

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
July 8, 1997**

MINUTES

PRESENT: Dr. MacDougall, J. Friedlander, L. Fairly, K. Hanna, C. Hanson, J. Lynn,
K. O'Connor, D. Oroz, J. Romo, Lana Rose
ABSENT: D. Barthelmess (excused), B. Hamre (excused)

CALL TO ORDER

The meeting was called to order by Dr. Friedlander at 3:05 p.m..

APPROVAL OF MINUTES: June 17, 1997

M/S/C To approve the minutes of June 17, 1997 as submitted (Rose/Fairly) Unanimous

INFORMATION ITEMS

Dr. MacDougall's Response to CPC's Ranking of One-Time Resource Requests

Dr. MacDougall was present to give his response to the College Planning Council's recommendations for one-time resource requests for 1997-98. The President stated that at the present time there are no firm figures on the funds available for one-time resource requests. However, based upon his preliminary review and without prior discussion with the vice presidents, Dr. MacDougall stated that his position on each item requested is as follows:

Items in Ranked Order	Funds Requested	Dr. MacDougall's Response to Items Requested
#1 Credit Card Registration (Credit & CE)*	\$4,200	Preliminary Approval
#2 Technology Mediated Instruction	\$40,000	Preliminary Approval
#3 Electronic Applications from High Schools	\$5,000	Preliminary Approval
#4 Parent-Child Workshop Project	\$10,000	Pending Discussions with the VP, Continuing Education
#5 Academic Senate Summer Projects to Update Faculty Manual	\$4,240	Preliminary Approval
#6 Cooperative Learning 1	\$20,000	Preliminary Approval
#7 Batting Cage	\$1,300	Preliminary Approval
#8 Technology Training Program	\$15,000	Preliminary Approval
#9 Development of New Budget Model	\$20,000	Pending Clarification of Outcomes with VP, Business Services
#10 Phone Instrument Changes	\$11,200	Identify Other Funding Sources (Replacement of Equipment)
#11 Recruitment (Electronic)	\$25,000	Preliminary Approval

Items in Ranked Order	Funds Requested	Dr. MacDougall's Response to Items Requested
#12 Biology Course Development	\$20,000	Pending Clarification/Discussions with the VP, Academic Affairs
#13 Pre-/Post-Orientation Options	\$7,500	Pending Discussion with the VP, Student Affairs
#14 Assessment of Institutional Effectiveness	\$10,000	Preliminary Approval
#15 Phone System for Continuing Ed	\$10,000	Identify Other Funding Sources (Replacement of Equipment)
#16 Wake Center Computer Lab	\$10,000	Identify Other Funding Sources (Replacement of Equipment)
#17 CE Mac Lab Furniture	\$10,000	Identify Other Funding Sources (Replacement of Equipment)
#18 Storage CE	\$15,000	Identify Other Funding Sources (Construction Projects Funds)
#19 CWIS Web sites	\$22,000	Preliminary Approval
#20 Convert CAD	\$5,700	Pending Discussion with the VP, Business Services
#21 Network FAX	\$24,000	Pending Discussions with the VP, Business Services
#22 Cooperative Learning 2	\$10,000	Preliminary Approval

Dr. MacDougall stated that there are unanticipated costs which need to be funded from one-time resource allocations. These include: (1) the facilities remodel/conversion in the Marine Diving Technology area (\$150,000 had been set aside for this project, but the bid came in at \$220,000, resulting in \$70,000 in additional costs to the District); and (2) the costs of moving the Small Business Development Center to the Wake Center (approximately \$10,000) resulting from Elye Pitt's reassignment to the Continuing Education Division.

Dr. Hanna and Ms. O'Connor clarified the Academic Senate's request for summer projects funding by stating that it was their intent to update the Faculty Manual and to place in on the Web. They also noted that the request for funds to develop a new budget model was a response to Goal D.2 of the College Plan: *Develop and implement a resource allocation budgeting process that builds from the College Plan.*

The District will probably have determined its allocation for one-time resource requests by the end of July.

Major Focus of CPC in 1997-98

Project Redesign

Members agreed to meet on August 19 so that Dr. MacDougall could have the opportunity to submit to CPC the master plan for the Database Conversion Project and Project Redesign. The President confirmed that he will probably dissolve the existing Technical Team and assign the responsibilities for Project Redesign to the Cabinet. As the College shifts from planning to the implementation process, it is more appropriate to integrate these operational activities into

the organizational structure of the college. It is anticipated that a major focus for CPC next year will be the implementation process.

State Budget Update

Dr. MacDougall provided an update on the 1997-98 state budget. The budget provides for significant funding for growth, technology and deferred maintenance. SBCC expects to receive approximately \$700,000 to augment its technology-base budget. The COLA is project to be almost 3 percent. The Governor is proposing that \$65 million dollars from Proposition 98 be allocated primarily to Welfare Reform items, including 35 million dollars for child care. Fifteen million dollars will be placed in a reserve account which will be used to fund Basic Skills *if* there is a demand greater than the amount we have funded for growth (which appears unlikely. If not, these funds will revert for use for child care or college work study). Fifteen million dollars would be allocated to support curriculum changes: 10 million for organizational support and \$5 million for grants to design model programs to facilitate the rapid transition of individuals from welfare to work. Serious concerns were expressed regarding the impact on community colleges created by diverting Proposition 98 funds needed to support college core functions.

Proposed Reorganization of Programs to Serve International Education Students (ELSP and ISAP)

Ms. Fairly submitted the new proposal to merge the English Language Studies Program (ELSP) and the International Student Academic Program (ISAP) into a single International Student Support Program (ISSP). Under this plan, activities for all international students (e.g., marketing, recruitment, admissions, advising, housing and other support services) would be under the purview of the ISSP. The staff would include: one full-time, 12 month director (new); one full-time clerk; one full-time SPA; one full-time clerk (conversion from existing positions); and one ESL faculty advisor -(nine TLUs from existing ELSP budget). The program would be supervised by a dean from student affairs under the purview of an International Student Steering Committee. The ISSP budget (\$220,656) will be supported from the existing ISAP and the remaining ELSP (after a portion is reallocated to ESL) budget, the new international student application fee income, and the enrollment of seven additional international students (from 500-507).

The new program will increase administrative efficiency by providing year-round leadership and services, accommodating proposed staff in a centralized location, and coordinating marketing, recruitment, admissions, advising, record keeping, and tracking systems. Mr. Zavala, the current ISAP director, was present to provide information and to answer questions. He expressed his enthusiasm for the reorganization and remarked that students and the college will benefit greatly from the services of a full-time 12 month director and staff. He will continue his responsibilities as a counselor to students in the program.

In general, the proposal was well received. Dr. MacDougall expressed his appreciation to Ms. Spaventa, Ms. Fairly, Mr. McLellan, and Mr. Sanchez for their work on this proposal. He endorsed the reorganization and stated that it would bring year-round leadership and services to benefit both students and the College. Kathy O'Connor expressed her concern at the number of TLUs allocated for student advising (nine TLUs), noting that faculty advisors in other instructional departments receive one TLU per semester for student advising. It was suggested that the role of the ISAP faculty advisor needs to be defined to insure an equitable allocation of

TLUs to this position. Dr. Friedlander stated that he would discuss this issue with appropriate members of the reorganization committee.

Dr. Hanson raised several issues regarding the proposal: (1) since this was the first time he had seen the proposal, he could not support it without a further analysis of its budget; (2) the new classified positions could result in on-going costs to the District if the international students enrollments are not sustained; and (3) were the responsibilities of the Director in line with the Classified Management 44 position? Mr. Oroz stated for the record that the classified director position has not been officially approved, but that it appeared to meet the criteria for Classified Management. Ms. Fairly reported that, historically, the college has maintained its international student enrollments of 500 even with limited marketing activities. She predicted that despite the demand by and competition for international students, the college will probably need to *monitor* enrollments to maintain the 507 international students cap.

Mrs. Fairly indicated that the proposal would be reviewed by the Board of Trustees Study Session on July 24, and if approval were granted, the reorganization would be implemented in August. Based on the observations and comments from members, Dr. Friedlander recommended delaying the implementation of the proposal until (1) Dr. Hanson conducts a financial analysis; Mr. Oroz completes the classification study for the proposed director position; Dr. Friedlander assesses the number of TLUs assigned to the ESL Department for faculty advising; and the proposal is reviewed by the Academic Senate.

M/S/C To recommend conceptual approval to merge ELSP and ISAP pending a fiscal analysis by Business Services, approval of the classified positions, a recommendation on Faculty Advising TLUs, and a review of the proposal by the Academic Senate, after which the proposal will be brought back to CPC for action on August 19. (O'Connor/Oroz)

Ayes: 5 Nays: 1

M/S/C To adjourn the meeting at 4:40 p.m. (O'Connor/Fairly)
Unanimous

The next CPC meeting is scheduled for Tuesday, August 19 at 3:00 p.m. in A218C.

JF:jdm

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