

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

January 30, 2001

3:00 – 4:30 PM

A218C

MINUTES

PRESENT: J. Friedlander, B. Hamre, B. Fahnestock, K. McLellan, L. Rose, A. Serban, T. Garey, K. O'Connor, J. Lynn

ABSENT: K. Hanna, L. Fairly, S. Ehrlich

1.0 Call to Order

1.1 The meeting was called to order by chairperson Jack Friedlander.

The amendments to the minutes of the December 19, 2000 CPC/DTC were approved [Lynn/Hamre] with two abstentions [Rose/Hanna] with a further amendment to the added language of Jim Lynn's augmentation to item 3.4 as follows:

Insofar as SBCC prides itself on being a "cutting-edge institution" and a nationally recognized leader among two-year colleges, to say nothing of maintaining a just, an equitable work environment, it should have job descriptions and compensation levels that accurately reflect work performed by this college's dedicated staff.

The minutes were further amended on pg. 6, para. 5 to read:

"Furthermore, insufficient justification in support of the requests was not provided in a timely manner."

The minutes of the January 12, 2001 CPC meeting were approved [Lynn/O'Connor].

1.2 Announcements

Keith McLellan announced that Marisela Marquez in the Transfer Achievement Program has accepted a position at UCSB and will be leaving February 12th.

Dr. Friedlander announced that Bill Cordero has a post-retirement contract for 45 days. His last day will be March 29th. Five of the 45 days will be beyond the March 29th retirement for him to work with the new dean and to assist Jane Craven with graduation.

2.0 Information Items

2.1 Update on spring enrollment in the credit and non-credit courses

Dr. Friedlander reported that the spring headcount is even with last year but changes daily. The number of full-time students is higher this spring compared to spring, 2000. Based on Bill Hamre's projections, the growth target for this year should be met. Late start classes offered this past fall and this spring have enabled the college to meet its enrollment target.

A research report prepared by Andreea Serban showed that there was a 16% course attrition rate from the first day of classes to the first census week. The college only gets paid for those students who are here as of the first census week. Dr. Friedlander said that he would be working with the deans to identify strategies for reducing the attrition that takes place between the first day of classes and the start of the first census week.

2.2 Update on potential effect on the college of the increase in energy costs

Brian Fahnstock established that the increased rates the college pay for natural gas and electricity will cost the district at least \$600,000 more than what it has budgeted for this expense this year. Unless the state allocates additional funds to community colleges to help offset the higher energy costs, funds from other areas of the district's budget will need to be reallocated for this purpose.

2.3 Guidelines for responding to the loss of electricity due to a rolling blackout

Dr. Friedlander distributed a draft of the "Guidelines for Responding to the Loss of Electricity Due to a Rolling Blackout and Strategies for Reducing the Use of Energy", and steps that can be taken to save energy. Dr. Friedlander asked Bill Hamre if there would be energy savings if people turned off their computers and printers when they were not using them during the day. Bill responded by saying, no, that it would not save any money because the energy drawn when turning on computers and printers would offset the savings. However, the college would realize savings if computers and printers were turned off when the staff left at the end of the day.

The guidelines also encouraged the college community to identify additional steps that could be taken to reduce energy costs and that those recommendations should be forwarded to Brian Fahnstock for review.

Tom Garey questioned if allowing people to remain in buildings when there was a loss of power would violate the fire code. Brian Fahnstock said that he would check on that regulation and would make the appropriate adjustments in the guidelines before distributing them to the college community.

2.4 Response from the Accreditation Commission for Community and Junior Colleges on SBCC's request for a self-study

Dr. Friedlander reported that the college received a formal letter from the Accreditation Commission granting approval for SBCC to conduct an alternative self-study. The approval gave the college a great deal of latitude in terms of the approach it would take to conducting its self-study. Dr. Friedlander said that he would work with Dr. MacDougall and Andreea Serban to develop a draft of the approach the college would take and would share that with the council at its next meeting.

2.5 Change in assignment in the Accounting Office

Brian Fahnestock announced that he had created a new position in the Accounting department of assistant controller, which Sharon Coffield will assume. This will encompass the area that Barbara Bermudes is currently handling. This reorganization will make the accounting of funds for the college more efficient.

2.6 Approach to preparing the Web Development Plan for SBCC

As a result of the January 11th CPC/DTC meeting with the representative from Collegis and subsequent conversations with this consulting firm, Bill Hamre developed a strategy for preparing the college's Web development plan. Mr. Hamre distributed and reviewed with the council a one-page handout that showed the processes that need to be followed in order to complete this plan.

Lana Rose suggested that a workshop be held for the Academic Senate, as well as other groups on campus, to inform them of Web development initiatives the college is implementing in this area.

Members of the council thanked Bill Hamre for taking the initiative to prepare a well thought-out plan for developing the college's Web plan.

3.0 College Plan/PFE/Resource Requests

3.1 Review of proposed criteria for ranking PFE and general resource requests

Dr. Friedlander reviewed the process for ranking the PFE and general resource requests. He also informed the council of the membership for the general resource request group to be chaired by Jane Craven. In addition, Dr. Friedlander distributed criteria for ranking proposals that each of the workgroups and CPC should use in ranking the proposed projects. The council endorsed the proposed criteria and asked that this information be included in the packet of information sent to the chairs of each of the workgroups.

When Dr. Friedlander described the membership of the workgroup that would be reviewing the general resource requests, Lana Rose asked if she could be a member of that group. Dr. Friedlander responded by saying that the council had agreed that in order to prevent a conflict of interest, no member of the council would serve on this or any other workgroup since it would be making the final recommendations on the rankings submitted by all workgroups. However, if a

member of the council wanted to be a non-voting member to observe the deliberations of a workgroup, they would be welcome to do so.

The council decided to focus primarily on those goals and objectives in the report proposed by Dr. Serban that were not on target to being achieved. Members of the council suggested that the workgroups and CPC give priority in their rankings to those projects that addressed a goal or objective of which the college is not making satisfactory success in achieving. After much discussion, members of the council felt that it would not be appropriate to do this at this time because it was not part of the instructions that were distributed to the college community. More specifically, they felt it would not be fair to use that criteria at this point because the faculty and staff preparing proposals were not aware of that criteria as a condition of projects being ranked high for funding.

The question came up in the conversation of the review of the goals and objectives as to what is a one-time project and what is an ongoing project where the one-time projects had some ongoing costs associated with them. The council agreed that if the ongoing costs for replacing equipment was less than 25% of the total cost of the project, it would be considered a one-time project. But, if the ongoing costs of replacing equipment for one-time projects exceeded 25% then it should be categorized as ongoing and not one-time. For one-time projects that have ongoing technological costs, the workgroups need to identify and include those ongoing costs and, if funded, those ongoing costs will be taken off the overall allocation for continuing projects to ensure that funds for the replacement cycle will be available in the future. The council noted that areas where substantial progress was not being made corresponded to the PFE objectives pertaining to student success.

3.2 Status report on the progress being made towards achieving each of the goals and objections of the college plan

Members of the council thanked Andreea Serban for the excellent work that she had done in preparing the status report. Members of the council felt that this data will allow the college community to make much better decisions with respect to the allocation of funds and would enable the council to assess the extent to which the college's efforts are achieving their intended outcomes. Jack Friedlander asked Andreea Serban to thank Wendy Volkman for the support she has provided in the preparation of these reports as well as other research studies that Andreea and she have so effectively conducted.

4.0 Discussion items

4.1 Proposal for changes in allocation of parking spots on East Campus. (taken out of order after 2.4.)

Brian Fahnestock presented his proposal for changes in the allocation of parking spots on the east campus. Mr. Fahnestock stated that the college's transportation demand management plan requires it convert 25% of its parking spaces to carpool spaces. In order to build any new facility on campus, the college would be held

accountable for making considerable progress toward achieving the goals established for the college by having 25% of its spaces available for carpool. In addition to converting single spaces to carpool spaces, Brian shared with the council a comprehensive list of other strategies that the college is taking to reduce traffic to and from the college.

Brian reviewed his proposal to convert 72 staff spots in Lot 1A to carpool spaces that would be open to students, faculty and staff who are carpooling prior to 5:00 p.m. The existing carpool spots across from LSG would be converted to regular parking spots. The council suggested that the college look to expand the number of parking spaces close to the campus, such as parking spots along the waterfront with a shuttle service to take faculty and staff into the college campus. Brian said he would discuss this option with the city and MTD to see if it was viable. The option would require the city to allow students and staff to buy parking spots along the waterfront and have MTD offer more frequent shuttle service from these parking spots to the college campus. Jim Lynn recommended that Brian meet with Classified Council to gain their feedback regarding the proposals for parking on campus. Kathy O'Connor suggested that Brian also meet with each of the major constituent groups on campus to get their feedback including the Academic Senate, Student Services Advisory Committee and Student Senate as well as Classified Council. Brian should take that input into account in the recommendations he brings to the College Planning Council on how to meet the college's transportation demand management requirements.

Brian responded that he has consulted with a number of people on campus and has not gained consensus to any change in the configuration of parking slots that would result in additional carpool spaces. Brian said he would consider meeting with additional groups to try to get this issue resolved. Dr. Friedlander reported that Dr. MacDougall has requested that a new plan for the allocation of parking spots be in place in advance of the fall semester and, ideally, would like to have the plan in place starting July 1. Dr. Friedlander noted that a revised plan will be brought back to the council after there was input from the various consultation bodies on possible solutions to meeting the college's requirement to increase the number of carpool parking spaces. The proposed plan will take into account the outcomes of the discussion with the city regarding the use of waterfront parking for students and staff, and with MTD on increasing the frequency of its shuttle service from off-campus parking lots to the college.

Brian Fahnestock said that some of the ideas pursued for reducing single car trips to the campus have not been successful. For example, Brian offered to have a vanpool available for staff. However, to date, there has been no interest at all by staff in participating in a vanpool. Another option Brian has discussed was to buy bus passes for all faculty and staff. Informal feedback he has received from individuals with whom he has discussed this issue has again showed a lack of enthusiasm for this option. Brian further stated that each group that he discussed these plans with felt that the proposal being presented hurt their constituents and as such they were not willing to endorse the proposals. Brian expressed a sense of frustration that nobody is willing to make any kind of concession where concessions will have to be made in order to increase the number of carpool

spaces at the college. Dr. Friedlander said that it might help if we expand the number of spots available to the college community by looking at using the city's parking lots along the waterfront. That would make the conversion of parking spots to carpool spots more tolerable instead of just focusing on converting existing spots to carpool spots which would make our limited parking even more impacted.

5.0 Other Items

There were no other items.

6.0 Adjournment

On motion [Rose/Garey] chairperson Jack Friedlander adjourned the meeting at 4:50 p.m.