

SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL

November 21, 1995

MINUTES

PRESENT: J. Friedlander, Chair, D. Barthelmess, L. Fairly, B. Hamre, C. Hanson, T. Garey, K. O'Connor, D. Oroz, William Sutton, Student Rep
ABSENT: Janice Peterson (excused), John Romo (excused)

1. Call to Order

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

1.2 Approval of Minutes

The minutes of October 17 were approved as submitted (O'Connor/Barthelmess) **Ayes: Unanimous**

2.0 Reports

2.1 *Phase One of the Accreditation Study on Standard Eight, Governance and Administration*

At Dr. MacDougall's request, members reviewed the document "***Phase One of the Accreditation Study on Standard Eight, Governance and Administration***". This document is the College's response for Standard 8 that has been developed for verification that the standard is being met. The following changes were suggested:

Page 1, Paragraph 4: (In addition)

- a. Change CCCC to College Computer Coordinating Committee
- b. Change Safety/Security/and Health Services Committee to Facilities/Safety/Security

Page 6, III. D. Faculty

- b. Add #4. Liaison Agreement Between the Academic Senate and the Instructor's Association

- c. Add #5. Instructor's Association Collective Bargaining Agreement

Page 6-7: 111.E, Classified Staff

- a. Add #3: Classified Council Program Policy

Dr. Friedlander stated that he would pass on these recommended changes to the document to Dr. MacDougall. The Academic Senate will be informed of the changes when it reviews the Standard Eight at its next meeting. The Classified Council will also review the document.

2.2 College Planning

Members reviewed several documents submitted by Dr. MacDougall which set forth a number of planning principles to guide the college in its overall college planning process. These planning principles include:

1. The College must balance its budget, i.e., ongoing expenses must be supported by ongoing income and a reserve of 5% maintained.
2. Lay-offs will be avoided if possible. Certificated and classified positions that become vacant may not be filled, and reassignments may be necessary.
3. Serious effort should be made to assure that salaries do not deteriorate.
4. Equipment replacement and repair funds will be maintained at the minimum level specified by Board policy. Support of maintenance and purchase of equipment that enable SBCC to apply technology to gain efficiencies will be a priority. The District inventory is estimated to be \$14 million.
5. Buildings and grounds must be maintained sufficiently to assure the campus remains attractive to students and to protect the investment in these facilities.

A minimum level of funding to maintain buildings and ground is estimated to be \$670,000.

6. Because long-term efficiencies are viewed as being heavily dependent on technology, additional investments may have to be made there and other areas in order to realize cost savings.

7. Categorical funds, e.g., EOPS, DSPS, and staff development, must be spend in accordance with program guidelines.
8. All Federal, State, and local legal mandates shall be complied with, e.g., collective bargaining agreements, etc.
9. One-time funds will not be used to fund essential ongoing programs or activities.
10. Utility, liability and property insurance, salary steps, and reserve expense increases are projected annually, and allocations made early in the budget development process (preliminary budget) to meet those mandated expenses.
11. For non-state income (out-of-state fees, interest income, lottery), a conservative estimate is made, e.g., a three-year historical trend is used to establish a base and adjustment made for current negative conditions such as a drop in the interest rate.

Members identified the following **Planning Assumptions** for the planning process:

- (1) Despite the improvement in the state fiscal situation, there are a number of factors the result in fiscal instability for community colleges, e.g., the state's delay in releasing growth funds; lack of action on "back-fill" legislation to insure against property tax loss; college not fully funded for FTEs.
- (2) A number of factors such as the elimination of differential fee, the need for retraining and students directed from UC, CSU campuses to community colleges, will result in increased enrollments and thus increased demand for services.
- (3) The College will continue to rely on out-of-district students for a large portion of its enrollments
- (4) For the foreseeable future, a significant number of students will enter the college with basic skills deficiencies at the same that there is an increased demand for sophomore level courses as a result of UCSB requirements.
- (5) Long-term efficiencies are viewed as being heavily dependent on technology; thus, additional investments may have to be made in order to realize cost savings.

- (6) Probability of increasing fees at UC and CSU will send more students to community colleges.
- (7) Changes in federal and state legislation will have an adverse effect on funding for vocational programs.
- (8) There will be increased competition for students, particularly working adults and vocational students.

The discussion on planning assumptions concluded with the recommendation that these principles/assumptions be forwarded to John Romo, Chairperson of the College Planning Council subcommittee on College Planning and responsible for the CPC Planning Retreat on January 17 and 18. Several members noted that they were impressed with the document ***Preparing to Serve the Student of the Future*** and strongly recommended it for use as a reference document in the college planning process.

2.3 ***SBCC Information Resources Statement of Vision and Directions 1995-2000***

Copies of the revised ***Statement of Vision and Directions 1995-2000*** were distributed. Bill Hamre reported that the Instructional Technology Committee has approved the revisions to the document and asked that CPC take action on this item at its next meeting. After some discussion it was agreed that the Vision Statement would be submitted to CPC for action after the Academic Senate has reviewed it.

Adjournment

The meeting was adjourned at 4:30 p.m. The next CPC meeting is Tuesday, December 5, 3:00 p.m. in A218C.

JF:jdm

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