre reported to the Council that in spring 1999 the college allocated $920,000 to support new and replacement computers. Unfortunately, all of the $920,000 available for technology equipment in 1999-2000 is needed to replace equipment. Unless additional funds are identified, no resources will be available this year to purchase new computer equipment.

3. **Discussion on the college's approach for requesting grants, donations and other sources of one-time funds that involve the acquisition of computer technology**

Dr. Friedlander noted that the college needed to develop a strategy that will enable it to pursue the acquisition of computers from grants and donations. Since these are one-time sources of funds, there needs to be a pool of dollars available to replace the equipment acquired from external resources. If additional college funds are not available to replace this equipment, the college will no longer be able to seek external funds to meet its technology-related needs. Such a policy will undermine the college's ability to meet the needs of students. The concern is whether we go for one-time funds or donations if there is no capability to replace them with new inventory.

Bill Hamre suggested that part of the growth FTES funds generated from new computer labs that are established be used to augment the technology equipment budget. Other sources of funds that might be used to augment the technology budget include income from the lottery and end-of-year balances.

Dr. Friedlander will take to Dr. MacDougall a recommendation that we augment the technology equipment budget with new funds that come into the district. Further, that we ask the Foundation to make a long-term concerted effort to build an endowment to augment the college's technology and equipment budget.

Bill Hamre noted that we might have to work with the Chancellor's Office to allow community colleges to charge students a technology fee.

4. **Review of recommendations from Gartner Group on staffing and organizational structure of the college's Information Resources Division**

Bill Hamre said that it is time for us to update our vision and direction document. The Collegis group was impressed with our vision document and implementation plan but concluded there was a lack of a mid-level strategic plan. Bill Hamre will form a work team to develop a five-year strategic plan. The team will meet during the winter break. Collegis also suggested eliminating the role of Governet. This will take effect in October.

Collegis made further recommendations regarding organization and staffing issues pertaining to IRD. Collegis identified three specific areas where the

college needed more support; a dean for educational technology, an Oracle database administrator and a systems programming position. Additional positions recommended by Collegis included a web master assistant, a user support technology training coordinator and, if the college moves to providing universal E-mail to its students, and E-mail administrator.

5. **Continued discussion on the amount of funds that are needed to support IT-related hardware, software and personnel costs.**

   Procedures for identifying equipment replacement equipment were discussed.

   Bill Hamre will be reviewing with the individual vice presidents a list of outdated technology equipment that needs to be replaced. He will use this information to make recommendations to DTC on which equipment items need to be replaced this year and next year. There are still some anomalies to resolve on the equipment inventory list. A recommendation was made to form a group to resolve this issue through ITC.

6. **Agenda items for next meeting of CPC and CPC/DTC meetings.**

   Bill Hamre will provide copies of the Collegis Report to members of CPC/DTC.

   Bill Hamre and Jack Friedlander will present proposals to DTC for PFE funds to support institutional technology needs that are required to meet specific goals and objectives in the College Plan.

   Dan Oroz' proposal for PFE funds will be reviewed and discussed by DPC.

The meeting was adjourned at 4:45 PM.

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

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