

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

October 3, 2000

3:00 – 4:30 PM

A218C

MINUTES

PRESENT: J. Friedlander, B. Hamre, S. Ehrlich, L. Fairly, B. Cordero, A. Serban, K. O'Connor, J. Lynn and J. Webber

EXCUSED: B. Fahnestock and L. Rose

1.0 Call to Order

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

1.2 **M/S/C [Hamre/O'Connor]** to approval of minutes of the September 19, 2000 meeting.

1.2 Announcements

Jack Friedlander announced that Dave Seibel is resigning his position in IRD. Bill Hamre reported that he is close to filling the Senior Director position and would initiate a search to replace the positions vacated by both Dave Seibel and John Morrison.

2.0 College Plan/PFE/Resource Requests

2.1 Dr. Friedlander reviewed the revised vice presidents' assignments to coordinate the development and implementation of the strategies for achieving the goals and objectives of the College Plan.

2.2 & 2.3 CPC reviewed the proposed format for submitting plans for achieving the goals and objectives in the College Plan and the proposed format for submitting resource requests to augment budgets of existing programs.

Members of the council requested that we add a category to the form entitled "*Rationale/Justification*" and that we ask departments to identify if the resources requested are one-time or ongoing. Each proposal for funds is to be submitted as a separate request rather than being combined on one form.

The council suggested that rather than submit requests in a spreadsheet, the proposals be submitted in a text format addressing each of the criteria requested in the spreadsheet. The council also asked that information on payroll and medical benefits costs for new full-time and part-time classified and certificated positions be noted on the budget form.

- 2.4 The council reviewed the proposed timeline and processes for submitting proposals for resource requests in support of objectives in the College Plan and for augmentations of budgets for existing programs. The column identified as “*Funds Requested*” will be changed to read “*Description of Funds Requested*”. The request was made that this form also be submitted in text format as opposed to a table.

On the budget sheet under the “*Object of Expenditure*”, CPC requested that the classifications 1000 through 6000 be added and the category called “*Classification*” be eliminated. The budget form needs to contain a statement indicating if the funds requested are one-time funds or ongoing. It should be indicated whether the resources were one-time or ongoing. The column “*Access to Existing Resources*” will be deleted since it was included in the narrative.

Dr. Friedlander reviewed the proposed timeline for submitting proposals and stated that he would be reviewing the proposed timelines and processes with the Academic Senate. He will try to distribute the resource requests by Monday, October 9th.

- 2.5 & 2.6 Dr. Friedlander discussed the estimated funds available from COLA and growth to support non-College Plan resource requests, estimated PFE one-time funds for 2001-2002 and ongoing funds. He noted that there were three sources of funds available to support new resource requests: the unallocated PFE dollars COLA and growth. However, the vast majority of funds associated with COLA and growth are accounted for in terms of meeting the district’s contractual obligations. Therefore, for all practical purposes, the primary source of funds available to meet new resource requests are the unallocated PFE funds that the college received in 2000-2001.

Dr. Friedlander stated that the Chancellor’s Office just informed the community colleges that the three years of PFE funding that they have received are not part of their base budget. He said this is unfortunate in that the cost of living adjustments provided to the colleges by the state are only added to the base budget which means that the PFE dollars were not augmented by the COLA. In essence, the district has an unfunded liability for paying for the salary and benefit increases for any position funded with PFE dollars. Vice President Fahnestock has estimated that this will cost the district about \$185,000 this year and \$185,000 in additional funds each year in the future if this budget oversight is not corrected. The Chancellor’s Office plans to submit, as part of its 2001-2002 system budget, a

request to move PFE funds into the base budget for the California community colleges. However, until the Governor signs this budget request, Dr. MacDougall will subtract from the \$876,789 that has been allocated as PFE dollars, the costs associated with paying for the COLA for PFE funded positions.

Members of the council expressed the concern that if PFE funds were limited to supporting requests to achieve the objectives in the college plan, there would be inadequate funds to support requests to augment budgets of existing programs that are not directly tied to the college plan objectives.

Dr. Friedlander stated that all resource requests would be considered, reviewed and ranked and funds would be allocated to those requests that received the highest ranking regardless of whether they were in support of the college plan or augmenting existing budgets. Members of the council expressed support for that approach of identifying priorities and allocating resources.

2.7 Process for Allocation of One-Time PFE Funds Available in 2000-2001

Dr. Friedlander stated that the college would need until mid-November to gain a full understanding of the amount of funds needed to pay for a number of projects that were discussed at the last meeting of CPC. The bids for the LSG building came in over one million dollars higher than what was allocated for this project. The district has submitted a request to the Chancellor's Office and the Department of Finance to augment the amount of funds allocated for the LSG remodel by one million dollars. The decision regarding this request will be made by mid-November.

With respect to Cosmetology, the district has hired a structural engineer to examine the facility that is rented for the Cosmetology program and to provide an estimate of what it would cost to upgrade the facility to meet the Field Act standards. The district has also submitted a request to the Chancellor's Office for an exemption to meeting Field Act requirements for this off-campus facility. The college will not know until at least November the status of its request for an exemption for the amount of money it will take to upgrade the facility to meet Field Act standards.

Other potential calls on the unallocated one-time PFE dollars for 2000-2001 include costs not budgeted for the Science Village, costs not budgeted for the East Campus Office Center 1 & 2 and the student portal project. Until we have a better understanding of the actual costs of these projects, Dr. MacDougall has agreed to release \$100,000 of the PFE dollars for one-time requests for 2000-2001. These funds will be distributed to each of the vice presidents based on the percentage of the college's budget in their areas.

Dr. Friedlander reported that there were some errors in the information he was given and that he would come back with accurate data that would be used for

distributing the funds to the vice presidents. Each vice president would be responsible for working with faculty and staff in his or her area in the process for distributing these one-time funds.

3.0 & 4.0 Vice President Hamre requested that item 3.0, timeline and process for identifying and ranking new technology initiatives be postponed to the next CPC/DTC meeting along with items 4.0 through 4.4.

For a future agenda item, members of the council requested that we discuss the development of a policy on the appropriate use of electronic communication (i.e., e-mail). Dr. Friedlander agreed to put this on a future agenda.

Responding to a question regarding Tech II, Vice President Hamre was asked to specify the amount of additional funds the district received this year to support technology initiatives. He reported that he just received the information from the Chancellor's Office and would provide the amount of new money available to the district at the October 17th CPC/DTC meeting.

5.0 Adjournment

Dr. Friedlander adjourned the meeting at 4:40 p.m.