

SANTA BARBARA CITY COLLEGE

COLLEGE PLANNING COMMITTEE

October 18, 1983

M I N U T E S

Present: P. Huglin, Chair; A. Bailon, M. Bobgan, N. Cretser, L. Fairly,
P. Freeman, G. Gaston, C. Hanson, E. Jardine, J. Kay, M. Mallen,
D. Oroz; Resource: Burt Miller, J. Romo

Guest: Michael Murphy

The Chair introduced Nancy Cretser who will be serving as the classified representative on CPC and Michael Murphy, exchange faculty member from England.

The Minutes for the October 4, 1983, meeting were approved.

1. INSTITUTIONAL PLANNING

Mr. Miller reviewed the background information that had been distributed to members to assist them with Institutional Planning.

One set of information contained a series of graphs depicting population/enrollment trends, headcount, WSCH, and various other statistics. Mr. Miller stated that the significant point to be drawn from the graphs is that the number of "traditional" students will be dropping radically in the next few years and that "traditional" students tend to account for more WSCH than older students.

Another set of information was a series of articles pointing out some of the issues tht have been addressed or might be addressed in Institutional Planning.

The third set contained proposed materials to be sent out to departments for Institutional Planning. The materials were designed to encourage departments to discuss what they actually plan to do rather than what they would like to do. The forms are to be approved by CPC before they are sent out. When the forms are returned, Dr. MacDougall wants CPC to critically review the material.

2. INSTITUTIONAL DIRECTIONS

The Chair asked each member of the Committee to go over the Statement of Institutional Directions and the planning forms from department chairs. On November 1 the CPC will review this material page by page, modify if necessary, finalize the corrections and make the appropriate recommendations to the Superintendent/President.

2. Institutional Planning (continued)

Mr. Miller suggested other issues not previously listed for consideration by CPC:

- construction of new facilities
- deferred maintenance
- troubled economy
- public uncertainty over quality/value of higher education
- aging faculty
- competition from alternative educational media
- concept of matriculation
- tuition
- effect of personal computers on education
- college/industry/business cooperation
- escalating costs of higher education
- differential effects in enrollment across departments due to changing age structure and tuition

3. STUDENT SERVICES

Mrs. Fairly distributed copies of the SBCC Student Services Survey and noted that the survey would be sent out to 17 community colleges in California of similar size to SBCC (8,500-17,000 students; 5,500-7,700 credit ADA). She stated that the Student Services Department is trying to gather quantitative data on all the areas of Student Services regarding budgets, records, staffing and kinds of services offered. She asked members to review the survey and to send her any suggestions or additions they might have by the end of the week, as the survey will be mailed on Monday.

Mrs. Fairly explained that at the same time the data is being gathered, Student Services will be attempting to evaluate the institutional directions/planning and goals of the college based on what the division is doing within each of the programs to determine if those directions and goals are being accomplished.

4. 1984-85 BUDGET-DEVELOPMENT

Dr. Hanson reviewed the process by which he is working toward budget planning for 1983-84. Because of the uncertain fiscal situation facing the College, it was necessary to make certain assumptions and develop the following scenarios to be considered:

- a) State funding level for 1982-83 with 5% ADA decline
- b) State funding level for 1982-83 with mandatory student fees of \$50 per semester (6 units or more), and \$5 per unit with less than 6 units, and 5% ADA decline

4. 1984-85 Budget Development (continued)

- c) Same as "b" but with 10% ADA decline
- d) State funding level for 1983-84 with 5% ADA decline
- e) State funding level for 1983-84; ADA capped at 1982-83 level

Members suggested adding three other scenarios:

- f) "Hold harmless" clause, i.e., not being penalized for not achieving ADA cap
- g) \$250 million to be put back into the budget and impact of tuition
- h) Decline in enrollment as a result of fiscal shortfall and attrition

Dr. Hanson stated that the next step in budget planning will be for CPC to decide which scenario(s) will be used to develop a budget for 1984-85.

5. SUMMARY OF MANAGEMENT COMPENSATION

The Chair presented this item for information only and stated that it was a comparison of SBCC administrative salaries to other community college districts. He also stated that Mr. Miller was working on the preparation of a comparable summary on faculty salaries.

6. POTENTIAL RETIRANTS

The Chair brought up the subject of the letter that was sent to all certificated/administrative staff who were 54 years of age or older regarding retirement and said that it was not intended as a letter requesting people to retire but only to let them know that there were early retirement incentives available for people who were already thinking about retirement. As part of contingency planning, the College wanted to identify people who could potentially retire. The effect on the other end of the spectrum could mean the "salvaging" of positions of the recently hired, in most cases younger, faculty.

The Chair, speaking as a person "over 55" and in his 29th year of service to the District, was not so affected . . . to the contrary, he viewed the letter as one of a number of positive elements in contingency planning. He further stated that the age of 54 was arbitrarily chosen and that the age should actually have been 49, since certificated staff may retire under the 50/25 plan (50 years of age/25 years of service).

Ms. Jardine reported that some people were "very upset" by the "insensitive" (Quote is faculty member's, not Ms. Jardine's.) letter and felt that they were being asked to retire. She suggested that for the benefit of morale, a follow-up letter be sent stating that this was not the case.

7. CONTINGENCY PLANNING

Ms. Jardine stated that since the Instructional Division has in place a program of evaluation and review, she would like to know if Business Services, Continuing Education and Student Services are preparing a similar evaluation program to be used in contingency planning.

Dr. Bobgan responded that for contingency planning each of the cost centers has proposed reductions in case additional cuts are necessary. Continuing Education is in the process of evaluating individual cost centers using two instruments. One instrument measures the program with an historical perspective: number of classes offered in the fall of each year, annual ADA, number of enrollment cards, etc. It represents one kind of measure of growth for the organization. Another instrument makes a statistical evaluation of the various cost centers.

Dr. Hanson responded that Business Services does an evaluation each year of staff and of what has been accomplished in the way of service to the college. He said that it was difficult to evaluate the quality of the Business Services program, since the division deals in volume of services and projects completed.

Mrs. Fairly indicated that Student Services is considering the use of the Instructional Division instrument as is or with some changes to fit her division.

The concern was expressed that various divisions are developing program evaluation instruments on their own. Each of the non-instructional divisions should develop some tentative plan and submit to CPC for review before a self-evaluation process takes place.

The Chair requested Business Services, Continuing Education and Student Services to submit an evaluation instrument or a list of ideas for review, hopefully by November 1, 1983, to CPC.

Dr. Hanson, Dr. Bobgan and Mrs. Fairly agreed to submit some form of evaluation instrument or to develop a report that would supply statistics, services provided, staffing patterns, and a comparison to other colleges in the performance of services.

Mr. Oroz added that he will work with Mr. Miller in developing some program of review for the President's Office.

ba
cc: Dr. MacDougall
Asst Deans
Division Chairs
Department Chairs
Rep. Council