

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
November 19, 1996

MINUTES

PRESENT: J. Friedlander, K. McLellan (for L. Fairly), K. Hanna, C. Hanson, K. O'Connor,
D. Oroz, J. Romo, L. Rose

ABSENT: L. Auchincloss, D. Barthelmess, B. Hamre, L. Fairly (all excused)

Call to Order

The meeting was called to order by Jack Friedlander at 3:08 p.m.

Approval of Minutes: November 5, 1996

The minutes were approved with the following corrections: "The vice presidents will field test the template." (Rose/Oroz) Ayes: 7 Abst. (1)

Budget Revisions

Charles Hanson distributed copies of the **1996-97 BUDGET REVISIONS**. The district will increase funded credit enrollment by 5%, or approximately 579 FTES, to meet the 1996-97 revised state enrollment (FTES) Cap for SBCC. Efforts are underway to increase credit enrollments by expanding course offerings in the fall, spring and summer terms, Saturday classes; and, possibly, adding a second summer session in 1997. Marketing efforts are being expanded, including the resumption of mailing class schedules to all area residents.

A portion of the new growth funds will be used to offset costs associated with expanding course offerings. These include:

Certificated hourly salaries	\$378,641
Readers (5% increase)	3,395
LRC Tutors	9,843
Publications (Spring schedule)	4,300
Multimedia Arts & Technologies (Hourly Classified and Supplies)	40,000
Learning Support Services LTA (Previously approved)	35,000
<u>Saturday Registration Costs</u>	<u>5,996</u>
Total	\$477,175

On December 12, the Board will be requested to revise the 1996-97 budget to reflect the additional revenues and expenditures noted above. Other changes in revenue may occur after the college receives the Chancellor's Office first apportionment report in February, 1997.

In response to concerns raised about specific expenditures (e.g., MAT costs), Dr. Hanson noted that the vice presidents and Dr. MacDougall had discussed the items to be funded and that the President approved the expenditures. Dr. Friedlander noted that the MAT is a WSCH-generating program; but, as a new program, there are costs associated with its implementation. This issue of the process used to allocate new resources will be revisited at the next Cabinet meeting. The more fundamental issue, members reiterated, is the need for CPC to develop a process to recommend the prioritization and allocation of resources. Members noted that a process should be in place as soon as possible, especially as the College moves toward implementation of Project Redesign and the goals and objectives of *The College Plan*.

Replacement Equipment (Non-Technology) Allocations

Copies of the 1996-97 Replacement Equipment Allocations was distributed by Dr. Hanson. The allocations to the vice presidential areas are:

<u>Unit</u>	<u>% Total</u>	<u>Allocation</u>
Academic Affairs	66.8196	\$267,278
Business Services	19.9841	79,936
Continuing Education	4.5844	18,337
President's Area	5.2131	20,852
Student Affairs	<u>3.3988</u>	<u>13,597</u>
	100%	\$400,000

A substantial reduction from the previous year (10%) occurred in Academic Affairs due to the reappraisal of the replacement cost of the Bell saturation diving system. Shifting Media Services and the Word Processing Center inventories to the President's Office (due to organizational changes) and the sale of the Dental Assisting Equipment also reduced the percentage/allocation to Academic Affairs Area. Business Services' inventory increased by 4 percent; Continuing Education, 1 percent; President's Office, 3 percent and Student Services 1 percent. The accounting office has set up appropriation accounts in Fund 28, and vice presidents are asked to begin allocating Replacement of Equipment funds to their accounts. Dr. Friedlander noted that the Word Processing Center is part of Academic Affairs and, as such, the inventory for this support service should be part of the Academic Affairs' equipment inventory.

Equipment Allocations (Technology) 1996-97

Dr. Hanson distributed a summary report on the Equipment Allocations - Information Technology. The District has proposed changing the equipment policy by setting as a target doubling the annual allocation for Replacement Equipment (from \$320,000 to \$600,000) and for New Equipment (from \$480,000 to \$800,000). The proposal will go to the Board at the December 14 meeting.

The 1995-96 Balances are:

Prior Allocation:	\$462,212
New Equipment	250,000
Other Projects	225,000
Foundation	70,000
Redesign	250,000
Total	\$1,252,312

The 1996-97 Balance is \$1,206,850 (Sources of funds:\$586,880 (state grant); \$320,000 (Lottery) and \$300,000 (State Grant) Dr. Hanson agreed that approximately \$850,000 is available for computer technology this year. (to be allocated by the District Technology Committee).

Equipment Allocation - Vice Presidents

1996-97 Equipment allocations to the Vice Presidents are as follows:

Academic Affairs	\$267,278
Business Services	\$ 79,935
Continuing Education	\$ 18,337
Student Affairs	\$ 13,597
President's Areas	\$ 20,852

College-wide Equipment Allocations

Balance 1995-96	\$154,824
Proposed Allocations	\$ 80,000
1997-98 Suggested Allocations	\$ 80,000

The College Plan: Development of Process for Prioritizing and Allocating Resources.

Vice Presidents were requested at the last CPC meeting to develop a template outlining the costs for implementing the goals and objectives contained in the College Plan. Keith McLellan, representing Lynda Fairly's unit, submitted a analysis of the costs for implementing **Objective 2b** in the **Community Responsive** section of the College Plan. **Provide community college students, faculty and staff with seven-days-a-week, 4-hours-a-day access to a college-wide information system from both on- and- off-campus (June 1988).** Using this template as a basis, a matrix was developed for listing the resources needed to achieve the goals and objectives of the College Plan. The matrix is shown on the following page.

D R A F T

Santa Barbara City College
College Plan
Resource Analysis - Sample Template
11/25/96

- 2b. Provide community, students, faculty, and staff with seven-days-a-week, 24-hours-a-day access to a college-wide information system from both on- and off-campus (June 1998). Implement a comprehensive computer-based College-wide Information System (CWIS) to provide students, faculty and staff with greater access to college support information.**

Produce a plan for intranet and internet data elements, document management, page production and page maintenance.

Design and produce templates for Web page production.

Produce and publish initial text-based pages, interactive pages, interactive data-base options and interactive instructional support pages.

Internal support and distributed maintenance and support text-based pages, interactive pages, interactive data-base services and interactive instructional support services.

YEAR ONE			
Resource	Handle with Existing Resources	Not Handle with Existing Resources	
Specify if New and if On-Going or One-Time Only	Hours or Budget To Allocate	Hours Needed	Budget Needed
Faculty			
Staff			
Activity Support			
Training			
Consultant Services			
IRD Personnel			
Hardware/Software			
Other: (specify)			

Members offered the following suggestions/comments:

1. Timelines should be reasonable.
2. Cost analysis of all objectives is imperative.
3. If the objective is on-going or requires several stages of development, are there sufficient resources to reach end results?
4. Units which cannot meet objectives due to fiscal constraints should consider pooling resources and personnel to implement objective.
5. Units should ascertain whether objectives overlap between units.
6. Does the objective need support from college committees or support serves? If so, how much (dollars, time and personnel)?
7. May require reallocation of resources.

Members agreed that units would submit resource requests to the CPC in February. John Romo, Bill Hamre and Jack Friedlander will meet to synthesize the resource requests and place them into an overall matrix that will serve as the basis for ranking the resource requests.

Announcement

Dr. Friedlander announced that the College anticipates hiring 20 new tenure-track faculty for 1997-98.

Adjournment

The meeting was adjourned at 4:55 p.m.

c: Cabinet, Deans, Assistant Deans, Department Chairs, Academic Senate, Instructor's Association, CSEA, Classified Council, College Information, *The Channels*, Rob Reilly