

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**May 16, 2006
3:00 - 4:30 PM
A218C**

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, L. Fairly, J. Sullivan, K. McLellan, P. Haslund, T. Garey, B. Lindemann, K. Molloy, E. Frankel, L. Auchincloss, M. Guillen, C. Ramirez

ABSENT: P. Bishop, A. Serban

GUEST: L. Griffin, P. English

1.0 Call to Order

1.1 Approval of the minutes of the March 21st and March 28th CPC meetings.

This item was not addressed.

2.0 Announcements

2.1 There were no announcements.

3.0 Information Items

3.1 John Romo has accepted CPC's ranking of the resource requests

The Council was so informed.

3.2 Allocation of funds from Educational Programs budget to cover costs to move the Dual Enrollment Coordinator (Carol Flores) salary and benefits from being partially funded by Tech-Prep grant dollars to being 100% funded from the General Fund (\$78,000) and to use Tech-Prep grant funds to hire a full-time, 10-month Dual Enrollment Specialist (\$65,210) .

Jack Friedlander said he recognized all the reasons why the request for the Dual Enrollment position was ranked low on the list of items recommended by the VPs for funding. He said as he looked at the critical need for the institution to have that position in order to just maintain our base going forward and not having to say "no" to the many requests from the high schools for additional Dual Enrollment courses, it would not be in the college's best interest educationally, financially, or politically to turn down these requests. Dr. Friedlander said he has money in his budget that he had been holding to replace the Dean of Technologies position that was vacated by Mike Gallegos. Given the critical importance of adding this new position as soon as possible, Dr. Friedlander made the decision to reallocate these dollars to fund the Dual

Enrollment position. Dr. Friedlander said it is his hope once we work down the priorities in CPC's ranking of new resource requests, he will be reimbursed as resources become available in 2006-07. He said that the college received over 1,000 FTES in Dual Enrollment this year and that this number will be higher in 2007-08 if this position is funded.

Esther Frankel asked for an update of the sabbatical leave budget issue. Dr. Friedlander answered that President Romo had agreed to fund Patricia Stark's one-year sabbatical leave and replace her position with a temporary contract. That approval put the sabbatical leave budget well over its allocation. He said when John Romo made this decision he did so based on information that it would cost a certain amount of money. Dr. Friedlander said that it was just learned that the actual cost of allowing Patricia Stark to take a one-year sabbatical leave and replace her with a one-year temporary contract instructor was more than anticipated. However, given the circumstances, he decided not to reverse his initial decision at this point. He said that Rick Mokler was scheduled to go on sabbatical next year but has decided to forego it in light of the remodel of the D-M building that is scheduled to take place during the coming year. Next in line for approval of a sabbatical leave was Julie Smith who requested a one-semester sabbatical. John Romo said that he could not support an even higher deficit in the Sabbatical leave budget by his approving Julie Smith's one-year sabbatical. Jack Friedlander stated that given the need to have much of the work Julie Smith proposed to accomplish during her sabbatical completed in advance of the 2007-08 academic year to meet new state requirements for people entering jobs in her field, he would work with Julie to develop a special project that would enable her to complete the essential tasks needed to revise the ECE curriculum and articulation agreements.

Joe Sullivan said the Governor's May revise for the college did not have a significant impact insofar as the base or ongoing funding. There is the potential for a block grant which could be significant as well as one for maintenance funding. He said what will be advantageous to the passage of SB 361 the new method of allocating funds based solely on FTES. This passage of SB 361 would increase our allocation for equalization as well as the college's base funding. Jack Friedlander said the money being appropriated for equalization will be a huge boost to our college. Leslie Griffin said the state-funded categorical programs came out well in the budget by receiving both a COLA and for many of these programs, another 7.66 percent for growth. COLA came in at 5.92 percent for 2006-07.

3.4 Preliminary budget estimate for 2006-07

Joe Sullivan distributed and discussed the Budget Assumptions for 2006-07 which facilitated the structure of our preliminary budget for 2006-07. The salary model budget assumption was also distributed which detailed the actual costs of positions over and above salaries between 2005-06 and the 2006-07 budgets. Vice President Sullivan led the Council through a discussion of the General Fund – Unrestricted Projected Year-End results for 2005-06, the Preliminary Budget for 2006-07 and discussed the increase/decrease between the two budgets and the reasons for the change. Dr. Friedlander thanked Leslie Griffin for the amount of detail and exactness of the data she prepared for the salary model.

4.0 Discussion Items

4.1 DTC plan

Liz Auchincloss, a member of DTC, said that this plan has gone through considerable consultation and reflects input from all the appropriate consultation bodies.

M/S/C [Garey/Molloy] to move this item to action.

M/S/C unanimously [Fairly/___] to approve the DTC Plan.

5.0 Action Item

5.1 Proposed parking measures for Fall 2006

M/S [McLellan/Ehrlich] to support the recommendation for the parking meters (Attachment 3).

Discussion: Kathy Molloy indicated that the Senate has only discussed the parking meters and not the parking dispensers and could not approve the proposal without the Academic Senate input. Ms. Molloy agreed to call a special meeting of the Senate in June so that the decision can be made on the recommendations on parking dispensers.

M/S [Lindemann/Garey] to table the action of this item.

Discussion: Joe Sullivan said he needs the consensus of the bodies by June 15th to implement the parking meters and dispensers by fall 2006. Otherwise, any later decision would necessitate waiting to implement in fall 2007. He said it was his understanding from President Romo that the parking meters would be brought to action today to give him [Sullivan] time to order them to be in place in Fall 2006. However, he said if he is going to place an order, he is going to do both the meters and the dispensers at the same time to get a better price and to have them installed at one time. Jack Friedlander indicated that this still needs to go to the Board study session which doesn't meet again until July which would be past the deadline for ordering to be in place by the start of the fall semester.

The motion to table the motion and discussion was defeated with 7 nays and 4 yeas. Tom Garey asked for a show of hands: In favor of tabling the motion: 5; opposed to tabling the motion: 7. The motion remains active.

Discussion: Mr. Sullivan indicated that it would not be feasible to install the meters/dispensers between semesters because it changes the parking culture of the college. There is a need to change the signage, mark the spaces in the lots, and prepare the postcard that goes out to students describing the parking options for the fall semester.

Jack Friedlander suggested that the Academic Senate and CPC meet prior to the deadline for ordering the meters and dispensers to have them installed prior to the fall semester. He will speak to President Romo to suggest the Board study session be scheduled in a timely manner to accommodate the ordering of the meters/dispensers.

Keith McLellan stressed that the timely passage of this proposal is critical to the health and safety of students, faculty and staff. He said he was opposed to deferring this mitigation of the parking situation beyond fall.

Barbara Lindemann said she feels it is critical to go back to the Academic Senate to clarify the proposal and the process and get their support. She said Joe Sullivan has responded to the Senate's concerns but it has not come back to the Senate to advise them that their concerns have been addressed.

Liz Auchincloss called for the previous question; it was seconded. Approved: 7; Opposed: 5. Discussion continued as it was not a 2/3's vote.

Discussion: Peter Haslund said that we have to assume that the faculty want to be included in the discussion of the proposed changes in campus parking and they felt that they were not. He concurred with Barbara Lindemann that this is a good proposal. Dr. Friedlander said he will consult with President Romo to determine a date when the Board study session could meet in June.

M/S/C [Garey/Molly] to postpone action on the main motion until the next CPC meeting on or about June 15th.

Note: The Academic Senate has agreed to meet on Monday, June 12. The College Planning Council will meet on Tuesday, June 13th at 1:30 p.m. The Board Study Session will be held on June 13th at 4:00 p.m.

6.0 Adjournment

Upon motion, the meeting was adjourned.

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

**June 13, 2006
10:30 a.m. to Noon
A218C**

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, L. Fairly, J. Sullivan, K. McLellan, E. Frankel, T. Garey,
P. Haslund, B. Lindemann, K. Molloy, L. Auchincloss, M. Guillen, C. Ramirez

ABSENT: P. Bishop, A. Serban, K. Russell

GUESTS: Pat. English, Eric Borlaug, Erik Fricke

1.0 Call to Order

1.1 Approval of the minutes of the March 21st and March 28th CPC meetings.

**M/S/C [Guillen/Molloy] to approve the minutes of the March 21st CPC meeting.
M/S/C [Molloy/Guillen] to approve the minutes of the March 28th CPC meeting.**

2.0 Announcements

2.1 Jack Friedlander announced that there is a large applicant pool of candidates for the position of Associate Dean/Athletic Director who will replace the Dean, Educational Programs position which is held by Ron Baker.

3.0 Information Items

3.1 Update on state budget

Joe Sullivan gave an update on the state budget. He said COLA is 5.92 percent which is the highest we've seen in some time. He led the Council through the spreadsheet which outlined the funding to community colleges.

3.2 Update on summer enrollments

Did not address.

4.0 Discussion Items

There were no discussion items.

5.0 Action Item

5.1 Proposed parking measures for Fall 2006

Keith McLellan reminded the Council that the motion which was on the floor from the May 16th meeting was just for the parking meters and not for the proposal for both the parking meters and dispensers.

Discussion: Kathy Molloy said the Academic Senate had a productive meeting yesterday that Joe Sullivan and Erik Fricke attended to discuss the parking proposal. The Senate wholeheartedly approved the efforts by the college to address the parking problems. It asked that serious consideration be given to the following three recommendations: (1) designate the lower staff lot in the parking structure on West Campus as a staff lot 24 hours a day and to evaluate the parking situation in the first year to ensure full utilization of the parking spaces; (2) rather than put meters in Lot 1B label these spaces as 20 minute staff parking until 5:30 p.m. and also for use for prearranged visitors; and (3) evaluate and implement the installation of an electronic arm and pass keys at the earliest date possible on the East Campus just beyond the kiosk.

Eric Borlaug, the Student representative of the Associated Student Body (ASB), distributed a letter which he wrote but indicated he couldn't speak on behalf of the Student Senate because they are out of session until the start of the new academic year. Speaking on behalf of students and in his capacity as ASB President, he indicated the first complaint he receives from students is about parking. He feels that the parking changes are detrimental to the students in that they take away hours and spaces from them and assigns them to the faculty and staff. He said he appreciates the consultation and decision making processes on campus but in this case. Eric doesn't feel the ASB was fully consulted on this issue. He said the proposal they received in last May was for the parking meters and there was no discussion of changing carpool lots or visitor lots to staff lots. Kathy Molloy responded that the Academic Senate was working with the same documents they had but the Senate was able to schedule a special meeting to review the additional proposal. Jack Friedlander said that the reason the Council was being asked to approve the recommendations was that a decision was needed by the end of the month to allow so that the meters and dispensers could be ordered in time to be in place by the start of the fall semester.

Tom Garey provided a visual on the Academic Senate's recommendation for an electronic arm just past the East Campus Kiosk and before the Admin Bldg. Joe Sullivan said this recommend will be under study. Director of Security Erik Fricke informed the Council of some of the parking practices and restrictions that have been in place to mitigate the problems with parking and traffic flow. Joe Sullivan discussed some of his observations and results of monitoring parking patterns for the lots being discussed for change. The Council continued to discuss numerous options with differing opinions on the proposed traffic solutions.

M/S/ [Garey/Molloy] to amend the motion on the table to include the three Academic Senate proposals as presented to the Council.

The motion was defeated.

M/S [Garey/Molloy] to amend the main motion to adopt the first of the Academic Senate recommendations: Designate the lower staff lot in the parking structure on West Campus as a staff lot 24 hours a day and to evaluate the parking situation after one semester to ensure full utilization of parking spaces.

Discussion: There was more discussion on the times various lots would be available to either staff or faculty.

The motion was defeated.

M/S [Garey/Molloy] to amend the main motion to adopt the second of the Academic Senate recommendations: Do not put meters in Lot 1B; instead label these spaces 20 minute staff parking until 5:30 p.m., and allow prearranged visitors to park there as well and to evaluate the parking situation after one semester to ensure full utilization of parking spaces.

Yeas: 5 Nays: 7 The motion was defeated.

M/S/C [Garey/Fairly] to amend the main motion to adopt the third of the Academic Senate recommendations: Evaluate and implement the installation of an electronic arm and pass keys at the earliest date possible. Location: After the East Campus Kiosk where the Administration Building begins

The motion passed.

M/S/C the main motion with amendment. Opposed: Garey/Frankel; Abstention: K. McLellan

6.0 Adjournment

Upon motion the meeting was adjourned.

Attached is the request that went in for resource requirements for the 2006/07 fiscal year. The request was ranked very high by CPC and will be funded if resources become available. The position is critical for the implementation of the Banner system and for providing payroll services to the district. The District has continued to grow without providing additional resources for the infrastructure in Business Services. Payroll is more critical than other services and will need to take precedence over the other services provided by Business Services. Therefore I am proposing the following:

1. The position would be funded through Banner backfill budget through the implementation process which would be for the 2006/07 fiscal year.
2. If the resources are funded through the allocation of budget resources for 2007/08 the position would be funded through the budget at that time.
3. If the position is not funded through the budget for 2007/08 the position would be funded through the reallocation of resources in Business Services. Specifically the position would be "traded" for a position that had been vacated during the year or another position would be "laid-off" due to lack of funding.

**FORM FOR SUBMITTING PROPOSALS FOR RESOURCES
FOR THE 2006-2007 BUDGET**

Instructions: Please use one resource request form per request. Each request must contain the following information:

Department/Unit: Business Services -- Payroll Office

Person Submitting Request: Rosie Tower

Description of Funds Requested (e.g., title of position, full-time or hourly; printing & duplicating; facility repairs): Full-time Payroll Technician

Rationale for Request: Address each of the following questions:

1. How will the additional resources requested contribute to the achievement of one or more of the goals and objectives in the College Plan: 2005-08?

Staffing in payroll has reached a point where additional help is critical. The position would provide general support including reception, data entry, filing, and support for other payroll staff and would provide information concerning payroll related transactions, practices, policies and procedures.

An additional position would help to improve the work environment and job satisfaction in the office in many ways – it would ease the stress/burnout level brought on by the heavy workload, alleviate or eliminate the many hours of overtime it currently takes to produce a payroll each month, and allow time for staff to take a vacation. An improved work environment would contribute towards the ability and time to better provide customer service.

Anticipate that the Banner Implementation will include much on-line payroll related self-service for faculty and staff. This will necessitate the development of College-wide user training. Along these lines, our office will be providing help-desk type support. This position would support other office staff in this endeavor, and would thereby contribute in the facilitation of College-wide communication. It would also allow all staff to better serve as a resource for Department Chairs, Adjunct Faculty, and Classified Staff to perform their jobs effectively in the self-service area and in payroll transactions in general.

There has been a lot of turnover in our office. It would be of tremendous value to have a person who could learn enough about payroll processes to be eligible for promotion within the office and who could facilitate these transitions.

2. What are the consequences of not receiving the additional resources being requested?

The consequences of not receiving the additional resources are continued excessive overtime, undue stress, burnout, job satisfaction issues and the inability to qualitatively provide campus-wide services.

3. Where applicable, how does the staffing levels and operational budget for your department/unit compare to the benchmark colleges (Cabrillo, Glendale, Cuesta)? These were the colleges used as benchmarks for the Consultative Planning Process (CPP).

Cerritos and Glendale Community Colleges each have six positions in their payroll offices. Cabrillo and Cuesta Community Colleges have four positions, however, the benefits position for each of these is in another office and each has a substantially smaller once-per-month student payroll to process. Our budget seems to be comparable for number of staff; however, Glendale's appears to be larger.

Amount Requested. **Note if one-time or ongoing:**

One-Time \$:	_____
Ongoing \$:	<u>47,800.00</u>
Total \$:	<u>47,800.00</u>

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CONTINUING EDUCATION DIVISION OUTREACH SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of the Dean-Continuing Education, develop, coordinate, oversee and participate in a variety of outreach and recruitment functions for the Continuing Education Division. Develop and execute a marketing plan, orientation program and support services to facilitate enrollment into Continuing Education Division classes and assure smooth transition into the credit division of the College.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop, coordinate, oversee and participate in a variety of community outreach and recruitment functions for the Continuing Education Division.

Develop and execute a Continuing Education division marketing plan, orientation program and support services; coordinate and participate in marketing activities to enhance student enrollment; attend local promotional employment events, college fairs, open houses and other special events.

Facilitate the transition of Continuing Education students to the credit program to enhance enrollment. Develop and implement related goals, objectives, strategies, time lines, priorities and activities. Oversee advisement of students concerning enrollment, registration and transition to the credit program.

Create and maintain a database to record movement of students from the noncredit program to the credit program. Oversee and participate in the preparation and maintenance of records and reports related to prospective students, special events, and assigned activities.

Oversee and participate in providing consultation and assistance to prospective and current students concerning noncredit classes, related student services, related credit programs and services. Respond to inquiries and provide information concerning admissions, enrollment, programs, services, classes and related standards, events, time lines, requirements, policies and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Prepare, receive and respond to a variety of correspondence concerning Continuing Education division work training programs, educational planning, services, and admissions requirements; receive and respond to telephone calls; receive and meet with prospective students.

Serve as a member of the Continuing Education Student Service Team to enhance and facilitate student enrollment. Attend and participate in related meetings; assist in the development and implementation of enrollment goals, objectives, policies and procedures.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct in-services concerning enrollment, outreach and recruitment and transition functions.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standards, practices, goals, objectives and procedures of college outreach, recruitment for the adult community.

Marketing strategies, orientation and support services relevant to adult students.

Practices, policies, procedures, involved in effective recruitment of adult students into Continuing Education.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervision and training.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Public speaking techniques.

Basic budget preparation and control.

Public relations techniques.

ABILITY TO:

Coordinate, oversee and participate in a variety of outreach and recruitment functions including marketing, advisement, pre-enrollment, orientation and support services to facilitate, enhance and assure smooth adult and non-traditional student enrollment at the College.

Oversee and participate in providing consultation and assistance to prospective and current students.

Develop a recruitment and marketing plan.

Train assigned personnel.

Develop, implement and conduct recruitment and outreach activities.

Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.

Communicate effectively orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Oversee and participate in the preparation and maintenance of various records and reports.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor's degree with major coursework in sociology, psychology, communications or related field and three years increasingly responsible paid experience working in a College environment requiring frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Walking to conduct tours.