

**SANTA BARBARA CITY COLLEGE  
COLLEGE PLANNING COUNCIL  
September 5, 2000  
3:00 – 4:30 PM  
A218C**

**MINUTES**

PRESENT: L. Fairly, B. Fahnestock, S. Ehrlich, B. Cordero, B. Hamre, J. Lynn, L. Rose, K. O'Connor, L. Rose, A. Serban

EXCUSED ABSENCE: T. Garey

**1.0 Call to Order**

1.1 Chairperson Jack Friedlander called the meeting to order at 3:05 p.m.

1.2 **M/S/C [Rose/O'Connor] with 1 abstention [Hamre]** to approve the minutes of the July 20, 2000 meeting with the correction that the "gym remodel" be called the "P.E. classroom remodel".

1.3 Announcements

There were no announcements

**2.0 Information Items**

2.1 Dr. Friedlander gave an update on some of the faculty and staff changes that have taken place since the July 20, CPC meeting. The position of Director of Enrollment Management and Marketing is now vacant. Options for identifying the job requirements of this position are being explored.

Sue Ehrlich, Vice President of Human Resources and Legal Affairs, reported that there have been a number of adjunct faculty scheduled to teach this fall that have recently informed us that they will not be able to teach this semester. Dr. Friedlander noted that most of these individuals have gained full-time employment and/or have moved away from the area.

Jack Friedlander reported that Diane Hollems has taken the position of Assistant Dean of Vocational Education. Bill Hamre reported that Nancy Tolivar was appointed to the position of Network and Telecommunications Specialist. She

has the responsibility for coordinating all of the technical services group and media services.

Dr. Friedlander reported that Erika Endrijonas has been hired to direct a grant to develop new models of workplace learning. Dr. Endrijonas will report to Dean Baker on the 100% grant-funded project.

Bill Cordero reported on positions in his area that have opened: the financial aid scholarship loan clerk position, the EOPS supervisor's position and the CARE advisor position, currently being held by Bernice Ullom, who announced her resignation from the college effective September 29<sup>th</sup>.

## 2.2 Update on the Summer 2000 and Fall 2000 enrollments

Jack Friedlander reported that the Summer 2000 session FTES was up 3.5% compared to last year. As of September 1, the Fall 2000 headcount is 12,805, which is down 180 students from this time last year (approximately 1%). The enrollments for students in college classes offered in Cosmetology, in high schools and EU are not reflected in this total. It is estimated that the college will meet its FTES growth cap for this year. In terms of full-time students, 12 units or more, enrollments are up 155 students for 2.8 % compared to this time last year. Although the headcount is down in the year-to-year comparison, enrollments are up by 2.8% in full-time students. Enrollments are down 169 students in the 6-11-unit range and down 166 students in the under 6-unit range.

Bill Cordero reported to Dr. Friedlander, that, according to his figures, we are down to 150 students who are BOG recipients, which has major implications for the college in terms of funding for several of its categorical programs. Dean Cordero further indicated that enrollments in EOPS are down about 100 students. He will be working with the staff in his areas to identify strategies to reverse this decline in BOG and EOPS students.

Jack Friedlander related information from Jack Ullom on the effectiveness of the College Achievement Program (CAP) in increasing student course completion and college persistence rates. The biggest potential for the college in terms of FTES growth is course retention and college persistence rates. The college needs to take this into account in our future funding efforts.

## 2.3 Bill Hamre, Vice President of Information Services, gave a status report on the SIS, HR and Financial software systems projects. This summer a contingent went to the Oracle west coast headquarters to do an intensive design review of the student system and to look at the progress Oracle has made on the SIS and review the self-service functionality for students. Oracle has made significant progress in terms of our functional requirements for a student system. Oracle will be lending us specific support for the implementation of the SIS. Sue Ehrlich, Vice President of Human Resources and Legal Affairs, has been working with her staff

to review the setup and configuration that was completed within Oracle HR. The Oracle 11i upgrade, which is targeted for implementation on July 1, 2001, was also assessed.

Jack Friedlander summarized the discussion by noting that ample time needs to be set aside to provide faculty, staff and students with the information and training needed to effectively use the new enterprise software systems.

- 2.4 The status of some of the main construction projects was provided by Brian Fahnestock, Vice President of Business Services.

The fountain on the west campus and the Castillo overlook should be completed in a couple of months as well as the completion of the new faculty and staff office buildings. With respect to the LSB Building remodel, if an acceptable bid is submitted and approved at the September 28 Board meeting, the remodel will start in October and be completed before the start of the Fall, 2002 Semester.

The Science Village is nearly completed. The Studio Theater lighting project has a bid of nearly double the cost estimate. There is a consideration to increase the Cosmetology Program classroom space from 5,000 sq. ft., to approximately 9,000 sq. ft. Repairs to some of the old gas lines on campus have been made. The Children's Center playground will be completed in a few days.

- 2.5 Status on college's Long-Range Development Plan

Brian Fahnestock informed the council of his attendance at the Coastal Commission meeting in Hunting Beach in August. The college had submitted to the Coastal Commission three long-range development plans. These were three new buildings and two remodels and a theoretical parking structure which had not been sited and studied. An environmental impact report was done on the effects of the three buildings and the two remodels. A parking structure was not included in our plan because the city did not necessarily want it to be part of our plan. However, the Coastal Commission did not approve our plan because it lacked a parking structure. The Coastal Commission said that the mitigation for these new classrooms is a parking structure. Attorneys for both parties agreed to allow SBCC to withdraw the three new buildings for approval and leave in the two remodels, the LSG building and the P.E. Classroom remodel. The plans for the three new buildings will be resubmitted in a few months.

The Transportation Demand Management Plan was distributed by Brian Fahnestock. He informed the council that about 85% of faculty and staff drive alone. There are 13,000 people vying for 2,500 parking spaces. The cost to build an individual parking space is \$20,000. Brian Fahnestock requested that feedback on the plan be e-mailed to him and he would take this information into account in preparing the revised plan that will be submitted to the Coastal Commission at its December meeting. Dr. MacDougall contributed to Brian's remarks by adding

that because of our being on the coast, the college is required to gain support from the Coastal Commission and the city. This can be achieved by demonstrating to each of the entities that the proposed new campus buildings will not add to the traffic congestion in this area. He further added that Brian has done an exceptional job of working on the TDM Plan and in getting broad-base input.

### **3.0 Discussion Items**

3.1 Superintendent/President Peter MacDougall was asked to join CPC to address an alternative approach to preparing the college's self-study report for accreditation. The college will prepare a self-study to submit for accreditation next year with a site visit by a team appointed by the Accreditation Commission the following year. Dr. MacDougall posed the question of whether we want to follow the guidelines as proposed by the Accreditation Commission or use an alternative method for self-study as done last time. The last accreditation visit was in November of 1996. Our self-study will take place in 2001-2002 with the visit the following year 2002-2003. Our last self-study was called an experimental self-study. SBCC was the first college to apply and be granted permission to conduct an experimental self-study. The traditional self-study is to examine how a college is meeting each of a specified set of standard and, where needed, a plan to improve the institution's performance. While there are benefits to this approach, the benefits derived to SBCC from such an extensive self-study may not be commensurate with the amount of time and effort invested. This is because SBCC is doing a good job in most of the areas assessed.

3.2 Dr. MacDougall added that Cabinet supports doing an experimental self-study. In order to meet the Federal requirements for accreditation, the Commission has to verify that all standards are being met. In our experimental self-study, we would need to show that we are meeting the standards. SBCC's last self-study was on Project Redesign, which contained the vision of Project Redesign that SBCC would become a model community college for the 21<sup>st</sup> Century. One proposal would be to focus on the concept of developing a model community college for the 21<sup>st</sup> Century, building on Project Redesign but with a fuller vision incorporating that which could not be envisioned six years ago when the self-study was done (e.g., the student portal and Web-based business applications). Dr. MacDougall added that he would like to develop a proposal that would flush out what the alternative self-study would encompass and submit the proposal to the Commission in early December for consideration at its January meeting. We could finalize the proposed project by June 2001.

Dr. MacDougall's proposal is that CPC provide some feedback and endorse the college moving ahead with having an experimental self-study and focus that study on the concept of developing a model community college for the 21<sup>st</sup> Century. The other consideration is that our new college plan needs to be developed in 2001-2002. The alternative self-study would enable us to integrate the development of the College Plan for 2002-2005 with the institution's self-study.

Ideally, Dr. MacDougall would like the College Planning Council to endorse moving ahead with working out an arrangement with the Accreditation Commission for an experimental approach along the lines discussed. Dr. Friedlander suggested that we ask for an endorsement at the next CPC meeting to give the members an opportunity to speak with their constituent groups.

- 3.3 Jack Friedlander led a discussion of the distributed list of all PFE funded projects in 1998-99, 1999-2000 and 2000-2001 and a summary sheet of all three years of funding. The funding to Continuing Education in the amount of \$157,694 was included in the spreadsheets.

Dr. Friedlander reminded the council of its intent this fall to look at the plans that are being developed to achieve the goals and objectives of the College Plan and use that criteria to assess priorities for allocating the remainder of the PFE funds that were not expended. In Educational Programs, each cross-functional team is developing a plan to achieve the outcomes in the College Plan. The council needs to look at data on how well the goals and objectives in the College Plan are being achieved. This information will serve as a guide in allocating the balance of PFE funds to provide the attainment of the objection in the College Plan. The question arises as to the process for applying for these additional funds. A timeline will be discussed at the next meeting.

- 3.4 The discussion on the approach for documenting the progress toward achieving the outcomes of PFE-funded projects was led by Dr. Friedlander. By the end of December, each vice president will be asked to submit a detailed implementation plan for achieving the goals and objectives in the College Plan for which they are responsible. Where appropriate, the plans will include the identification of new resources required to implement the proposed plans. These plans will serve as a primary means in determining the allocation of resources. A timeline of having these plans submitted to CPC in December was discussed. A planning meeting to review these documents would be set in January.

Dr. Friedlander also asked what accountability, if any, do we want to have for PFE projects that have been funded. A discussion ensued regarding continuing to have the funds identified with designated budget numbers [399]. A possibility for accountability would be to have each person who is responsible for a PFE project list the goals and objectives of their proposal and the extent to which those objectives have been achieved. The report would also require the PFE project directors to identify the expenditures of the PFE funds and, where applicable, the justification for reallocating these funds from what was approved.

Brian Fahnstock informed the council that the PFE money would not be identified in a budget number this year because of the effort to manage the money relative to the budget for the whole college. Kathy O'Connor reminded the council that intent of the PFE funds was to provide colleges with additional

resources to achieve specific student outcome measures. The college will be held accountable for achieving these outcome measures. In this regard, the college needs to be accountable for assessing how the PFE funds are being expended.

Jack Friedlander summarized the discussion by suggesting that rather than require faculty and staff to complete another report, we build the monitoring and evaluation of PFE projects into our ongoing procedures for assessing the effectiveness of our efforts. Based on the council's discussion, it didn't seem to be a good use of time to track the specific PFE expenditures.

#### **4.0 Other items**

CPC/DTC meeting dates are set for the 3<sup>rd</sup> Tuesday of each month at 3:00 p.m. DTC agenda items will be addressed at 3:00 p.m., with CPC items to follow. DTC members should be present at the start of the meetings.

#### **5.0 Adjournment**

Chairperson Jack Friedlander adjourned the meeting at 5:00 p.m.